



A G E N D A

FOR THE

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 27th of March 2024
Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 27th of March 2024 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 22nd of March 2024

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

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

VISION STATEMENT

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

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COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

| | |
|----------------------------|---|
| Inherent Risk | The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk’s impact or likelihood. |
| Residual Risk | The remaining level of risk following the development and implementation of Council’s response. |
| Strategic Context | These risks are associated with achieving Council’s long term objectives. |
| Operational Context | These risks are associated with the day-to-day activities of the Council. |
| Project Context | Project risk has two main components: <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. |

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

| Rating (Level) | Health | Financial Impact | Service Interruption | Legal and Compliance | Reputational | Environmental | Property |
|--------------------------|---|---------------------------|---|--|---|--|--|
| Insignificant (1) | Near miss Minor first aid injuries | Less than \$10,000 | No material service interruption - backlog cleared < 6 hours | Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance. | Unsubstantiated, low impact, low profile or 'no news' item. Example: Gossip, Facebook item seen by limited persons. | Contained, reversible impact managed by on site response. | Inconsequential or no damage. |
| Minor (2) | Medical type injuries | \$10,001 - \$50,000 | Short term temporary interruption – backlog cleared < 1 day | Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern. | Substantiated, low impact, low news item. Example: Local paper / Industry news article, Facebook item seen by multiple groups. | Contained, reversible impact managed by internal response. | Localised damage rectified by routine internal procedures. |
| Moderate (3) | Lost time injury <30 days | \$50,001 - \$300,000 | Medium term temporary interruption – backlog cleared by additional resources < 1 week | Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued. | Substantiated, public embarrassment, moderate impact, moderate news profile. Example: State-wide paper, TV News story. | Contained, reversible impact managed by external agencies. | Localised damage requiring external resources to rectify. |
| Major (4) | Long-term disability/ multiple injuries Lost time injury >30 days | \$300,001 - \$1.5 million | Prolonged interruption of services – additional resources; performance affected < 1 month | Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified. | Substantiated, public embarrassment, high impact, high news profile, third party actions. Example: Australia wide news stories. Regulatory / Political commentary involvement. | Uncontained, reversible impact managed by a coordinated response from external agencies. | Significant damage requiring internal & external resources to rectify. |
| Catastrophic (5) | Fatality, permanent disability | More than \$1.5 million | Indeterminate prolonged interruption of services – non-performance > 1 month | Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default. | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. Example: Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement. | Uncontained, irreversible impact. | Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building. |

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 27TH OF MARCH 2024, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

Cr. E P Lilly - Elected Member [Res:17-24]

2.4 Previous Meetings

| DATE | TYPE | Cr. T BELL | Cr. L W DAVIES | Cr. T G GARDINER | Cr. S L GILLESPIE | Cr. A C JENOUR | Cr. E P LILLY | Cr. M R HUTCHINSON | Cr. J D MANONI | Cr. A L WEBSTER |
|----------------------|-----------------------------|------------|----------------|------------------|-------------------|----------------|---------------|--------------------|----------------|-----------------|
| OCTOBER 2023 | | | | | | | | | | |
| 25/10/23 | SCM | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| NOVEMBER 2023 | | | | | | | | | | |
| 15/11/23 | AF | ✓ | NA | ✓ | Ap | ✓R | ✓R | ✓ | ✓ | ✓ |
| 22/11/23 | OCM | ✓ | ✓ | ✓ | Ap | ✓ | ✓ | ✓ | ✓ | ✓ |
| 29/11/23 | CF | ✓ | | ✓ | Ap | Ap | ✓ | ✓ | ✓ | ✓ |
| DECEMBER 2023 | | | | | | | | | | |
| 06/12/23 | WS – WHS | ✓ | NA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 06/12/23 | AF | ✓ | NA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 13/12/23 | OCM | ✓ | ✓ | ✓ | ✓ | ✓R | ✓ | ✓ | ✓ | ✓ |
| 20/12/23 | CF | ✓ | NA | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| JANUARY 2024 | | | | | | | | | | |
| 24/01/24 | AF | ✓ | NA | ✓ | ✓ | ✓R | ✓ | ✓ | ✓ | ✓ |
| 31/01/24 | OCM | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 31/01/24 | SCM ANNUAL ELECTORS MEETING | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| FEBRUARY 2024 | | | | | | | | | | |
| 15/02/24 | EATON COMMUNITY MEETING | | | ✓ | | | ✓ | | | |
| 21/02/24 | AF | ✓ | NA | ✓ | Ap | ✓R | ✓ | ✓ | Ap | Ap |
| 22/02/24 | FERGUSON COMMUNITY MEETING | ✓ | | ✓ | | | ✓ | | | |

| DATE | TYPE | CR. T BELL | CR. L W DAVIES | CR. T G GARDINER | CR. S L GILLESPIE | CR. A C JENOUR | CR. E P LILLY | CR. M R HUTCHINSON | CR. J D MANONI | CR. A L WEBSTER |
|-------------------|----------------------------|------------|----------------|------------------|-------------------|----------------|---------------|--------------------|----------------|-----------------|
| 28/02/24 | OCM | ✓ | ✓ | ✓ | Ap | ✓ | ✓ | ✓ | ✓ | ✓ |
| MARCH 2024 | | | | | | | | | | |
| 06/03/24 | CF | Ap | NA | ✓ | ✓ | ✓R | ✓ | ✓ | ✓ | ✓ |
| 07/03/24 | DARDANUP COMMUNITY MEETING | ✓ | | ✓ | | | ✓ | ✓ | | ✓ |
| 11/03/24 | BUREKUP COMMUNITY MEETING | ✓ | | ✓ | | ✓ | ✓ | ✓ | | |
| 20/03/24 | AF | ✓ | NA | ✓ | ✓ | ✓R | ✓ | ✓ | Ap | Ap |
| 27/03/24 | OCM | | | | | | | | | |

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

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

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the Ordinary Council Meeting to be held on the 24th of April 2024.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 27th of February 2024

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 27th of February 2024, be confirmed as true and correct subject to no/the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

| | |
|-----------------------------|--|
| Reporting Department | <i>Elected Members</i> |
| Elected Member | <i>Cr. Tyrrell Gardiner- Shire President</i> |

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

| | |
|---------------|--|
| Event: | 7/03/2024 – Dardanup Community Meeting |
| Report: | Attended by: President Gardiner, Cr Lilly, Cr Bell, Cr Hutchinson, CEO Schönfeldt and a mix of departmental staff |
| Event: | 8/03/2024 – SAT Mediation and IPWEA Excellence Awards Perth |
| Report: | <p>State Administrative Tribunal (SAT) mediation hearing regarding Service Centre Signage CEO, President Gardiner and Cr Gillespie articulated/defended Shire position.</p> <p>Institute of Public Works Engineering Australasia WA (IPWEA) awards attended by President Gardiner, Cr Gillespie, CEO Schönfeldt, Ms Susan Oosthuizen and a number of staff involved in the New Shire of Dardanup building. With the Shire of Dardanup walking away with the following awards:</p> <ul style="list-style-type: none"> • Best Public Works Project Greater than \$5 million Award (Regional), and • Excellence in Environment and Sustainability Award |

| | |
|---------------|--|
| Event: | 11/03/2024 – Burekup Community Meeting |
| Report: | Attended by: President Gardiner, Cr Lilly, Cr Bell, Cr Hutchinson, Cr Jenour, CEO Schönfeldt and a mix of departmental staff |
| Event: | 12/03/2024 – Mural Photo – Collection of mural for new building |
| Report: | Media Release accepting Mural completed for new building from local artist Melissa Gail Riley |
| Event: | 14/03/2024 - South Regional TAFE 2023 Awards Ceremony |
| Report: | Hosted at BREC |
| Event: | 19/03/2024 – Citizenship Ceremony |
| Report: | Seven conferees received Citizenship |
| Event: | 20/03/2024 - J & P Metals and Arc Infrastructure - Greenbushes Rail |
| Report: | Meeting with J & P Metals regarding Development Application Glendale Industrial Park Meeting with Arc Infrastructure regarding progress of Feasibility Study to reopen Greenbushes Rail line. Both discussions included CEO and relevant staff. |
| Event: | 22/03/2024 – Lotterywest Sponsorship Photo – Jodie Hanns |
| Report: | Media Release acknowledging sponsorship from Lotterywest for the Make It Space and cheque presentation |
| Event: | 25/03/2024 – RRG Elected members meeting |
| Report: | Hosted by Main Roads |
| Event: | 26/03/2024 – Bunbury Geographe Group of Councils Meeting |
| Report: | Hosted by Shire of Capel |

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 *Title: Hydrogen Plant and Dispensing Facility Expression of Interest*

9.2 *Title: RFT-F0340705 Request for Application to Join a Panel of Pre Qualified Suppliers for Plant Hire Services*

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: The meeting would go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(c) where a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

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 12.2.4 - Community and Event Grants Round 2 2023-2024 as his son has attended Eaton Family Centre this financial year.*
- *Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in Item 12.4.2 - Exec CP203 - Light Vehicle Fleet Policy Update as the matter relates to Mr André Schönfeldt's vehicle as part of his employment contract.*
- *Deputy Chief Executive Officer, Mr Phil Anastasakis declared a Financial Interest in Item 12.4.2 - Exec CP203 - Light Vehicle Fleet Policy Update as the matter relates to Mr Phil Anastasakis's vehicle as part of his employment contract.*
- *Director Infrastructure, Mr Theo Naudé declared a Financial Interest in Item 12.4.2 - Exec CP203 - Light Vehicle Fleet Policy Update as the matter relates to Mr Theo Naudé's vehicle as part of his employment contract.*
- *Director Sustainable Development, Mr Ashwin Nair declared a Financial Interest in Item 12.4.2 - Exec CP203 - Light Vehicle Fleet Policy Update as the matter relates to Mr Ashwin Nair's vehicle as part of his employment contract.*
- *Elected member Cr Gillespie declared a Proximity Interest in item 12.2.5 - Two Advertising Signs at Lot 510 Pratt Road, Eaton as her residence is on Pratt Road.*
- *Elected member Cr Gillespie declared a Proximity Interest in item 12.2.8 – Pratt Road Bore – CSRFF Funding Application as her residence is on Pratt Road.*
- *Elected member Cr Gillespie declared a Proximity Interest in item 12.3.2 - Close Out Report for Eaton Junior Football and Cricket Club Pavilion and Change Rooms and Additional Project Funding Request as her residence is on Pratt Road.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.1.1 Title: Adoption of Advocacy and Strategic Plans for Engagement

| | |
|-----------------------------|--|
| Reporting Department | <i>Executive</i> |
| Responsible Officer | <i>Mr André Schönfeldt - Chief Executive Officer</i> |
| Reporting Officer | <i>Mrs Tahnia Creedon – Communication Officer - Media</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.1.1A – Shire of Dardanup Government Advocacy Strategy (ReGen) 12.1.1B – Shire of Dardanup Advocacy Plan 2024. 12.1.1C - Shire of Dardanup Strategic Projects 2024 12.1.1D - Bunbury Geographe Economic Alliance Investment Prospectus 12.1.1E – SW WALGA Zone Election Priorities 12.1.1.F – Risk Assessment 12.1.1G – Dardanup water pressure and waste water Advocacy Document</i> |

Overview

This report seeks Council’s consideration and endorsement towards the following strategic documents and advocacy plans that highlight the opportunities and major project priorities for the Shire of Dardanup:

1. Shire of Dardanup Government Advocacy Strategy (ReGen) November 2023. (Appendix ORD: 12.1.1A)
2. Shire of Dardanup Advocacy Plan 2024.- (Appendix ORD: 12.1.1B)
3. Shire of Dardanup Strategic Projects 2024. (Appendix ORD: 12.1.1C)
4. Bunbury Geographe Economic Alliances Investment Prospectus. (Appendix ORD:12.1.1D)
5. Southwest WALGA Zone Election Priorities (Appendix ORD: 12.1.1E).

OFFICER RECOMMENDED RESOLUTION “A”

THAT Council receives and adopts the following:

1. **Shire of Dardanup Government Advocacy Strategy ReGen November 2023(Appendix ORD:12.1.1A),**
2. **Shire of Dardanup Advocacy Plan 2024 (Appendix ORD:12.1.1B);**
3. **Shire of Dardanup Strategic Projects 2024 (Appendix ORD: 12.1.1C);**
4. **Dardanup water pressure and waste water Advocacy Document (Appendix ORD: 12.1.1G); and**

5. **Authorises the Chief Executive Officer to make minor typographical, grammatical and design changes where required.**

AND

OFFICER RECOMMENDED RESOLUTION “B”

THAT Council receives and endorses the following:

1. **Bunbury Geographe Economic Alliance Investment Prospectus (Appendix ORD: 12.1.1D); and**
2. **South West WALGA Zone Election Priorities (Appendix ORD: 12.1.1E)**

AND

OFFICER RECOMMENDED RESOLUTION “C”

THAT Council as part of the 2024 review of the Council Plan 2022-2032, ensure the Shire’s advocacy initiatives are aligned with Shire of Dardanup Government Advocacy Strategy (ReGen) November 2023 and the Shire of Dardanup Advocacy Plan 2024 (Appendix ORD:12.1.1B).

Change to Officer Recommendation

No Change. **OR:**

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

Background

In 2020 the Shire of Dardanup developed a 2050 Vision to guide the future development of the Shire and to identify strategic initiatives and projects to advance the community. The Shire has been working towards implementing this vision and have already made significant in rows on delivering on these initiatives. Some of the initiatives would however require significant State and Federal Government investment within the district to support the intended outcomes. Additionally, the Shire has been identified by the State Government through relevant planning documentation to cater for about half of the intended population and employment growth in the areas of the planned new city of Wanju and Waterloo.

In 2021 Shire Staff internally developed an Advocacy Plan and Strategic Projects documents. These documents were provided to the WA State Government Cabinet during a community cabinet meeting in November 2021. Some of the projects identified in these documents have or are currently being completed. The Shire's adopted Council Plan also identifies a range of topics or initiatives that the Shire is to advocate for on behalf of our community.

In 2023 Council engaged consultants (Regen Strategic) to assist in focusing the Council's advocacy and developing relationships with State and Federal Government. The Shire of Dardanup's Government Advocacy Strategy, as developed by Regen through workshops with Council, identifies key strategic initiatives and projects that will be important to the Shire of Dardanup. The Strategy also identifies external stakeholders in the South West Region that could assist in attracting and identifying key opportunities for economic growth and prosperity for the Bunbury Geographe Region. The purpose of the Strategy and other relevant Shire plans, is to build and strengthen relationships and understanding with key political and administration stakeholders at State and Federal Government levels, about the infrastructure and service priorities within the Shire of Dardanup.

In 2024, the Shire updated the two internal documents (Advocacy Plan 2024 and Strategic Projects 2024) to reflect the Shire of Dardanup's Government Advocacy Strategy identified by ReGen Strategic. The intent of these key documents is to identify strategies and actions to build and strengthen relationships with key stakeholders in State and Federal Government to progress the Shire's advocacy objectives by securing relevant funding.

Legal Implications - None.

Council Plan

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

8.3 - Advocate for more affordable and diverse housing.

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

11.1 - Support industry and business growth.

Once Council endorses the Advocacy Plan, it is recommended that Council supports the review of the various initiatives included in the Council Plan to ensure staff are focused on the priorities and that advocacy efforts are not diluted.

Environment - None.

Precedents

Many other local governments and organisations have engaged consultants to prepare Government engagement plans. These plans have been successful in building and strengthening relationships with key political and bureaucratic stakeholders and in progressing advocacy objectives.

Budget Implications

The Shire endorsed at its 24th of May 2023 meeting to appoint consultants ReGen Strategic to prepare a Shire of Dardanup Government Advocacy Strategy.

The Advocacy Plan and Strategic Projects Plan was reviewed and updated from the current operational budget at a cost of \$8,000, utilising external consultants - Market Creations.

Council is considering the allocation of \$24,000 in the 2024-25 Budget deliberations to appoint Regen Strategic to undertake monthly engagement and advocate on behalf of Council to a diverse group of stakeholders.

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

CNG CP112 – Councillors’ Induction Training And Professional Development

Risk Assessment

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

| | |
|--|--|
| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
| Risk Event | Adoption of Advocacy and Strategic Plans for Engagement |
| 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 The Engagement Strategy aims to improve the relationships with State and Federal Government and is intended to improve our reputation. |

Officer Comment

The Shire’s Government Advocacy Strategy, Advocacy Plan 2024 and Strategic Projects 2024 are a strategic investment in the future of the Shire of Dardanup. The intent of these documents is aimed at positioning the Shire as a significant player within the region for employment and lifestyle in the South West. It will also aim to draw the State and Federal Governments attention to specific projects which require public investment to achieve the Government’s objectives in the region. The documents will also provide a framework for building and strengthening relationships with key stakeholders in State and Federal Government, which will enable the Shire to influence public policy and progress advocacy objectives.

Specifically, it is intended to through the documents make the Shire of Dardanup's advocacy more effective, across three spheres:

1. **Topics of importance to the community** – e.g. water pressure in Dardanup;
2. **Immediate priorities** – e.g. new buildings or facilities seeking State or Federal grants; and
3. **Regional and economic development – broader concepts and seeking commitment and potentially significant grants** – e.g., hydrogen feasibility, intermodal terminal etc.

Each of the projects featured in Council's Advocacy Strategy 2022-2027 requires a bespoke engagement approach to ensure the progress of priority projects is underwritten by community, political and financial support.

The Advocacy Strategy, Advocacy Plan 2024 and Strategic Projects 2024, are recommended for Council's endorsement to confirm the Shire's highest priorities to seek support and investment from State and Federal Governments.

In addition to the Advocacy Plan and Strategic Project documents, it is possible for Council to from time to time develop individual topic specific advocacy documents. The first of this is attached as the Dardanup water pressure and waste water Advocacy Document (Appendix ORD: 12.1.1G). This document spells out the issues experienced with water pressure and waste water that are limiting growth in Dardanup, and the document provides solutions and a clear request from State Government to address these matters.

It is recommended that Council endorse the Dardanup water pressure and waste water Advocacy document.

Other agencies and groups within the region have also developed similar documents. The Bunbury Geographe Economic Alliance (BGEA) have prepared an Investment Prospectus on behalf of its members. The investment prospects overlaps with the Shire's Advocacy Plan particularly in relation to the Intermodal Terminal and Advanced Manufacturing Hubs proposed in the Waterloo Industrial Park. It is recommended that Council receives and endorses the BGEA – Investment Prospectus (Appendix ORD: 12.1.1D).

Additionally, the South West Western Australian Local Government Association Zone (SWALGA) comprising of the 12 local governments within the South West region, has prepared a list of election priorities for the region. The priorities focus on infrastructure and services required within the region and also includes the proposed Intermodal Terminal and Advanced Manufacturing Hubs in the Waterloo Industrial Park. Additionally, the priorities identifies the development of a resource recovery facility including Food Organics, Garden Organics processing, at Stanley Road through Bunbury Harvey Regional Council as a major priority.

It is recommended that Council receives and endorses the SWALGA election priorities (Appendix ORD: 12.1.1E).

END REPORT

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Cell 2 Retaining Wall Development Application – Lot 2 Banksia Road, Crooked Brook

| | |
|-----------------------------|---|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| Reporting Officer | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| Applicant | <i>Harley Dykstra Pty Ltd on behalf of Cleanaway Solid Waste Pty Ltd</i> |
| Legislation | <i>Planning and Development Act 2005</i> |
| Council Role | <i>Quasi-Judicial.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.2.1A – Development Application Report</i> <i>12.2.1B – Development Plans</i> <i>12.2.1C – State and Government Department Submissions</i> <i>12.2.1D – Risk Assessment</i> <i>12.2.1E – Clause 67 ‘Matters to be Considered’ Assessment</i> |

Overview

This purpose of this report is for Council to consider a development application for the raising of the height of the wall along the crest of the existing Titanium Dioxide Storage (TDS) Cell 2 (Tronox 2) at the Cleanaway landfill site on Lot 2 Banksia Road, Crooked Brook.

The retaining wall will range from 0.1-1m in height and is proposed on the northern, southern and western boundaries of the cell to provide additional freeboard that will accommodate leachate storage during a 1% Annual Exceedance Probability (1 in 100) rainfall event. The works have resulted from a Department of Water Environment Regulations licensing requirement. No change or intensification of the use is proposed as part of this application in that the application does not seek to increase the storage of tailings disposed. It only seeks to ensure that leachate is managed appropriately during a significant rainfall event.

The application is required to be determined by Council as Shire staff do not have delegation to determine applications pertaining to this site. Officers recommend conditional approval be granted.

OFFICER RECOMMENDED RESOLUTION

THAT Council approves the application for development approval [Appendix ORD: 12.2.1A] for the raising of the wall height of existing Cell 2 at the Cleanaway Waste Disposal Facility at Lot 2 Banksia Road, Crooked Brook under the Greater Bunbury Region Scheme, Clause 68(2)(b) of Schedule 2 (deemed provisions) of the *Planning and Development (Local Planning Schemes) Regulations 2015* and the provisions of Clause 7.3 of the Shire of Dardanup Town Planning Scheme No.3 subject to the following conditions:

- a. **All development must be carried out in accordance with the approved plans listed below, unless amended with the written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of this development approval, the requirement of the condition prevail:**

Approved plans: (Appendix ORD: 12.2.1B) –

- **Concept Tailings and Water Storage Capacity Layout (Rev D) Dated 17.08.23;**
 - **Typical Sections and Details – Sheet 1 (Rev F) Dated 12.09.23;**
 - **General Notes (Rev G) Dated 13.09.23;**
 - **Temporary Post and Panel – Layout Plan (Rev G) Dated 13.09.23;**
 - **Temporary Post and Panel Details – 1 (Rev G) Dated 13.09.23;**
 - **Temporary Post and Panel Details – 2 (Rev G) Dated 13.09.23;**
 - **Temporary Post and Panel Details – 3 (Rev G) Dated 13.09.23;**
- b. **The height of the wall raise is not to exceed 64.3m AHD.**
- c. **At the completion of the construction of the retaining wall and associated works, an independent suitably qualified Structural and or Civil Engineer is to certify that the retaining wall is structurally sound, and that the development has been lined appropriately for water proofing purposes. The certification is to be provided to the Shire of Dardanup once undertaken. Should the Civil and or Structural Engineer identify any remediation works being required to achieve structural safety and/or water proofing, these works must be undertaken to the specification required by the Civil and or Structural Engineer to the satisfaction of the Shire**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The subject site is located approximately 4km southeast of the Dardanup townsite and abuts the Dardanup Conservation Park to the east and south. To the immediate north, the land contains the Shire of Dardanup waste transfer station, green waste facility and the Water Corporation's Dardanup Wastewater Treatment Plant. Beyond the immediate site the landscape consists of predominantly rural farmland with the closest residence being some 500m south from the subject site's boundary.

The site currently operates a waste landfill facility that was originally given approval from the (then) Minister for Planning in 1999 and is subject to a DWER licence issued under Part V of the *Environmental Protection Act 1986* (EP Act). This licence allows for the disposal of 353,000 tonnes of liquid waste per annum and 350,000 tonnes of Class II or Class III putrescible waste.

The site currently contains a weigh bridge, office, nine waste cells, two stormwater ponds, four leachate ponds, two tailings storage facilities, a portion of gravel extraction and internal sealed and unsealed access road. Waste cells are developed in stages as needed, depending on the remaining capacity of existing cells.

Access is via Banksia Road which is sealed only from the northern boundary of the site heading north. Current development approval conditions restrict access to the site only from the northern sealed portion of Banksia Road and prohibits heavy vehicle access to the site from the unsealed southern section.



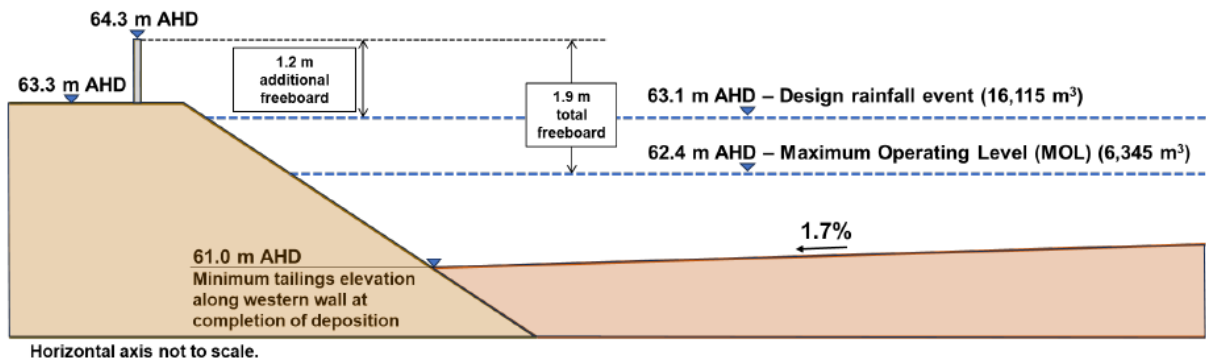
Location Plan

Proposal

The application seeks approval to increase the freeboard of the existing Titanium Dioxide Storage (TDS) Cell 2 (Tronox 2) by raising the wall height along the crest by 1.8m above the Maximum Operating Level (MOL) in the cell to ensure leachate is appropriately managed during a significant rainfall event. The MOL refers to the top of the leachate water also referred to as the supernatant water level.

The increase in wall height will range from 0.1-1m in height and is proposed on the northern, southern and western boundaries of the cell. The wall is proposed to be constructed as a panel-and-post wall using concrete panels with an inner geomembrane liner and rubber gasket along the top ridge to ensure all leachate is contained within Tronox 2.

The posts will be constructed using a series of steel beams. The finished height of the wall will have a maximum elevation of 64.3m AHD, and allows for Tronox 2 to contain a 1% Annual Exceedance Probability (1 in 100 year) rainfall event. The works are ultimately resulting from DWERs requirement and have been depicted in the schematic image.



No change or intensification of the use is proposed as part of this application. Existing operations and management strategies will not be affected by this proposal.

Please refer to [Appendix ORD: 12.2.1A] for the development application report and [Appendix ORD: 12.2.1B] for the development application plans.

The outline of the proposal is as follows:

| | |
|---|--|
| Region Scheme | Rural |
| Local Planning Scheme No.3 (LPS3) | 'General Farming' |
| Structure Plan/Precinct Plan | Local Development Plan – Lot 2 Banksia Road, Crooked Brook |
| Use Class and Permissibility in LPS3 | Use Not Listed – “Waste Disposal Facility” |
| Lot Size | 121.6658ha |
| Existing Land Use | Waste disposal facility (use not listed) and extractive industry |
| State Heritage Register | No |
| Local Heritage | No |
| Bushfire Prone Area | Yes. Portions of the subject site are designated as bushfire prone requiring assessment in accordance with WA Planning Commission State Planning Policy 3.7 – Planning in Bushfire Prone Areas (SPP3.7). |

Legal Implications

Planning and Development Act 2005 and Planning and Development (Local Planning Schemes) Regulations 2015.

The proposal requires consideration under the Shire of Dardanup Town Planning Scheme No. 3 (TPS3) which is an operative local planning scheme under the Act/Regulations.

The proposal also requires consideration under the Greater Bunbury Region Scheme due to:

- The property abutting a Regional Open Space reserve;
- The property falls within the Strategic Minerals and Basic Raw Materials Resource Policy area; and
- The proposal is within the Rural Zone.

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

Council Plan

- 5.1 - Care for natural habitats and waterways to preserve native and endangered fauna and flora.
- 6.1 - Increase awareness and adoption of sustainable practices.
- 6.2 - Adopt innovative and more sustainable waste management solutions.
- 8.1 - Support responsible planning and development.

Environment

The Waste Disposal Facility is a Prescribed Premises under Part V of the *Environmental Protection Act 1986* and operates under Licence L8904/2015 issued by the Department of Water and Environmental Regulation.

The licence allows for the disposal of 350,000 tonnes of tailings per annum, 3,000 tonnes of liquid waste per annum, and 350,000 tonnes of Class 2 or 3 putrescible landfill waste per annum. This licence will expire 2nd of August 2035. This application does not seek to increase the amount of tailings waste beyond the limit allowed under the existing licence.

Precedents

Council have considered a number of applications related to the site including previous waste cells, stormwater management and the local development plan.

Consultation

Public Consultation

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

The advertising period was for 28 days (concluding on Monday 22nd of January 2024). At the end of the advertising period no public submissions were received.

Consultation with Government/Service Agencies

The application was referred for comment to several State government departments and agencies for a period of 42 days (concluding on Monday 5th of February 2024) in accordance with cl. 66 of the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*.

No issues or objections were raised. Full submissions received from each State government department can be seen within attachment [Appendix ORD: 12.2.1C]. A summary of the submissions and responses are included below.

- *Department of Primary Industries and Regional Development (DPIRD)*

DPIRD has advised that:

- They have no objections to the proposal.
- They are unable to comment on the design changes to the cell.

Officer Comment

No objection noted. The application package includes engineering drawings and specifications for the proposed retaining wall to ensure the changes to the design of the cell are structurally sound.

- *Department of Planning, Lands and Heritage (DPLH)*

DPLH has advised that:

- The application has been assessed in accordance with the provisions of the Greater Bunbury Region Scheme.
- They have no objections to the proposal.
- A Greater Bunbury Region Scheme approval is not required as the works are consistent with the approved land use and incidental to the existing operation.

Officer Comment

The proposal is consistent with the Greater Bunbury Region Scheme and the property's use for landfill and DPLH does not object to the proposal proceeding.

- *Department of Water & Environmental Regulations (DWER)*

DWER has advised that:

- The applicant has lodged a Works Approval application pursuant to Part V of the *Environmental Protection Act 1986* with DWER.
- Further information has been requested from the applicant as part of the Works Approval application.
- They have no objections to the design of the retaining wall.
- They are seeking assurances that the design approved as part of their Works Approval application and the development application will be consistent.

Officer Comment

It is noted that the development plans were included in the referral to DWER and no inconsistencies were noted in their submission. Once development approval is issued, a Works Approval can be issued by DWER for the retaining wall.

- *Water Corporation*

The Water Corporation has advised that:

- They have no objections to the proposed retaining wall.
- There are no Water Corporation assets in close proximity to the subject site.

Officer Comment

The Water Corporation's comments are noted.

- *Department of Energy, Mines, Industry Regulation and Safety (DEMIRS)*

DMIRS has advised that:

- They have no objections to the proposed retaining wall.

Officer Comment

DEMIRS comments are noted.

- *Department of Biodiversity, Conservation and Attraction (DBCA)*

No submission was received.

Officer Comment

N/A

Budget Implications

The applicant has paid the required Development Application fee set out in the Shire's 2023/2024 Schedule of Fees and Charges.

Budget – Whole of Life Cost - None.

Council Policy Compliance

SDev CP505 – Public Consultation – Planning Matters

Risk Assessment

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

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | |
|--|---|-------------|--|----------|---|
| Risk Event | Waste Cell 2 Retaining Wall Raise at Cleanaway Site Lot 2 Banksia Road, Crooked Brook | | | | |
| 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) | Low (1 - 4) | | | | |
| Risk Category Assessed Against | <table border="0"> <tr> <td>Environment</td> <td>[Recommending approval and the development results in environmental impacts]</td> </tr> <tr> <td>Property</td> <td>Recommending approval and the development impacts upon nearby properties resulting from a break in the retaining wall</td> </tr> </table> | Environment | [Recommending approval and the development results in environmental impacts] | Property | Recommending approval and the development impacts upon nearby properties resulting from a break in the retaining wall |
| Environment | [Recommending approval and the development results in environmental impacts] | | | | |
| Property | Recommending approval and the development impacts upon nearby properties resulting from a break in the retaining wall | | | | |

Planning Assessment

Clause 67 of the Deemed Provisions lists matters to be considered in the determination of the development application. A full assessment was carried out against the current planning framework in accordance with clause 67 of the Deemed Provisions which is attached [Appendix ORD: 12.2.1E].

For the purposes of this report, discussion is confined to the key issues relating to land use, built form, environment and traffic/parking considerations.

Land Use

The site has been given previous development approvals and licences for a landfill facility. The application seeks approval for to raise the wall along the crest of the existing Titanium Dioxide Storage (TDS) Cell 2 (Tronox 2). The retaining wall will range from 0.1-1m in height and is proposed on the northern, southern and western boundary of the cell. No change or intensification of the use is proposed as part of this application. An evaluation of the land use permissibility and compatibility is therefore not required.

Built form

Various built form controls for the site are set out under the Shire’s TPS3, draft Local Planning Scheme No. 9 (draft LPS9) and the site-specific Local Development Plan.

The minor nature of the proposed works is considered incidental to the overall development. The works will not be visible from any adjoining lot or street, and do not seek to vary any of the height or setback requirements established under the applicable planning framework.

Environment

There are no anticipated changes to dust, noise, odour or litter as a result of the proposed works, and increases in leachate can be managed by the existing infrastructure. The existing DWER licence is capable of regulating environment impacts sufficiently under Part V of the EP Act.

Traffic and Parking

The impact on the local transport network will not change since the current tonnages of waste accepted at the site will not increase. As a result, no traffic or parking requirements are applicable to this application.

Building Permit Process

Council will note that the plans submitted as part of this process are not detailed design plans in that they do not comprise of specific engineering details. The plans are concept plans. This as planning is concerned with the appropriate land use of land, the appearance of physical development and the effect that the use or development will have on the amenity of the locality. The building regime is concerned with the manner which development works are constructed (structural stability). As such, the construction details must be provided for building license purposes and not as part of the planning process.

Conclusion

Officers consider that the application meets the aims and provisions of the GBRS, LPS3, draft LPS9 and LDP as well as all relevant state and local planning policies.

The works are minor in nature and the supporting documents provided by the applicant demonstrates the impact on the operation of the waste facility will be inconsequential.

The application is therefore recommended for approval.

END REPORT

12.2.2 Title: Shire of Dardanup Community Safety and Crime Prevention Plan 2023 - 2028

| | |
|-----------------------------|---|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Mr Ashwin Nair - Director Special Projects & Community</i> |
| Reporting Officer | <i>Ms Cassandra Budge - Manager Community Development</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.2.2A – DRAFT Community Safety and Crime Prevention Plan 2023-2028 12.2.2B – Risk Assessment Confidential Attachment - WAPOL Shire of Dardanup Crime Data and Statistics 2018 – 2023 (Tardis link: OCM-R1530535)</i> |

Overview

The purpose of this report is for Council to consider adopting the Community Safety and Crime Prevention Plan 2023 – 2028 [Appendix ORD: 12.2.2A] as a draft for public comment. Should no objections be received, or changes recommended during the public comment period Officers are recommending final endorsement of the Plan. Should any objections be received, or changes recommended to the Plan a further report will be presented back to Council for consideration.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Adopts the ‘Shire of Dardanup Community Safety and Crime Prevention Plan 2023 - 2028’ [Appendix ORD: 12.2.2A] as a draft for the purpose of public advertising;**
2. **Publicly advertises the ‘Shire of Dardanup Community Safety and Crime Prevention Plan 2023 - 2028’ seeking comment for a period of 21 days;**
3. **Authorises the Chief Executive Officer to endorse the ‘Shire of Dardanup Community Safety and Crime Prevention Plan 2023 - 2028’ [Appendix ORD: 12.2.2A] for final approval should no objections be received, or changes to the Plan be suggested during the advertising period; and**
4. **Requires a further report to Council should any objections be received, or changes to the ‘Shire of Dardanup Community Safety and Crime Prevention Plan 2023 - 2028’ be suggested during the advertising period.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

Local Government plays a central role in the planning, design, management and delivery of crime prevention programs and policies in partnership with the local community and WA Police.

Many Local Governments have crime prevention and community safety plans (CSCP), which guide local responses to reduce crime and other anti-social activity. In designing and planning these, Local Governments work with Police and other partners such as schools, housing authorities' youth services to ensure community safety and well-being. Local Governments update their CSCP Plans on a regular basis.

The Shire of Dardanup's Community Safety & Crime Prevention Plan 2018-2023 review is due by the end of 2023 (per Council Plan) this document outlines the plan for review, consultation and implementation.

Legal Implications

Local Government Act 1995

Council Plan

1.1 - Support the community to feel safe while using Shire facilities and public spaces.

9.5 - Provide safe and accessible access to waterways for recreational activities.

13.2 - Manage the Shire's resources responsibly.

13.1 - Adopt best practice governance.

Environment - None.

Precedents

This publication is a review of the existing Community Safety and Crime Prevention Plan published in 2018.

Budget Implications

Budget implications on tasks and action items should be considered in project planning. Many tasks are already considered in current operations and linkages with Council plan outcomes. Prioritisation of the projects need to be undertaken to align with available resources.

Budget – Whole of Life Cost -

The whole of life costs for each individual project, infrastructure or services identified in the Plan should be considered in more detail at the time the specific project, infrastructure or service is considered for inclusion in the annual budget.

Council Policy Compliance

Exec CP090 – Community Engagement

Exec CP026 – Social Media

CnG CP022 – Use of Closed Circuit television [CCTV]

Risk Assessment

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

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | | | |
|--|---|--------|--|--------------|--|-----------|--|
| Risk Event | Community Safety and Crime Prevention Plan DRAFT | | | | | | |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) | | | | | | |
| Risk Action Plan (treatment or controls proposed) | Officers have undergone community engagement per policy and drafted new plan for Council considerations. By not having this plan in place there is reputational risk should the community feel Council had not considered the safety of community and residents. | | | | | | |
| Residual Risk Rating (after treatment or controls) | Low (1 - 4) | | | | | | |
| Risk Category Assessed Against | <table border="0"> <tr> <td>Health</td> <td>Failure to review and implement will directly impact the community health and wellbeing.</td> </tr> <tr> <td>Reputational</td> <td>Failure to review and implement will significantly impact the Council and Shire reputation and optics.</td> </tr> <tr> <td>Financial</td> <td>If the organisation does not adopt and review the plan the Shire could be the focus of litigation if seen to be negligent.</td> </tr> </table> | Health | Failure to review and implement will directly impact the community health and wellbeing. | Reputational | Failure to review and implement will significantly impact the Council and Shire reputation and optics. | Financial | If the organisation does not adopt and review the plan the Shire could be the focus of litigation if seen to be negligent. |
| Health | Failure to review and implement will directly impact the community health and wellbeing. | | | | | | |
| Reputational | Failure to review and implement will significantly impact the Council and Shire reputation and optics. | | | | | | |
| Financial | If the organisation does not adopt and review the plan the Shire could be the focus of litigation if seen to be negligent. | | | | | | |

Officer Comment

The DRAFT Shire of Dardanup Community Safety & Crime Prevention Plan 2023 - 2028 (Appendix ORD: 12.2.2A) has been largely informed by community consultation undertaken during July - October 2023 as per the community engagement strategy for this project, Shire’s recent advisory Group Meetings, Meetings with WAPOL and other stakeholder and the Strategic Community Plan, Vision 2050, Place and Community Plan and Sport and Recreation Plan.

Additionally, the Plan has been informed by ideas and feedback gathered from WAPOL and ABS Population and health data was which was reviewed and provided a snapshot of the Shire’s lifestyle factors, safety, crime and feedback data and our community health and wellbeing.

- *Input received from:*
 - WAPOL Meetings
 - WAPOL Shire of Dardanup Crime Data and Statistics 2018 – 2023 (Confidential Attachment Tardis Link: [OCM-R1530535](#))
 - Injury Matters Data
 - Shire of Dardanup Community Feedback Survey 2023
 - WA Primary Health Alliance Data and Needs assessment for the SW
 - Shire of Dardanup Fusion System Reported Incidents Data
 - Advisory Group Meetings and Community Feedback

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

The Community Safety and Crime Prevention Plan (CSCPP) incorporates relevant strategies from the Strategic Community Plan as its main strategies.

- **Objective 3**

A safe and vibrant community which is inclusive and welcoming for all ages and interests.

- 3.4 To continue to be a safe and secure community.
 - 3.4.1 To enable community safety and a sense of security.
 - 3.4.2 Maintain appropriate emergency services and planning.
- 3.5 Our Community will be a healthy place to live.
 - 3.5.1 To protect Public Health and Safety.

- **Objective 5**

Provision and maintenance of facilities, infrastructure and services to promote the Shire as an attractive and desirable place to live.

- 5.4 To be a Safe and Secure Community.
 - 5.4.1 To support the community to feel safe and secure while using public open spaces, reserves and Council facilities.

More broadly, the objectives of the CSCPP specifically are to:

- Sustain a partnership between the Shire of Dardanup, State Government agencies, the community and businesses to work towards community safety outcomes.
- Identify community safety and crime prevention priorities for the Shire of Dardanup by giving consideration to statistics on criminal and antisocial activity;
 - o Adopting programs/activities promoting safe communities; and
 - o Develop a Local Action Plan to address identified community safety and crime prevention strategies over a five-year period which is to be reviewed on an annual basis.

In terms of the review, the more significant changes to the plan aim to better explain and inform community on the role of Local Government in the space of Community Safety and Crime Prevention. A table of the significant changes to this plane can be found below.

| CSCPP (2018-2023) | CSCPP (2023 – 2028) - New Draft |
|--|--|
| <p>2.2 What is Local Governments Role in Crime Prevention? By reducing crime and anti-social behaviour through well-targeted interventions, crime prevention is essential to wellbeing and development of successful communities.</p> | <p>Introduction Paragraph 2 What is Local Governments Role in Crime Prevention? The Shire of Dardanup plays an important leadership role in facilitating and establishing collaborative approaches and actions to optimise community safety and crime prevention. The Shire is a key player in assisting to facilitate multi-stakeholder involvement in community safety and crime prevention. By reducing crime and anti-social behaviour through well-targeted interventions, crime prevention initiatives can contribute toto the overall wellbeing and development of successful communities.</p> |
| <p>2.4 Crime Prevention through Environmental Design and Management</p> | <p>Why do we need a Community Safety and Crime Prevention Plan?</p> |

| CSCPP (2018-2023) | CSCPP (2023 – 2028) - New Draft |
|--|---|
| <p>Crime Prevention through Environmental Design and Management, or CPTEDM (pronounced “<i>septedum</i>”), is a multi-disciplinary approach to reducing and deterring criminal behaviours through the design and management of environments. It involves applying a range of design principles to a site to minimise the potential for that site to facilitate and support criminal behaviour. In Western Australia, Preventing Crime, the State Community Safety and Crime Prevention Strategy starts with a clear vision: to make our community safer. The strategy has five key goals all of which are relevant to the planning guidelines:</p> <ul style="list-style-type: none"> • Supporting families, children and young people; • Strengthening communities and revitalising neighbourhoods • Targeting priority offences; • Reducing repeat offending; and • Designing out crime. <p>Using design, clear sightline, effective lighting and landscaping to enhance opportunities for surveillance increases the risk of offenders being seen, heard, reported and potentially apprehended. It also includes the reduction of isolation, improvements to the mixture, intensity and use of space, elimination of entrapment spots and the intelligent use and placement of activity generators. People’s ability to see around and about themselves, particularly relating to what is ahead is important. Surveillance needs to be balanced with privacy needs. It also involves managing the site in a way that maintains those design principles over the long term, so the site always reduces and deters criminal behaviour.</p> | <p>While judicial and law enforcement roles are the jurisdiction of federal and state government, local government is an active facilitator of collaboration at the local level between federal government, state government and community organisations on issues of community safety and crime prevention.</p> <p>This Plan details how the Shire intends to enhance community safety and perceptions of safety; to assist in the prevention of crime; to coordinate actions to increase actual and perceived safety; and outline how community safety outcomes will be incorporated within the Shire’s community programs, services, projects, events, and facilities into the future.</p> <p>The Plan identifies priorities in community safety and crime prevention and directs efforts for building partnerships with key organisations, groups, and individuals. It is also providing for a multi-disciplinary approach to address safety issues that may impact upon our community.</p> |
| <p>2.5 Reducing the Harmful Use of Alcohol and Other Drugs The harmful use of alcohol and other drugs results in considerable health, social, environmental and financial costs to the community.</p> <p>2.6 Increase Community Awareness of Crime Work with residents to keep them informed and up to date with what is happening in their suburbs. Reduce the fear of crime, reduce preventable crime, encourage reporting and improve home and personal security.</p> | <p>Removed in introduction – Expanded on further in later pages under Other Social, Health and Safety Determinants and action items. Focus on specifically the role of LG authority.</p> |
| <p>Strategy and Tasks</p> | <p>Changes / New Strategy and Tasks</p> |
| <p>“Responsibility” column which noted which department was responsible has been removed.</p> | <p>Replaced with to “Shire Involvement” which identifies what level of involvement the Shire has: Planner, Partner, Supporter and/or Provider.</p> |
| <p>To continue to be a safe and secure community. To enable community safety and a sense of security.</p> | <p>Added below actions: Promote community led crime prevention activities such as CampMapWA to encourage ownership, self-reporting and involvement.</p> |

| CSCPP (2018-2023) | CSCPP (2023 – 2028) - New Draft |
|--|---|
| <p>To support the community to feel safe and secure while using public open spaces, reserves and Council facilities.</p> | <p>Removed: Raise awareness about community safety through locality face book pages. The community keeps each other informed about recent criminal activity and the Shire keeps the community informed about the correct methods for reporting crime. *Noted in other actions</p> <p>Continue to administer Kid Sport program while adequate funding is provided by the State Government. *(Administered directly through DLGSC not LG)</p> |
| <p>Maintain appropriate emergency services and planning.</p> | <p>Added: Raise awareness about the importance of and correct methods for reporting crime and the direct link between crime prevention and WAPOL.</p> <p>Increase community awareness of home safety by sharing relevant content from WA Police, Crime Stoppers WA and other stakeholders via the Shire’s website, social media platforms, print media, variable message boards, merchandise, and appropriate communication channels.</p> <p>Continue to work with the WA Police, neighbouring local government authorities and other appropriate stakeholders to undertake community awareness campaigns to reduce thefts of bikes and scooters in identified hotspots.</p> <p>Continue to work closely with the Australind and Capel Police Stations and Department of Communities (Housing) to address social determinants of health and safety.</p> <p>Work with the local emergency services providers to ensure collaboration and participation in advocacy for appropriate resourcing in our region.</p> |

Consideration to tasks and actions identified such as CCTV Installation, need to be prioritised and undertaken to align with available resources. The CCTV Policy (CnG CP022 – Use of Closed Circuit television [CCTV]) describes the criteria to be used when a new installation is being considered for deployment.

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

END REPORT

12.2.3 Title: Management Order Request – Lot 126 on Deposited Plan 413538
Garvey Road, Dardanup West

| | |
|-----------------------------|--|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Mr Ashwin Nair – Director Sustainable Development</i> |
| Reporting Officer | <i>Mrs Gabriella Hayward – Assistant Planning Officer Mrs Suzanne Occhipinti – Acting Coordinator Planning, Building and Compliance</i> |
| Applicant | <i>Department of Planning, lands, and Heritage (DPLH)</i> |
| Legislation | <i>Planning and Development Act 2005</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix ORD: 12.2.3A – Correspondence from DPLH Appendix ORD: 12.2.3B – Deposited Plan 413538 Appendix ORD: 12.2.3C – Subdivision Approval WAPC 147914 Appendix ORD: 12.2.3D – Risk Assessment Tool Appendix ORD: 12.2.3E – Approved drawing showing gates installation.</i> |

Overview

This report has been written for Council to consider a request from the Department of Planning, Lands and Heritage (DPLH) requesting the Shire to accept a Management Order over Lot 126 Garvey Road on Deposited Plan 413538 which has been ceded to the Crown for the purpose of 'Pedestrian Access Way' (PAW) [Appendix ORD: 12.2.3A]. The construction of the PAW formed a requirement of a previous subdivision approval. The PAW will also importantly serve as a secondary access way in the instance landowners within the subdivision area are required to evacuate from a fire.

Officers have considered the request from DPLH and are recommending that Council accept the Management Order [Appendix ORD: 12.2.3B] subject to several conditions relating to the maintenance of the access way prior to taking management of the land. Furthermore, that the purpose of the Management Order be for both a PAW and Emergency Access Way (EAW) reflecting its importance as an escape route in the event of a fire.

OFFICER RECOMMENDED RESOLUTION

THAT Council advises the Department of Planning, Lands and Heritage that Council is prepared to accept the Management Order over Lot 126 on Deposited Plan 413538, Dardanup West subject to the following:

- a) **Prior to accepting the Management Order the following is undertaken to the satisfaction of the Shire of Dardanup:**
 - i) **The Pedestrian Access Way is free of grass, debris (including tree branches) and stockpiles of wood;**
 - ii) **Vegetation either side of the Pedestrian Access Way is to be maintained to ensure its branches and limbs do not encroach upon the PAW. The Pedestrian Access Way must provide for adequate clearance for fire appliances and passenger vehicles to traverse the Pedestrian Access Way unobstructed.**

- b) The Management Order is vested to the Shire for the purposes of both Public Access Way and an Emergency Access Way.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

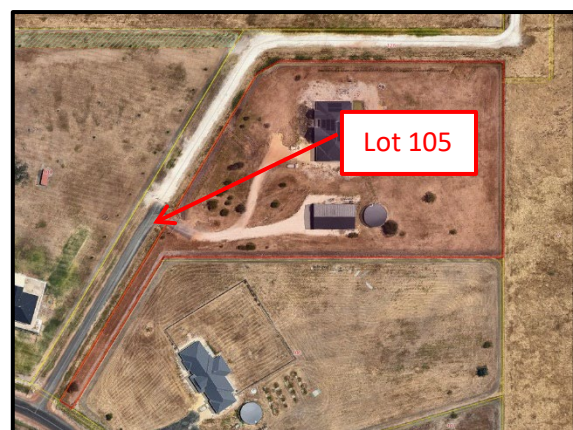
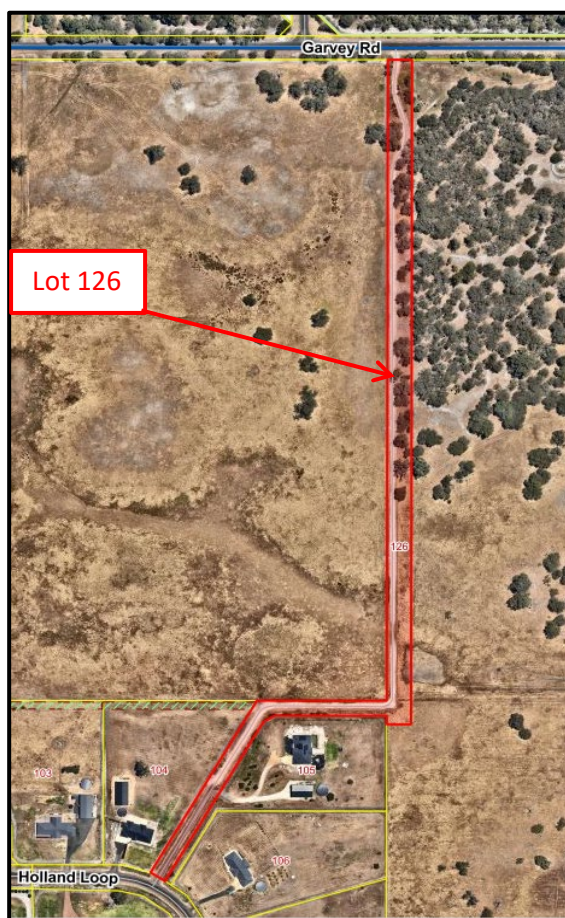
On the 25th of June 2014, the Western Australian Planning Commission (WAPC) approved the subdivision of Lot 5 Garvey Rd (Ref: WAPC 147914). The subdivision approval contained the following condition relevant to the PAW:

4. All pedestrian access way(s) within the subdivision being constructed and drained at the Landowner/applicant's cost and shown on the diagram or plan of survey (deposited plan) as such and vested in the Crown under Section 152 of the Planning and Development Act 2005, such land to be ceded free of cost and without any payment of compensation by the Crown. (Local Government)

Lot 126 Garvey Road was ultimately created and constructed by the developer as a PAW running due south of Garvey Road and just east of Shaw Rd. The PAW is approximately 20m in width and 1.5 hectares in area.

The PAW also formed part of the applicants approved Bushfire Management Plan (BMP) for the subdivision and has been constructed of limestone base to cater for not only pedestrian movement, however, for vehicles, including firefighting appliances. The first portion of the PAW also provides access for the occupants of Lot 105 Holland Loop. The DPLH advised that the land was finally ceded to the Crown in 2018.

In 2023 the DPLH sought confirmation if the Shire would accept the management of the land for the purposes of a PAW which is the subject of this report. Image of PAW can be seen below. A copy of the subdivision approval can be view in [Appendix ORD: 12.2.3C].



Location Plan

PAW

105 Holland Loop Access

Proposal

The outline of the proposal is as follows:

| | |
|---|--|
| Greater Bunbury Region Scheme (GBRS) | Rural Zone |
| Local Planning Scheme No.3 (LPS3) | Small Holding Zone – Area 14 |
| Structure Plan/Precinct Plan | WAPC Holland Loop – Endorsed Structure Plan |
| Use Class and Permissibility in LPS3 | Proposed Reserve |
| Lot Size | 1.5039 hectares |
| Existing Land Use | Pedestrian Access Way and Emergency Escape Route |
| State Heritage Register | NA |
| Local Heritage | NA |
| Bushfire Prone Area | The north end of Lot 126 is in the bushfire prone area |

Legal Implications

The *Land Administration Act 1997* provides for Crown land to be managed by a management body.

Council Plan

8.1 - Support responsible planning and development.

Environment

Vegetation comprising of grass land and branches will have to be removed to ensure the PAW provides for unobstructed movement for pedestrians and vehicles.

Precedents

Council at its 28th of October 2020 Ordinary Council Meeting accepted a Management Order request over Lot 85 Illawarra Drive for the purposes of a 'Right of Way'.

Consultation

No consultation was required as a result of this report.

Budget Implications

Annual maintenance work includes, but is not limited to slashing, weed management, grading and gate/fence maintenance. This will incur approximate cost of \$5,000/annum and will be booked against G/L Account 112110010 Roads-Maintenance.

Budget – Whole of Life Cost

The limestone track is approx. 816m in length and will need to be reconstructed every twenty years at a cost of \$20,000.

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: 12.2.3D] for full assessment document.

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|---|
| Risk Event | Management Order Request – Lot 126 on Deposited Plan 413538 Garvey Road, Dardanup West |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | Annual maintenance works carried out to reduce bushfire risk and maintain a cleared PAW and EAW. |
| Residual Risk Rating (after treatment or controls) | Low (1 - 4) |
| Risk Category Assessed Against | Environment Unmanaged Crown land could pose an increased bushfire risk |
| | Property Unmanaged PAW and EAW could pose a risk to the nearby properties in terms of providing a safe alternative escape route in case of bushfire emergency. |

Officer Comment

As part of the process to consider accepting the management of the land, the Shire’s Principal Parks & Environment Supervisor and Works Manager conducted a site visit to determine the condition of the proposed PAW and whether any works need to be undertaken prior to accepting management over the land.

From this process it appears that minor maintenance works are required to be undertaken to the PAW to ensure it is free from obstruction if Council choose to accept management over the land. The minor works are as follows:

- Slashing of grass along the PAW;
- Removal of dead trees/branches and stockpiles of wood; and
- Maintenance of vegetation encroaching onto the PAW.

This will form part of the Officer recommendation.

- **Gate**

Two gates are present at both ends of the PAW which were installed by the developer as part of the subdivision works shown on the approved drawing [Appendix ORD: 12.2.3E]. The gates serve as a deterrent for vehicles taking shortcuts into the subdivision and broader area and are not locked.

Discussions were held in relation to the need to lock the gates to ensure that the PAW will not be used outside of a fire emergency event. This was not supported as it will likely result in delays in the gate being unlocked if the holder of the key is unavailable in an emergency event ultimately posing risk to life. Furthermore, it is likely that the responsibility of unlocking the gate will fall to Shire Officers which is not ideal from an operational perspective and risk perspective as subject to the event roads may be closed in certain directions.

Council should also note that the gates are already signed appropriately to clearly identify its intended purposes as seen below:



- *Purpose of Management Order*

Officers consider that as a result of the PAW having a dual purpose in that it also serves as a secondary access way for evacuation purposes during an fire emergency event, the Management Order should be vested to the Shire for the purposes of both a PAW and EAW. This will form part of the Officer recommendation to clearly identify its purpose.

Conclusion

Lot 126 Garvey Road provides an important component of ensuring occupants within the subdivision area have a secondary access way to use in the event a fire has obstructed the primary evacuation route. The PAW has also been identified in the approved BMP for the subdivision.

Officers recommend that Council accept the management of the land subject to minor maintenance works being undertaken and request that the purpose of the Management Order to be amended to include both PAW and EAW.

END REPORT

12.2.4 Title: Community and Event Grants Round 2 2023-2024

| | |
|-----------------------------|---|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Ms Cassandra Budge - Manager Community Development</i> |
| Reporting Officer | <i>Ms Melanie Ring - Place & Community Officer</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix ORD: 12.2.4A - SDev CP044 Community & Event Grants Policy Appendix ORD: 12.2.4B - Risk Assessment Appendix ORD: 12.2.4C – Applications with Recommendations</i> |

| DECLARATION OF INTEREST |
|---|
| <p>Chief Executive Officer, Mr André Schönfeldt, declared an Impartiality Interest in this item.</p> <p>Please refer to Part 11 ‘Declaration of Interest’ for full details.</p> |

Overview

This report summarises the round two 2023/2024 Community and Events Grant requests that have been received from the community. Council is tasked with considering these requests and recommending the distribution of grant funds from the 2023/2024 budget allocation.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Considers the applications received by the following groups under Community Grants Scheme Round 2 2023/2024 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:**

| COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000) | | |
|--|---|--------------------|
| APPROVE | | |
| CWA River Valley Belles | Purchase blinds, urn & storage cupboards | \$ 840.36 |
| Dardanup Heritage Collective – | Purchase paint for room upgrade & door signage | \$ 1,000.00 |
| Eaton Family Centre | Pre-Kindy Multicultural Program (10 weeks) | \$ 1,000.00 |
| Lions Club of Eaton | Purchase parking tear drop banners | \$ 478.50 |
| SouWest Jets | Professional Development for Coaches & purchase first aid kits (2) | \$ 1,000.00 |
| TOTAL | | \$ 4,318.86 |

2. With regards to the Dardanup Heritage Collective Grant informs the group that the works associated with the Grant would require specific approval from the Shire of Dardanup and must be in accordance with the User Agreement.
3. Considers the applications received by the following groups under Community Grants Scheme Round 2 2023/2024 – Level 3 grants for funding between \$1,001 and \$5,000 and approves funding to the following organisations:

| COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000) | | |
|--|-------------------------------------|-------------|
| APPROVE | | |
| Bethanie Group Inc. | Purchase defibrillator | \$ 1,275.00 |
| Burekup & District Country Club Association | Purchase shade sails for playground | \$ 5,000.00 |
| TOTAL | | \$ 6,275.00 |

4. Considers the applications received by the following groups under Community Grants Scheme Round 2 2023/2024 – Level 3 grants for funding between \$1,001 and \$5,000 and declines funding to the following organisation:

| COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000) | | |
|--|---|-------------|
| DECLINE | | |
| Eaton Basketball Association | Purchase ceiling fan for Eaton Rec Centre | \$ 5,000.00 |
| TOTAL | | \$ 5,000.00 |

5. Considers the applications received by the following groups under the Events Grants Scheme Round 2 2023/2024 – Level 2 grants for funding up to \$1,000 and declines funding to the following organisation:

| EVENT GRANTS – LEVEL 2 (\$0 - \$1,000) | | |
|--|---------------|-------------|
| DECLINE | | |
| Scouts WA | Cubilee Event | \$ 1,000.00 |
| TOTAL | | \$1,000.00 |

Change to Officer Recommendation

No Change. **OR:**

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

Background

SDev CP044 Community and Event Grants Policy [Appendix ORD: 12.2.4A] (the Policy) has the objective to provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

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

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

Events Grants are available for events:

- Held in the Shire of Dardanup;
- That are free-to-attend and held within the Shire of Dardanup;
- That benefit the community; and
- Activate the area in which the event is held.

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

Community Grants

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

Events Grants

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

Legal Implications - *Local Government Act 1995*

Council Plan

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

Environment - None.

Precedents - None.

Budget Implications

Council allocated \$26,598 to Community Grants for 2023/2024 (GL 1119504) and \$10,000 to Minor Community Event Assistance (J08714). A maximum \$2,500 of the allocation is available for each of the Quick Response Community Grants and Quick Response Event Grants which are open for application all-year-round or until the allocated amount has been exhausted.

Round 1 of the Grants, saw grants approved to the figures as below:

| GRANT STREAM | R1 FUNDED AMOUNT |
|------------------------------|------------------|
| Community Grant GL 1119504 | \$ 13,000.00 |
| Minor Community Event J08714 | \$ 2,650.00 |

The remaining funds available for Round 2 grant applications are:

| GRANT STREAM | R2 FUNDS AVAILABLE FOR ALLOCATION |
|------------------------------|-----------------------------------|
| Community Grant GL 1119504 | \$ 11,098.00 |
| Minor Community Event J08714 | \$ 5,350.00 |

Should all applications that have been recommended for approval be accepted by Council, the following funds remain as per the 2023/2024 allocation.

| GRANT STREAM | REMAINING FUNDS FOR 2023/2024 |
|------------------------------|-------------------------------|
| Community Grant GL 1119504 | \$ 1,779.14 |
| Minor Community Event J08714 | \$ 5,350.00 |

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

| TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence). | |
|---|---|
| Risk Event | Community and Event Grants Round 2 2023-2024 |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | Reputational Council’s reputation could be impacted dependant on their decision on recipients’ applications for grant funding. |

Officer Comment

Applications for round one Community and Events Grants opened on Monday, 15th of January 2024 and closed on Monday, 12th of February 2024.

The grants were advertised on the Council website, Council Facebook, Council Instagram, in the Dardanup Times and on Grapevine Community Radio. Posters were displayed on notice boards throughout the Shire. Emails were sent to known eligible clubs and organisations within the Shire to inform them of the grants round opening and closing date and where necessary the email was followed up with a phone call to assist with further queries. Community members also took the opportunity to meet with the Place and Community Officer to discuss their desired projects.

Below is a breakdown of the grant applications received:

| GRANT STREAM | NUMBER OF APPLICATIONS |
|--|------------------------|
| L2 Community Grant | 5 |
| L3 Community Grant | 3 |
| L2 Events Grant | 1 |
| L3 Events Grant | 0 |
| Total number of applications received | 9 |

Applications have been assessed and all applications have been considered against the criteria of the Policy. All applications and Officer Comments are available at [Appendix ORD: 12.2.4C].

| COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000) | | | |
|--|-----------------------|--|---------------------|
| APPLICANT NAME | AMOUNT REQUESTED (\$) | PURPOSE | OFFICER RECOMMENDED |
| CWA River Valley Belles | \$ 840.36 | Purchase blinds, urn & storage cupboards | Yes |
| Dardanup Heritage Collective | \$ 1,000.00 | Purchase paint for room upgrade & door signage | Yes |
| Eaton Family Centre | \$ 1,000.00 | Pre-Kindy Multicultural Program (10 weeks) | Yes |
| Lions Club of Eaton | \$ 478.50 | Purchase parking tear drop banners | Yes |
| SouWest Jets | \$ 1,000.00 | Professional Development for Coaches & purchase first aid kits (2) | Yes |
| TOTAL APPLICATIONS | \$ 4,318.86 | | |
| TOTAL RECOMMENDED | \$ 4,318.86 | | |

| COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000) | | | 50% MATCHING COMPONENT REQUIRED |
|--|-----------------------|---|---------------------------------|
| APPLICANT NAME | AMOUNT REQUESTED (\$) | PURPOSE | OFFICER RECOMMENDED |
| Bethanie Group Inc. | \$ 1,275.00 | Purchase defibrillator | Yes |
| Burekup & District Country Club Association | \$ 5,000.00 | Purchase shade sails for playground | Yes |
| Eaton Basketball Association | \$ 5,000.00 | Purchase ceiling fan for Eaton Rec Centre | No |
| TOTAL APPLICATIONS | \$ 11,275.00 | | |
| TOTAL RECOMMENDED | \$ 6,275.00 | | |

It is recommended that Council do not approve the Level 3 Grant Application from Eaton Basketball Association as the application has not provided quotes or additional information surrounding installation approvals or costs, which party will be responsible for the cost of ongoing maintenance for the fan etc.

The application requires further collaboration between the parties (Eaton Basketball Association, Eaton Rec Centre and the Shire) before a grant application is submitted. The group is eligible to apply for funding next round.

| EVENT GRANTS – LEVEL 2 (\$0 - \$1,000) | | | |
|---|------------------------------|----------------|----------------------------|
| APPLICANT NAME | AMOUNT REQUESTED (\$) | PURPOSE | OFFICER RECOMMENDED |
| Scouts WA | \$ 1,000.00 | Cubilee Event | No |
| <i>TOTAL APPLICATIONS</i> | <i>\$ 1,000.00</i> | | |
| TOTAL RECOMMENDED | \$ 0.00 | | |

The application from Scouts WA is ineligible for funding as per policy SDEV CP044 Community & Event Grants Policy as the event is not open to the general public. The relevant policy states that the event shall be free-to-attend, the Cubilee Event is open only to current members of the Scouts.

END REPORT

12.2.5 Title: Two Advertising Signs at Lot 510 Pratt Road, Eaton

| | |
|-----------------------------|--|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Ashwin Nair – Director Sustainable Development</i> |
| Reporting Officer | <i>Mikaela Kerwin – Planning Officer</i> |
| Applicant | <i>Eaton Senior Citizens Association</i> |
| Legislation | <i>Planning and Development Act 2005</i> |
| Council Role | <i>Quasi-Judicial.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix ORD: 12.2.5A – DA application report Appendix ORD: 12.2.5B – Development Plans Submitted Appendix ORD: 12.2.5C – MOU Details Appendix ORD: 12.2.5D – Risk Assessment Tool Appendix ORD: 12.2.5E – Clause 67 Technical Assessment</i> |

DECLARATION OF INTEREST

Elected member, Cr. S L Gillespie, declared an Proximity Interest in this item.

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

Overview

The purpose of this report is for Council to consider an application for development approval for two signs to be located at Lot 510 Pratt Road, Eaton also identified as Shire Reserve 27516 (R27516). This site is improved by the Eaton Bowling Club.

The proposed development comprises the siting of two 3,000mm x 1,000mm signs on the existing external perimeter fence of the Eaton Bowling Club. The purpose of the proposed signs is to promote the Eaton Senior Citizens group, whom are tenants of the Eaton Bowling Club facility.

Officers recommend that the proposed development be approved subject to conditions as the proposal generally meets the existing and prevailing planning frameworks.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Approves the application for development approval (Appendix ORD: 12.2.5A) for the proposed development comprising the siting of two signs at the site, subject to the following conditions:**
 - a) **All development must be carried out in accordance with the plan listed below, unless amended with written consent of the Shire. In the event of an inconsistency between the approved plans and a requirement of the conditions of this development approval, the requirement of the condition will prevail:**
 - i) **Development Plans submitted on 13th November 2023 (Appendix ORD: 12.2.5B)**

- b) The sign to be maintained and kept free from dilapidation at all times.**
- 2. Authorise that no further signage applications are to be submitted for the site until a Signage Strategy has been prepared by the Eaton Bowls Club and Eaton Senior Citizens Club and endorsed by Council. The strategy must provide for a coordinated approach to signage on the premises to the satisfaction of Council.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The site is approximately 4.9 hectares in size and is zoned 'Recreation' and 'Other Community' under LPS 3. The site is also identified as 'R27516' which is vested to the Shire of Dardanup under a Management Order for the purposes of 'Recreation'. The site is located immediately south of Pratt Road. Main Roads WA mapping identifies that Pratt Road is a Local Road with a speed limit of 50km/hr. The site is bound to the east by Bobin Street and to the west by Eagle Crescent and Foster Street as seen below:



Subject Site

- *Establishment of Memorandum of Understanding & Joint Standing Committee*

In 2013 Council endorsed the execution of a new 21 year lease with the Eaton Bowling Club. (Res: 263-21) over Reserve 27516.

In the 2017 State Election campaign, Government announced the contribution of \$2 million in funding towards the Eaton Bowling Club as part of the proposed Eaton Community Hub Project. The expansion of the facilities was to ensure the continued growth of the club through the opening of the premises to other user groups.

Following the announcement, the Shire of Dardanup formed a Project Working group, which consisted of two Council representatives, Shire staff and four Eaton Bowling Club representatives. Further funding of \$1 million was secured from the State Government, which enabled a complete rebuild of the Eaton Bowling Club.

During the planning phase of the facilities the Working Group undertook negotiations with the Eaton Senior Citizens and the Eaton Bowling Club to allow for the shared use of the new Facilities. The successful negotiations lead to the signing of a Memorandum of Understanding (MOU) in 2019 between the Eaton Bowling Club and the Eaton Senior Citizens for the shared use of the new Eaton Bowling Club building (Appendix ORD: 12.2.5C). The objectives of the MOU were to:

- *to establish the framework, the commitment, communication and collaboration between the Parties;*
- *to enable the Parties to permanently share access and use the Club Facilities which are owned by the Shire of Dardanup and leased to the Eaton Bowling Club Inc for various activities; and*
- *to recognise and abide by the terms and conditions that are consistent with the principles as set out in this MoU.*

Negotiations continued between all parties, and in July 2021 all parties agreed to a newly established 20 year Lease Agreement. The new lease agreement also provided for the establishment of a Joint Management Committee to meet the obligations outlined in the signed Memorandum of Understanding between the Eaton Bowling Club and the Eaton Senior Citizens.

The Joint Management Committee regularly meets to discuss various operational matters. The role of the Joint Management Committee ensures that both parties are in agreeance with any maintenance, works request or managerial matters. Any requests for works are therefore supported by both parties of the Agreement. In January 2022 the Joint Management Committee discussed the establishment of signage on the outside of the building. A sign reading Eaton Bowling Club and Senior Citizens Centre has now been placed (Pratt Road facing) on the outside of the Building.

The Joint Management Committee has also discussed the implementation of signage on the grounds of the property, in particular the signage along the fence. Initial discussions were towards the amalgamation of the signs into one sign advertising both parties (including contact details) through the replacement of the existing Eaton Bowling Club sign currently on the fence line. (JMC Minutes March and May 2022).

At the Joint Management Committee meeting in June 2023 the Joint Management Committee again discussed the request from the Eaton Senior Citizens to the placing a sign advertising the Eaton Senior Citizens along the Fenceline. It is noted in the Joint Management Committee Minutes that the Eaton Bowling Club were in agreeance with this request.

- *Existing Development*

Existing development onsite comprises of buildings and facilities associated with a newly constructed bowling club which was approved by Council at its October 2020 Ordinary Council Meeting.

The subject site comprises of a number of internal and external facing signs. Internal signs are generally characterised as promoting sponsors of the community groups associated with the site. Current external signs are detailed as follows:

- Two Eaton Bowling Club promotional signs,
- One TAB advertising sign.

These existing external signs are located on the fence which borders the bowling greens that are located at the site. Indication of two of the signs which are located in the north western corner of the site, are shown in the image below.



Existing external signage on the north western corner of the site

Currently, there are no externally facing signs that promote the Eaton Senior Citizens Association. The association is a tenant of the Eaton Bowling Club, through a sub-lease agreement directly with the Eaton Bowling Club.

Proposal

The application seeks approval for the siting of two additional signs on the external fence of the Eaton Bowling Club.

The proposed signs are to be 3000mm x 1000m in size. The image below depicts the expected design of the proposed signs.



Location of proposed signs



Image of proposed sign design

It is expected that the proposed signs will result in increased membership of the Eaton Senior Citizens group. Further detail of the proposed signs can be found at (Appendix ORD: 12.2.5B).

Detail of planning parameters are as follows:

| | |
|---|---|
| Region Scheme | Urban |
| Local Planning Scheme No.3 (LPS3) | Recreation, Other Community |
| Draft Local Planning Scheme No. 9 (LPS9) | Public Open Space |
| Structure Plan/Precinct Plan | Nil |
| Use Class and Permissibility in LPS3 | Proposed development is ancillary to primary use. |
| Lot Size | 4.497ha |
| Existing Land Use | <p>The subject site is currently used for Club Premises, Community Purpose and Public Amusement. These are the land use definitions that most closely align with the community bowling building located at the site. These land uses are defined in LPS3 as follows:</p> <p>Club Premises means premises used by a government department, an instrumentality of the Crown, or the local government, for administrative, recreational or other purposes;</p> <p>Community Purpose means the use of premises designed or adapted primarily for the provision of educational, social or recreational facilities or services by organisation involved in activities for community benefit;</p> <p>Public Amusement means the use of land or a building or buildings as a theatre, cinema, dance hall, skating rink, swimming pool, gymnasium or for amusement games.</p> |
| State Heritage Register | Aboriginal Heritage site 21039 is located immediately south of the development site. This heritage site is significant due to the Creation/Dreaming story in relation to the water source at the vegetated portion of Lot 510. |

| | |
|----------------------------|--|
| | Referral has been received from DPLH Aboriginal Heritage department which advises no approvals under the <i>Aboriginal Heritage Act 1972</i> (AHA) are required in this instance. |
| Local Heritage | Nil |
| Bushfire Prone Area | Yes, the site is located in a bushfire prone area. Assessment under SPP3.7 has not been undertaken, as the proposed development is exempt from assessment under Part 2.6 of the Guidelines for Planning in Bushfire Prone Areas Vol 1.4 (December 2021). |

Legal Implications

The application is required to be determined in accordance with the *Planning and Development Act 2005* and associated Regulations.

Pursuant to the Management Order the reserve is to be utilised for ‘Recreation’ purposes only. The Shire of Dardanup has the power to lease the land for a term not exceeding 21 years subject to the approval of the Minister of Lands. The current lease will expire on 30th of June 2041.

Leasing of Council property falls under Section 3.58 of the Local Government Act “Disposing of Property” and Local Government (Functions and General Regulations 1996).

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

(a) *the highest bidder at public auction; or*

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

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

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

(i) *describing the property concerned; and*

(ii) *giving details of the proposed disposition; and*

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

And

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

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

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

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

(c) *the market value of the disposition —*

- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
- (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

Local Government (Functions and General Regulations 1996

.30. *Dispositions of property excluded from Act s. 3.58*

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if—*
 - (b) *the land is disposed of to a body, whether incorporated or not —*
 - (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
 - (ii) *the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*

Council Plan

- 2.1 - Facilitate improved access to health and community services.
- 2.2 - Increase participation in sport, recreation and leisure activities.
- 3.1 - Grow participation in arts, culture and community events.
- 3.2 - Promote and celebrate diversity.
- 4.2 - Support vulnerable groups, including aged persons and those with disability.
- 8.1 - Support responsible planning and development.
- 9.3 - Provide quality community facilities.

Environment

Not applicable.

Precedents

Retrospective approval for existing signage at the Eaton Bowling Club was approved at the 27th of January 2016 Ordinary Council Meeting (Resolution 07-16). The signs subject to this approval were:

- 13 internally facing advertising signs,
- Two externally facing Eaton Bowling Club signs,
- One externally facing TAB sign.

The application submitted sought approval for the internal facing signs to be permitted to be outward facing, in order to increase sponsorship revenue for the Eaton Bowling Club by way of sponsorship. This proposal was refused, and through the assessment process it was found that the external facing signs had not obtained appropriate approval. The final Council Resolution is as follows:

That Council:

- 1. *Refuse the Application for Development Approval dated 28 October 2015 for proposed 'Externally Facing Advertising Signage' on Lot 510 Pratt Road Eaton (Eaton Bowling Club) for the following reasons:*
 - a. *The proposal will adversely affect the amenity of the locality thereby causing unacceptable visual impacts on the surrounding residential area;*

- b. *The Eaton Bowling Club is not located on a major thoroughfare and therefore only receives a small amount of traffic and therefore external facing advertising signage is unwarranted;*
 - c. *The proposal has the potential to result in a traffic hazard to local road users.*
2. *Grants approval for the internal facing signs on Lot 510 Pratt Road Eaton (Eaton Bowling Club) subject to the following conditions:*
- a. *The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plan(s) and must not be altered or modified without the further written consent of Council.*
 - b. *All existing signage other than the two existing identification signs and one TAB sign are to remain internally facing at all times.*

No external signs relating to the Eaton Senior Citizens Association were included in this consent as the Eaton Bowls Club were the sole lessee of the premises at the time of the application. The merits of the application in terms of policy compliance and amenity impacts are discussed below in the report.

Consultation

Public Consultation

The proposed development requires Level 2 consultation as defined under the Shire's Local Planning Policy CP0505 – Public Consultation – Planning Matters. This is due to the proposed development being visible from the public domain, being Pratt Road, and because the proposed development represents variation to the scheme standard (CP084 Advertising Signage).

In line with the requirements of CP0505 – Public Consultation – Planning Matters Level 2 Consultation, the proposed development has been advertised to landowners immediately adjoining the subject site for a period of 14 days. At the end of the advertising period no submissions were received.

Budget Implications

Upon submitting the application for planning approval for the proposed signs, the applicant requested the Shire planning application fee be waived.

As per the: **SDev CP502- Local Planning Policy – Waiving and Refunding of fees:**

- *(part 4.1) The Director Sustainable Development may consider and decide a request to waive fees in accordance with this policy.*
- *(part 4.2) A reduction in fees by 50% may be approved where the applicant is endorsed by the ATO as a not-for-profit organisation.*

The above provisions have been actioned by the Director of Sustainable Development under delegation.

The Shire has waived 50% of the Development Application fee for this application consistent with Council Policy CP502 – Local Planning Policy – Waiving and Refunding of Fees.

Budget – Whole of Life Cost

Item 11 – Schedule of Maintenance of the lease document outlines the responsibilities of the Shire (Lessor) and the Eaton Bowling & Social Club Inc (Lessee). Signs are specifically described as the Lessee's responsibility to 'Maintain/Replace (Observing Council's requirements for installation of signage). Therefore, no costs are expected to be incurred by the Shire as a result of the proposed development.

Council Policy Compliance

- CP0505 – Public Consultation – Planning Matters
- CP084 – Advertising Signage

Risk Assessment

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

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | | | | |
|--|---|--------------|--|----------|--|
| Risk Event | Two Advertising Signs at Lot 510 Pratt Road, Eaton | | | | |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4) | | | | |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. | | | | |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. | | | | |
| Risk Category Assessed Against | <table border="0"> <tr> <td>Reputational</td> <td>If the Shire were to refuse the proposed development, the community may view that the Shire is preferencing the Eaton Bowling Club over the Eaton Senior Citizens Association.</td> </tr> <tr> <td>Property</td> <td>Shire owned property is permanently damaged as a result of the proposed development.</td> </tr> </table> | Reputational | If the Shire were to refuse the proposed development, the community may view that the Shire is preferencing the Eaton Bowling Club over the Eaton Senior Citizens Association. | Property | Shire owned property is permanently damaged as a result of the proposed development. |
| Reputational | If the Shire were to refuse the proposed development, the community may view that the Shire is preferencing the Eaton Bowling Club over the Eaton Senior Citizens Association. | | | | |
| Property | Shire owned property is permanently damaged as a result of the proposed development. | | | | |

Officer Comment

Clause 67 of the Deemed Provisions lists matters to be considered in the determination development application. A full assessment was carried out against the current planning framework in accordance with clause 67 of the Deemed Provisions which can be viewed within the technical assessment attachment (Appendix ORD: 12.2.5E). For the purposes of this report, discussion is confined to the objections resulting in the proposal being presented to Council, and where Council is required to exercise discretion.

Local Planning Framework:

Shire of Dardanup Local Planning Scheme No. 3 (LPS3)

- *Land Use*

The development application proposed is for siting of advertising signs that are associated with the predominant use of the site which is considered to be Community Purpose use, and the proposed signage will only advertise existing tenants of the site. The proposed signage is considered subsidiary development to the primary use of the site, and therefore the proposed advertising signage is consistent with the permitted land use.

Local Planning Policy**SDev CP084 – Advertising Signage**

Local Planning Policy CP084 – Advertising Signage outlines when advertisement signs require development approval, and the objectives and standards against which the Shire of Dardanup will assess applications for advertisement signs.

Part 5.1 of CP084 outlines that *'This policy exempts advertisement signs from requiring development approval where the advertisement sign is permitted in a zone and complies with the development standards in Table 1 and the General Requirements listed in Part 7.1 of this Policy.'*

Table 1 of CP084 – Advertising Signage describes development standards for certain types of signs. Assessment of the proposed signs against the provisions for Fence signs is provided in the table below.

| Fence Sign Development Standard | Complies | Officer comment |
|--|-----------------|--|
| <i>Permitted zones:</i> - Industrial – Light - Industrial – General | N/A | The proposed development is located on land zoned 'Other Community' and 'Recreation'. Therefore, the proposed development is not exempt from requiring development approval by the Shire. |
| <i>Fence Signs shall:</i> | | |
| <i>Is a single faced sign;</i> | Y | The proposed signs are single faced. The proposed signs comply with this provision. |
| <i>Be limited to a maximum of one sign per street frontage on any one lot;</i> | N | The subject site currently hosts three advertising signs. Two of these signs front Pratt Road/Foster Street, and one existing sign fronts Pratt Road/Bobin Street. The subject site already hosts variation to the Fence Sign Provision. The proposed development will result in one additional sign facing each of these intersections. The proposed signs do not comply with this provision. |
| <i>Be securely attached;</i> | Y | The proposed signs will be securely attached to the fence. The proposed signs comply with this provision. |
| <i>Sit flush to the fence to which is it attached;</i> | Y | The proposed signs will sit flush to the fence to which they will be attached. The proposed signs comply with this provision. |
| <i>Not contain any sharp or pointed edges below a height of 2.7m;</i> | N | The corners of the proposed signs will be located below a height of 2.7m. This is consistent with the height of the fence in the area. The proposed signs do comply with this provision. |
| <i>Not cover more than 30% of the total area of the fence; and</i> | Y | The proposed signs do not cover more than 30% of the overall outward facing fence. The proposed signs comply with this provision. |
| <i>Not impact on views to the street and/or building.</i> | N | The proposed signs will be located below the height of the existing fence. The proposed signs will partially obstruct the view to the street and/or building, for people with an eyeline below fence height. The proposed signs do not comply with this provision. |

The policy allows for variations to be considered where they meet the objectives of the policy. As such, the variations from the above tables have been assessed against the objectives as follows:

| Policy Objective | Officer comment |
|---|---|
| <i>Ensure that advertisement signs are appropriate for their location, relate to the land and/or buildings for which it is placed, and do not adversely impact the amenity of the surrounding area.</i> | The proposed signs are considered appropriate for their location, and they relate directly to the land and buildings where they are placed. The proposed signs represent the tenants of the site, and are considered expected development for the area. |
| <i>Ensure advertising signage is of a scale appropriate to buildings, lot size and lot frontage(s) of the site relevant to the application.</i> | The scale of the signs, as they are currently proposed (being 3000mm x 1000mm), are considered to be consistent with the scale of the area. |
| <i>Ensure that advertisement signs only advertise services offered and/or products produced, sold and/or manufactured on the land or building/s related to the approved use/s taking place.</i> | The proposed signs will only advertise the tenant of the site. No advertising of external businesses, groups or products will occur as a result of the proposed development. |
| <i>To ensure advertisement signs do not pose an unnecessary risk to the safety of people and vehicles by virtue of their location, design, use and function.</i> | The proposed signs are located on a local road, which has a maximum speed limit of 50km/hr. The proposed signs are to be located in a manner which officers consider safe for people and vehicles. |
| <i>To ensure that advertising signs are simple, clear, easy to read and maintained to a high standard.</i> | Shire officers recommend that any changes to the proposed design be reviewed by Shire officers. |
| <i>Protect the cultural heritage significance of particular places and/or areas.</i> | The proposed signs are not expected to impact on the cultural heritage significance of the site. |
| <i>To provide for the rationalisation of signage on properties with multiple advertising requirements.</i> | The proposed signs represent the advertising of existing tenants at the site. The development will not result in visual amenity impacts upon the locality. |

The proposed development represents the ‘rounding out’ of external facing signs at the subject site. Shire officers consider the proposed signs the final potential external facing signs for the site. Shire officers consider that the additional signage will not result in visual amenity impacts upon the locality.

Officers consider also that as a separate resolution to ensure a more coordinated approach to signage on the premises that a *signage strategy* be prepared through the Joint Management Committee by both the Eaton Bowls Club and Eaton Senior Citizens Club for approval by the Council at a later date. This will also work towards addressing amenity impacts possibly resulting from further signage proposed in the future.

Conclusion

Shire officers consider the proposed signs to be generally consistent with the requirements of the existing and prevailing planning framework. Submissions received in relation to the application have been addressed through the redesign of the development area, and the provision of relevant conditions. Shire officers recommend Council conditionally approve the proposed development at the site.

END REPORT

12.2.6 Title: Proposed Transfer of Crown Land under the South West Native Title Settlement - Lot 501 and Lot 503 Wellington Mill Road

| | |
|-----------------------------|---|
| Reporting Department | <i>Infrastructure Directorate</i> |
| Responsible Officer | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| Reporting Officer | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| Legislation | <i>Local Government Act 1995 Mining Act 1978 Transfer of Land Act 1893 Planning and Development Act 2005 Land Administration Act 1997</i> |
| Council Role | <i>Advocacy.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.2.6A - Risk Assessment Tool 12.2.6B - DPLH Noongar Land Base Strategy 12.2.6C –Local Planning Strategy – Land Use Changes Map 2.1 12.2.6D –Wellington Mills Structure Plan (WMSP), 2007</i> |

Overview

Council is asked to consider whether it supports the transfer of Lot 501 and Lot 503 Wellington Mill Road, both being Unallocated Crown Land, to the Noongar People under the 'South West Native Title Settlement' for inclusion in the Noongar Land Estate.

OFFICER RECOMMENDED RESOLUTION

THAT Council advises the Department of Planning, Lands and Heritage that, having considered the proposed transfer of Lot 501 on DP403410 and Lot 503 on DP 423124 (formerly Lot 502 on DP403410) Wellington Mill Road to the Noongar People under the 'South West Native Title Settlement' (Settlement) for inclusion in the Noongar Land Estate, the Shire notes the following:

- 1. The Shire supportive of the transfer of this land to the Noongar People under The Settlement;**
- 2. The Shire does not have any interest in the land;**
- 3. The Shire does not have existing or planned infrastructure within the land parcel that requires protection;**
- 4. The land parcels are not subject to any mandatory connection to services at this time, however connection to services may be required in future for and/or depending on any future land use changes or development of the land;**
- 5. No future proposals for the land are identified;**
- 6. No future proposals for adjoining land that may affect the subject lots are identified;**

7. **There are no proposed planning scheme amendments to Local Planning Scheme No. 3 that may affect the zoning of this land at a Local government level. The lots have no zone under LPS3. However, the Department is advised that the Shire's draft Local Planning Scheme No. 9 is currently with the Department for consideration. The advertised LPS9 indicated that the lots will retain the no zone designation;**

8. **The Shire is not aware of any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints);**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The 'South West Native Title Settlement' (Settlement) is a landmark native title agreement reached between the State Government (State) and the six Noongar Agreement Groups. The six requisite Indigenous Land Use Agreements (ILUAs) were conclusively registered, leading to the Settlement commencing on 25 February 2021 after some years of delay. The Settlement recognises the Agreement Groups as the Traditional Owners of the south west of Western Australia, while resolving native title in exchange for a negotiated package of benefits.

In December 2023 the Department of Planning, Lands and Heritage (DPLH) requested comments from relevant Local Governments and State agencies across Western Australia regarding the land parcels within their area that are intended to be transferred to the Noongar People under the Settlement, for inclusion in the Noongar Land Estate. Within the Shire of Dardanup, two land parcels have been identified in the Settlement being Lot 501 on DP403410 and Lot 503 on DP 423124 (formerly Lot 502 on DP403410). Both are 'Unallocated Crown Land' (UCL) and are declared as State Forreest.

Council is requested to consider the proposed transfer in order to provide advice to DPLH. Comments provided by the Shire will be disclosed by DPLH to the Trustee for the Noongar Boodja Trust as supporting information to the offer of the land, prior to the land being formally offered.

Location Plan



Lots 101 and 103 Wellington Mill Rd



Legal Implications - None

Council Plan

8.1 - Support responsible planning and development.

14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.

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

Environment - None

Consultation

Public Consultation

Nil

Consultation with Government/Service Agencies

Nil

Other Consultation

The proposed transfer of the subject lots was referred to the Shire’s internal departments and no concerns were raised.

Budget Implications - None

Budget – Whole of Life Cost - None

Council Policy Compliance - None

Risk Assessment

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

| TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence). | | |
|--|--|--|
| Risk Event | Legal and Compliance | |
| 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 | Where comments are not provided to DPLH by 29 March. |

Officer Comment

The State Government has acknowledged that land is intrinsically linked to the spiritual, social and economic wellbeing of the Noongar community. A key part of the Settlement is the delivery of a 320,000 hectare 'Noongar Land Estate' (NLE) across parts of Western Australia, in accordance with the Noongar Land Base Strategy which is contained in (Appendix ORD 12.2.6B).

The NLE will contain up to 300,000 hectares of land transferred in reserve or leasehold, and up to 20,000 hectares of land transferred in freehold. The Landholding Body for all land transferred is the Noongar Boodja Land Sub Pty Ltd, which will hold and manage the land in the Noongar Land Estate in consultation with the now-established Noongar Regional Corporations. All land will be used and managed in line with Noongar cultural, social and economic aspirations for the benefit of generations to come.

Over the next five years, DPLH will progress selected land parcels through to transfer under the Settlement, subject to all necessary consultation and approvals with stakeholders. Land eligible for inclusion in the Noongar Land Estate includes:

- unallocated Crown land;
- unmanaged reserves;
- land owned or held by the Aboriginal Lands Trust / Aboriginal Affairs Planning Authority; and
- land owner or held by State agencies or Local Government Authorities, at the discretion of the State agency or Local Government Authority.

The following strategic documents are relevant to the Shire's consideration of the proposed transfer of the subject land parcels:

- Shire of Dardanup Local Planning Strategy
- Wellington Mill Structure Plan

Each are discussed in turn below.

Shire of Dardanup Local Planning Strategy

The Shire of Dardanup Local Planning Strategy (The Strategy) was endorsed by the Western Australian Planning Commission (WAPC) in May 2015. The Strategy identifies five existing areas within the Shire of Dardanup as rural-residential areas, being Burekup, Dardanup West, Ferguson/Henty, Wellington Mill and Dardanup South (Appendix ORD: Appendix ORD 12.2.6C).

The Strategy recommends that the supply of additional rural-residential lots is to be provided through the intensification of existing areas rather than through the development of new areas. The proposed location within the Wellington Mill area is identified for future rural-residential subdivision and therefore officers consider the proposal to be consistent with the Strategy.

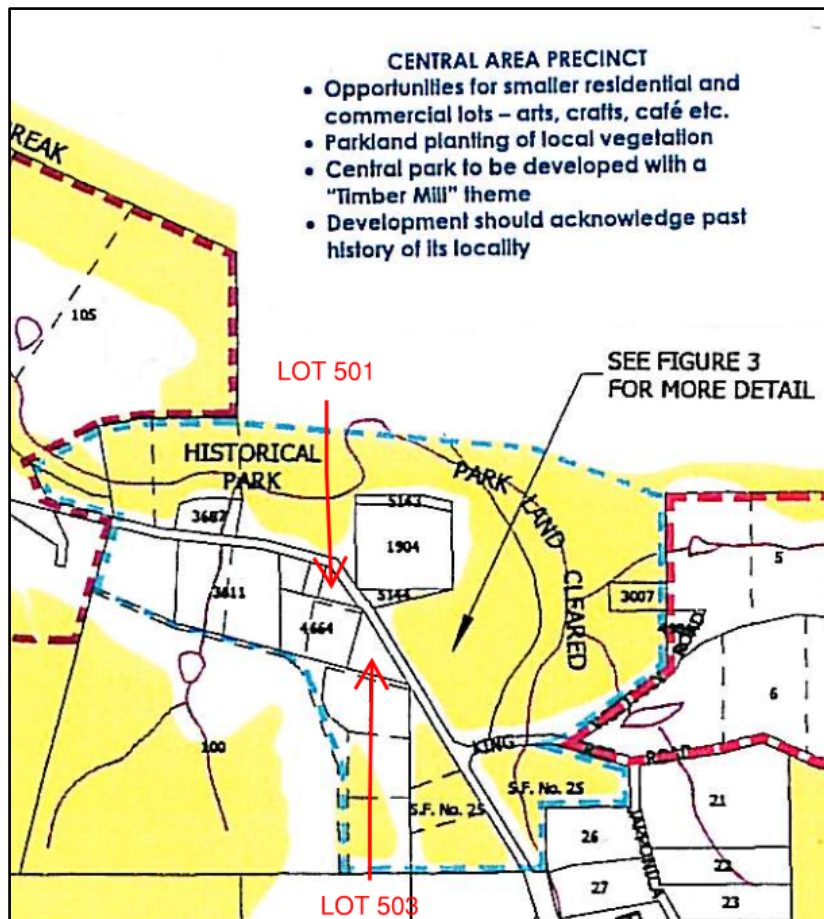
In addition, the Strategy refers to the Wellington Mill Structure Plan in regard to guiding the future rezoning, subdivision and development of the Wellington Mill area.

Wellington Mill Structure Plan

In 2007, the Wellington Mill Structure Plan (WMSP) was adopted by Council with the purpose of guiding the growth of Wellington Mill in a manner sympathetic to its rural village character. The intent stated on the WMSP is “to provide for future intensive agriculture and small holding lots and recommend other appropriate land uses”. The WMSP contains two indicative plans relevant to the proposal:

1. The Wellington Mill Structure Plan (Appendix ORD: 12.2.6D).

The two subject lots are show below in relation to the WMSP Central Area Precinct.



Central Precinct - Wellington Mill Structure Plan 2007

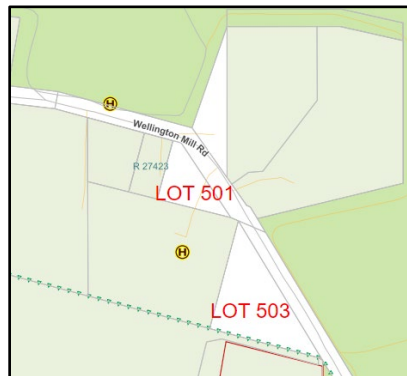
The WMSP contains the following provisions that are relevant to these lots:

- Except where stated in this plan the provisions of Town Planning Scheme No.3 shall apply;
- Lot yields in excess of those shown on the plan are not permitted;
- Notwithstanding clause 3.1.4.1(b) of Town Planning Scheme No. 3, only one dwelling is permitted on a small holding lot

The transfer of the lots into NLE does not appear to impact the intent or operation of the WMSP.

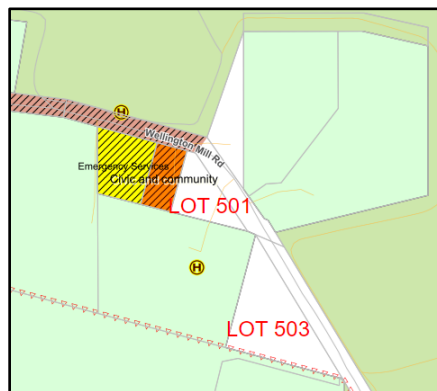
Local Planning Scheme No.3

The lots have no zone in LPS3 and are not located within the nearby Landscape Protection Area. As the lots are not zoned, any proposal to subdivide or develop the lots would first require a scheme amendment to an appropriate zone. No such proposal has been submitted to the Shire.



Draft Local Planning Scheme No.9

Under draft LPS9 the lots are not proposed to be zoned and are not within the Special Control Area – Ferguson Valley Tourism Area (SCA2).



Greater Bunbury Region Scheme (GBRS)

The lots are zoned State Forrest under the GBRS as shown below in yellow.



Any proposal to develop the lots for any other use (e.g. such as residential uses) would first require a scheme amendment under the GBRS to an appropriate zone, and this would need to be made to and determined by DPLH.

Local Heritage Survey

The lots are located to the north and east of 564 Wellington Mill Rd which contains the 'Wellington Mill Managers House', registered on the Shire's Local Heritage List as having considerable significance. The Shire should aim to protect this heritage significance in assessing any proposal to develop or subdivide the subject lots in the future.

DPLH consultation request

As part of the broad DPLH consultation, it has asked the Shire to consider and provide comment on the following matters with regard to the subject lots:

1. *is the Shire supportive of the transfer of this land to the Noongar People under the Settlement?*
2. *does the Shire have any interest in the land?*
3. *does the Shire have existing or planned infrastructure within the land parcel that requires protection? If yes, please provide details and advise if access to this infrastructure will need to be maintained.*
4. *is the land parcel subject to any mandatory connection to services?*
5. *any future proposals for the land identified? Please provide detail of what is proposed and in what timeframe?*
6. *any future proposals for adjoining land that may affect the land identified in the spreadsheet? If so, in what timeframe?*
7. *any proposed planning scheme amendments that may affect the zoning of this land at a State or Local government level. If a scheme amendment is to occur, what is the change proposed and when will it come into effect?*
8. *any known land management issues such as site contamination, hazards, debris or rubbish dumping, unauthorised land use and environmental considerations (such as inundation or similar site constraints).*
9. *any additional comments on the proposed transfer of this land as part of the Settlement.*

Shire officers considered the above questions as part of internal referral process. Officers consider that the Shire has no interest in the lots and there is no infrastructure or planned infrastructure that would be impacted. Further, officers consider that the land transfer will not impact on or be impacted by current and proposed Local Planning Schemes as discussed earlier in this report.

Conclusion

Officers have considered the specific queries put by DPLH regarding the transfer of Lot 501 and Lot 503 Wellington Mill Road, both being Unallocated Crown Land, to the Noongar People under the 'South West Native Title Settlement' for inclusion in the Noongar Land Estate. Officers do not consider such a transfer will impact on the Shire's infrastructure, assets and planning objectives, and should therefore be supported.

END REPORT

12.2.7 Title: Application for Trader’s Permit for Pop-up Visitor Centre stall at Gnomesville

| | |
|-----------------------------|--|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Mr Ashwin Nair - Director Sustainable Development Services</i> |
| Reporting Officer | <i>Mr Ashwin Nair – Director Sustainable Development Services</i> |
| Applicant | <i>Ferguson Valley Marketing Inc.</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Quasi-Judicial.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix ORD: 12.2.7A – Proposed Trading Dates</i> <i>Appendix ORD: 12.2.7B – Gnomesville Master Plan (2019)</i> <i>Appendix ORD: 12.2.7C – Applicant’s support for Trader’s Permit</i> <i>Appendix ORD: 12.2.7D – Objections to Gnomesville Traders Permit</i> <i>Appendix ORD: 12.2.7E – Risk Assessment Tool</i> <i>Appendix ORD: 12.2.7F – WMCA Community Survey</i> |

Overview

The purpose of this report is for Council to consider an application for Trader’s Permit received on 14 November 2023 from the Ferguson Valley Marketing Inc. The application seeks approval for the proponent to continue to operate a temporary ‘Pop-Up Visitor Centre’ stall at Gnomesville on weekends and school holidays throughout 2024 [Appendix ORD: 12.2.7A – Proposed Trading Dates]. Furthermore, seeks approval for the continuation of selling merchandise and bottled water. The sale of packaged foods does not form part of the application

Under Council Policy *SDev CO033 Traders on Shire Reserves and Road Verges*, officers do not have delegation to approve applications to trade at Gnomesvilles. Such applications can only be approved by Council.

The applicant held a permit to trade at Gnomesville on weekends and holidays from 1 April 2023 to 30 January 2024. This was approved by Council on 22 March 2023. The permit has expired, trading has not occurred since.

The community as a separate independent process, circulated a survey to nearby residents seeking their comments on the activities undertaken during the 2023 period. This has also been included in the report for Councils’ review.

This report recommends the permit is granted conditionally in accordance with Council Policy *SDev CP003 – Traders on Shire Reserves and Road Verges*. Officers also support the sale of merchandise and bottled water as the activities are small scale and unlikely to result in amenity impacts to the surrounding locality.

OFFICER RECOMMENDED RESOLUTION

THAT Council approve the application for traders permit by Ferguson Valley Marketing Inc. to operate a Pop-up Visitor Centre stall on weekends and school holidays between 1st February to the 31st of December 2024 for a maximum 4 hours per day, between 10am to 4pm subject to the following conditions:

The review is subject to the following conditions:

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

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

Change to Officer Recommendation

No Change. **OR:**

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

Background

On 9 February 2023 Ferguson Valley Marketing Inc. lodged an application for trader’s permit to operate a ‘Pop-up Visitor Centre’ at Gnomesville on weekends and school holidays throughout 2023. The application was approved by Council on 22 March 2023, with a trader’s permit issued to Ferguson Valley Marketing Inc. allowing a Pop-up Visitor’s Centre at Gnomesville on weekends and school holidays, from 10m to 2pm, for a maximum 4 hours per day. The permit was valid from 1 April 2023 to 30 January 2024.

Under the permit the applicant was allowed to sell Ferguson Valley Marketing Inc. merchandise including t-shirts, Gnomesville merchandise, local arts and crafts. They were also permitted to sell pre-packaged snacks and drinks.

Location of ‘Pop -up Visitor Centre below:

Location Plan

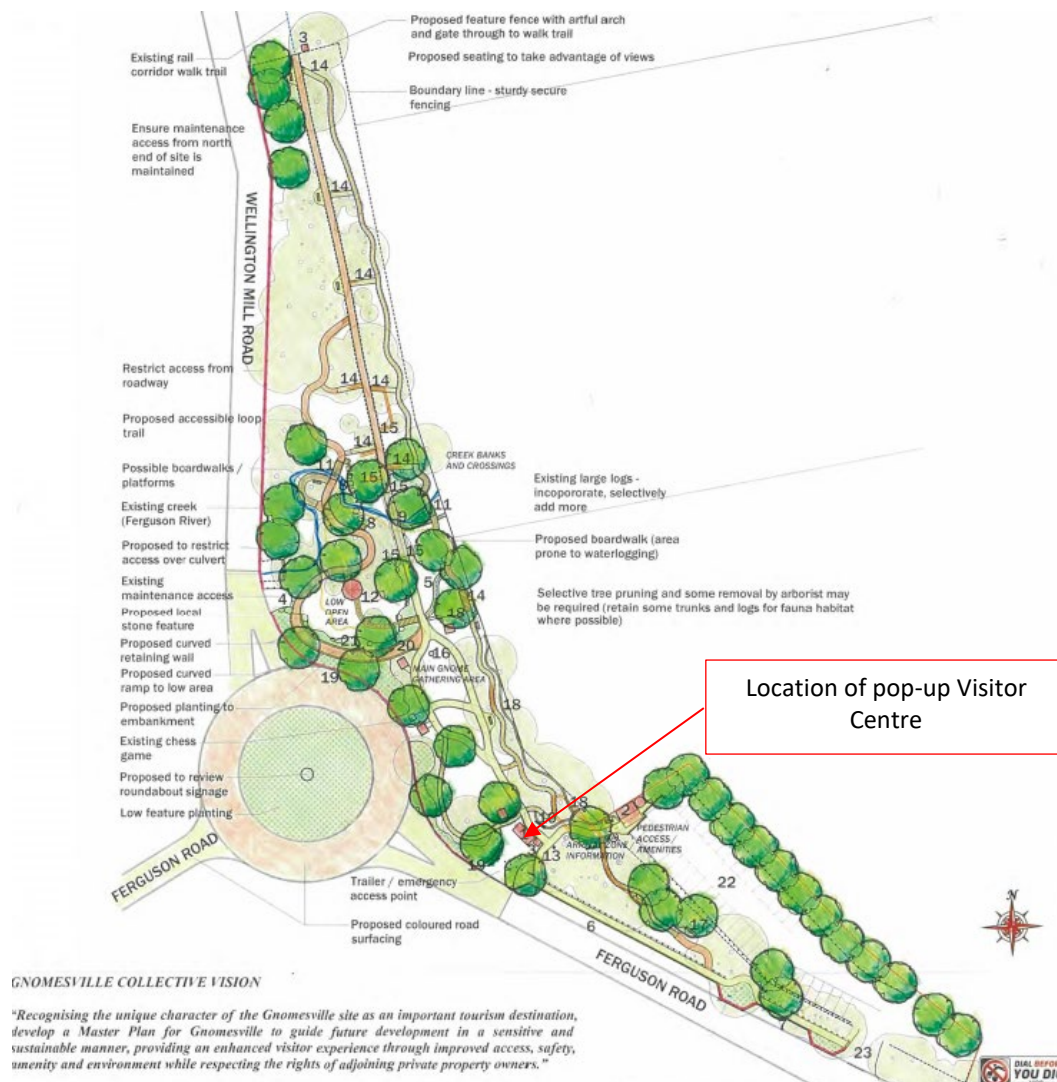


Figure 1: Excerpt from Gnomesville Master Plan (April 2019)

Current Application

In the current application, Ferguson Valey Marketing Inc. requests to operate the Pop-up Visitor Centre at Gnomesville on all weekends and school holidays throughout 2024, for four (4) hours per day, with the flexibility of being able to operate ‘during daylight hours’.

The applicant states that this flexibility in operation times would allow them to adjust the operation to seasonal variations in daylight, and to capitalise on peak visitor times, which tends to be around 3pm.

The applicant also proposes to sell merchandise owned by Ferguson Valley Marketing Inc. including Gnomesville books, gnomes, Ferguson Valley T-Shirts, Gnomesville calendars, Gnomesville post cards, and souvenir tea towels, and bottled water.

The applicant provided information in support of their application within the Application for Trader's Permit [[Appendix 12.2.7C - Applicants Support for Traders Permit](#)].

Legal Implications

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

Council Plan

11.1 - Support industry and business growth.

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

Environment - None.

Precedents

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

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

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

Budget Implications - None.

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

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

Budget – Whole of Life Cost

Although there are no direct costs to the Shire for permitting trade at this location, the Shire has invested significantly into the development of the Gnomesville area with incremental upgrades progressing following the endorsement of the Gnomesville Master Plan in 2019. Maintenance costs based on years past is provided below:

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

Consultation

The application was referred to nearby landowners in a 500m radius of the site which captured 26 properties. The advertising period was 16 November to 8 December 2023, equivalent to 3 weeks.

At the end of the advertising period a total of four submissions were received, either objecting-to or raising concerns over the proposal. The full submissions and officer responses can be viewed within [Appendix 12.2.7D – Objections to Gnomesville Traders Permit]. The summary of the submissions are as follows:

- *Commercial activity not supported*
- *Amenity impacts*
- *Operating times not supported*
- *Safety of residents and visitors; traffic safety*
- *Request for extended time to undertake a community survey*
- *Review required*

Council Policy Compliance

Council Policy SDev CP003 – *Traders on Shire Reserves and Road Verges* provides direction to Council in the processing of applications in accordance with the Local Law. The objectives of the policy include:

- To identify and designate appropriate locations for vendors to operate;
- To allow for stallholders and mobile traders to operate in a manner that does not conflict with the normal functions of the Shire;
- To protect existing levels of public amenity experienced on the Shire’s reserves and other public places;
- To set minimum standards in the interest of public safety, environmental protection and social amenity.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.7E - Risk Assessment Tool] for full assessment document.

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

Officer Comment

Local Law and Policy Framework

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

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

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

| SDEV CP 003 Criteria | Officer Comment |
|--|---|
| Benefit to the community; | The Pop-up visitor centre is proposed to be located at the main entry point to Gnomesville (from the car park) as per the Master Plan. Its purpose is to provide visitors with information on local tourism and hospitality operators in the Ferguson Valley by way of maps and brochures. The stall provides a human presence, and general passive surveillance to the site. |
| Experience of the trader; | Ferguson Valley Marketing Inc. has been operating the Ferguson Valley Visitor Centre for over a decade. They operated the Pop-up Visitor Centre throughout 2023. |
| Appearance and quality of the operation and equipment; | The main component of the stall is a 3m x 3m portable gazebo, fold-out tables, fold-out signage and fold-out chairs. Similar to a typical market stall, or promotional stall at a fair or festival. |

| SDEV CP 003 Criteria | Officer Comment |
|--|---|
| Safety management measures implemented by the trader; | The location of the stall in the Gnomesville Master Plan is away from traffic, in an area that is safe for visitors and pedestrians. It is also close to the carpark at the main entry path to Gnomesville. |
| Risk management measures implemented by the trader; | If approved, it will be a condition of trade that the applicant have appropriate indemnity insurance covering them, and the Shire. They will not be permitted to place fold-out signs other than within the immediate vicinity of the stall. |
| The appropriateness of the activity/business having regard to pedestrian, patron and vehicular safety within the area; | If approved, the Pop-up Visitor Centre would be required to be set up in the location indicated on the Gnomesville Master Plan (2019). This is considered to be the safest location in terms of both pedestrian safety, and traffic safety. |
| The potential impacts (i.e. parking, traffic, noise etc.) of the trading activity on nearby residences and landowners; | The pop-up visitor centre is not considered to attract significantly more visitors to Gnomesville, retain visitors at the site even with the sale of merchandise as proposed. |
| The availability of ablution facilities if required for the trading activity; | There is a suitable and adequate public ablution facility within the carpark at Gnomesville. These toilets are also with 20m of where the Pop-up Visitor Centre is proposed to be. |
| The extent to which previous trading permits have been utilised, if applicable. | Based on information from the applicant, the site was utilised to a high degree throughout 2023. |

The above criteria cover both quantitative and qualitative aspects of mobile traders. Based on the above criteria, Officers consider the permit to be granted due to the small-scale size of the development.

- *Trade Activity Review*

The objectors to the pop-up visitor centre identified that the previous Manager for Development Services advised them in writing that a review of the trade activity would take place after the 30 January 2024; and that the review would take place before any further Trader's Permit applications for a Pop-up Visitor Centre would be considered.

Officers as a result undertook a review of the activity previously undertaken as part of its merits based assessment of the new permit application which included the following:

- Feedback from relevant Shire departments including Engineering Services, Parks and Gardens, and Town Planning.
- Written objections to the 2024 traders application submitted by local residents, and the Wellington Mill Community Association.
- Outcome of the Community Survey conducted by the Wellington Mill

- *Noise*

No noise complaints were received with respect to the pop-up visitor centre stall in 2023. There were no generators, speakers or amplifiers pertaining to the activity.

Noise generating equipment does not form part of the 2024 application.

- *Traffic and Pedestrian Access*

Gnomesville has a purpose-built carpark in a safe location, and of sufficient size to allow the public to safely access the site during weekdays and non holiday times. The stall location identified under the Gnomesville Master Plan is in a unobtrusive and generally accessible location near the pedestrian entry point to the site.

The Wellington Mills Community Association (WMCA) has identified that Gnomesville get very busy on holidays and weekends, with occasions where visitors have parked along Ferguson Road all the way to its intersection with South Rd.

The WMCA state their concern is 'A commercial offering at Gnomesville has the potential to attract more visitors and encourage them to stay longer, increasing the number of visitors on site at any one time' raising concerns of 'Fire Risk' and 'Safe Pedestrian Access'.

Shire Development Engineer comment:

There were no complaints relating to traffic safety impacts from Gnomesville. It is important to note that the site has a purpose built 15 - 20 vehicle capacity carpark that members of the public can use as they wish.

Reporting Officer comment:

Bushfire risk for the district, including Gnomesville, is covered by the 'Shire of Dardanup Bushfire Risk Management Plan 2019 – 2024'.

- *Rubbish*

Shire Parks and Gardens Supervisor confirmed there were no reports or complaints of rubbish from Shire staff, landowners, or the public with respect to the Pop-up Visitor Centre in 2023.

It is anticipated that the operators of the stall were diligent on this matter. Should a trader's permit be approved, it will be a requirement of the permit that there are suitable arrangements for containment of rubbish at the stall, and its removal from the site at the end of the trading day.

- *Nuisance*

There were no incidents of nuisance reported to the Shire with respect to trade activity in 2023.

- *Ablutions*

The toilets at the site are regularly serviced by the Shire's cleaner and there was no vandalism, damage or any other issue reported in 2023.

The site was visited by the Shire's Parks and Gardens department throughout the year. They did not report any issues emanating from the Pop-up Visitor Centre.

- *Commercial activity impacts*

Land-owners, residents and the WMCA identified commercial activity at the Pop-up Visitor Centre (sale of merchandise, food and drink) as the key issue. Their main points are:

- It is against the intent of the Gnomesville Master Plan (2019). One of the key themes coming out of the community consultation for the Master Plan was that the pop-up visitor centre would not involve commercial activity.
- Residents' understanding during the consultation was that Gnomesville would be a non-commercial attraction.
- The sale of merchandise is in competition to the businesses the Pop-up Visitor Centre is meant to promote.
- The purpose of the Pop-up Visitor Centre is to provide information to visitors about tourist and accommodation providers in the Ferguson Valley, and it was resident's understanding that it would not have a commercial aspect (sale of goods and merchandise).
- Concerns the pop-up visitor centre may open the door to further commercialisation of the site, and general locality.

Shire Town Planning Officer Comment:

The 'Gnomesville Tourist Precinct' plan outlines the location for a 'Pop Up Visitor Centre' and associated vehicle access'. From a broader activity perspective, it is not uncommon for such activities to comprise of the sale of merchandise associated with the what's occurring onsite and in the broader locality to help raise the tourism profile of the locality. The activities proposed are minor in nature and are not considered to attract more people to site. It is an incidental component of the broader 'Pop-up Visitor Centre' operations. The sale of merchandise

- *Community Survey*

On 18 January 2024 The Wellington Mill Community Association undertook a survey of the local community and requested the survey results be considered in the review of the pop-up visitor centre stall trade activity 2023. The Survey results are included in [Appendix ORD:12.2.7F – WMCA Community Survey].

The survey was issued to 95 local residents. A total of 36 responses received. The survey results are:

- 61% of respondents were in favour of Ferguson Valley Marketing Inc. selling merchandise at Gnomesville including Gnomesville books and calendars, gnomes, Ferguson Valley T-Shirts and packaged drinks, with 39% against;
- 83% were in favour of Ferguson Valley Marketing Inc. providing tourist information, including maps brochures of the area, and responding to tourist enquiries, with 17% against.

The WMCA provided the following comments with respect to the survey results:

- Due to the wording of the survey question, this support is specific to Ferguson Valley Marketing Inc, which is a local, not-for-profit organisation.
- The survey result may have been influenced by factors such as:
 - a significant number of new residents have moved into the area since development of the Master Plan;
 - a change in the demographic of Wellington Mills residents; and/or
 - limited awareness of the site's history and the Master Plan.

Reporting Officer's comment:

With the influencing factors for the survey results (as described by the WMCA) considered, the survey indicates a high level of support for the pop-up visitor centre stall providing information and responding to tourist enquiries. With a lesser level of support for the stall selling merchandise and packaged drinks.

In consideration of the survey results and general understanding during the community consultation for the development of the Gnomesville Master Plan, it appears that the community at the time of developing and advertising the Master Plan were of the opinion that the visitor centre stall would be non-commercial in nature. It is the reporting officer's opinion however, the sale of merchandise at the stall, does not significantly depart from the intent of the pop up stall. The selling of merchandise is an incidental component of the broader activity and is not considered to attract more people than what the broader Gnomesville attraction already does. Furthermore, as aforementioned, it is not uncommon for visitor centre type activities to have available merchandise and refreshments to visiting patrons for memorabilia purposes and also to raise the profile of the region. The sale of minor items is supported by Officers.

Conclusion

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

Residents near Gnomeville, and the Wellington Mill Community Association, indicate it was their understanding that the intent of the Master Plan was that there be no commercial aspect to the Pop-up Visitor Centre. Instead its purpose was to serve as a 'concierge desk' to guide visitors to tourist and accommodation providers in the Ferguson Valley by providing maps and brochures only.

The reporting officer however, considers that it is not unusual to consider that a visitor centre may sell memorabilia and/or merchandise. Officers consider that such incidental activity will not likely result in an increase in patronage to site which has the potential to result in offsite amenity impacts.

Officers thought the consultation process however, not that residents also raised objection to the applicant's request for flexible operating hours, as it may have adverse impacts. In response, the reporting officer considers it reasonable to limit trade activities 10am to 4pm (for a maximum 4 hours) on the proposed days. This reflects the acceptable noise limits within the locality as typically anything later in rural areas tend to have a degree of impact as there is minimal background noise in the area.

Based on these parameters, the reporting officer considers it appropriate to issue a trader's permit for the Pop-up Visitor Centre at Gnomesville for weekends and school holidays during 2024. The sale of merchandise and bottled water are also supported.

END REPORT

12.2.8 Title: Pratt Road Bore – CSRFF Funding Application

| | |
|-----------------------------|---|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| Reporting Officer | <i>Ms Cassandra Budge - Manager Community Development</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.2.8 OCM CSRFF Pratt Rd Bore Funding Application Risk Assessment</i> |

DECLARATION OF INTEREST

Elected member, Cr. S L Gillespie, declared an Proximity Interest in this item.

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

Overview

The purpose of this report is for Council to consider and to support a grant application to the submitted to the Department of Local Government, Sport and Cultural Industries (DLGSC) Community Sport and Recreation Facility Fund (CSRFF) for the construction of a New Yarragadee Irrigation Production Bore at Pratt Road which is currently planned in the schedule of works.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Supports the Shire of Dardanup CSRFF Annual Grants application for up to a maximum of 50% of the total project cost (Estimated \$217,376.50) towards the project costs for construction of a New Yarragadee Irrigation Production Bore at Pratt Road from the Department of Local Government, Sport and Cultural Industries.**
- 2. Authorises the Chief Executive Officer to prepare and sign the required contract documentation should the grant be successful.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The CSRFF is a State Government financial assistance program aimed at increasing participation in sport and recreation through rational development of sustainable, good quality, well-designed and well-utilised facilities.

Council has allocated funding in the 2023-2024 Annual Budget for construction of a new bore to the Yarragadee aquifer at the Eaton Foreshore, which is assumed to offer a better quality of water to that of the Leederville, to replace the existing bore.

The Shire engaged Rockwater Consultant Hydrogeologists in March 2023 to prepare a concept design of the bore, prepare and apply to DWER for a construction licence, as well as the preparation of technical specifications for the tender documentation.

The Construction Licence was received from DWER on 6th of December 2023.

Legal Implications

This matter is subject to the requirements of:

- Section 6 (Governance and Accountability) of the WA Grants Administration guidelines 2022;

Local Government Act 1995, section 6.8 requires the prior approval of Council before unbudgeted funds are expended.

“6.8. Expenditure from municipal fund not included in annual budget

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) is authorised in advance by resolution*; or*
- (c) is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required*

(1a) In subsection (1) additional purpose means a purpose for which no expenditure estimate is included in the local government’s annual budget.

(2) Where expenditure has been incurred by a local government —

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.”*

Council Plan

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 2.2 - Increase participation in sport, recreation and leisure activities.
- 9.4 - Provide quality parks and playgrounds.
- 8.1 - Support responsible planning and development.

Environment

No implications for application to CSRFF itself.

All project works to be carried out in accordance with DWER licence under section 26D of the Rights in Water and Irrigation Act 1914 (Water Agencies (Powers) Act 1984)

Precedents

The Shire was successful in obtaining \$124,844.00 for ERC Stage 2 Upgrades – (Res: 20-24).

The Shire was successful in obtaining \$20,000 in the 2020/21 CSRFF funding program toward the Eaton Pump Track.

Budget Implications

Council has allocated funding in the 2023-2024 Annual Budget for construction of a new bore to the Yarragadee aquifer at the Eaton Foreshore, which is assumed to offer a better quality of water to that of the Leederville, to replace the existing bore.

The Shire of Harvey recently issued a tender to construct a bore to the Yarragadee with an estimated project cost of \$ \$434,747 (excluding GST) which is the estimated cost we will submit for purpose of the grant application.

The maximum CSRFF grant for this project will be 50% of the total project cost, however there are some limits to irrigation projects that this project may be assessed against which may limit the funding offered if successful.

Budget – Whole of Life Cost

The Whole of Life Cost is the sum of the operations and maintenance cost as well as the renewal cost over the life of the assets.

This project will deliver new and renewed assets. Operations and maintenance costs are estimated at 2% of the project value at \$8,694.94 (ex GST) annually as a future expenditure by the Shire.

Council Policy Compliance

CnG CP034 Procurement Policy

Infr CP120 Environment

Exec CP090 Community Engagement

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2.8) for full assessment document.

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Application to CSRFF – Pratt Road Bore into Yarragadee |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | |
|--|--|--|
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. | |
| Risk Category Assessed Against | Financial | May not be successful in CSRFF application |
| | Legal and Compliance | Need to consider implications for overall project per legal implications above |

Officer Comment

In 2012 Council resurfaced the playing fields on Pratt Road Oval. Since this date, significant maintenance work has had to be completed on an annual basis due to the damage caused by very high iron levels in the bore located on Pratt Road (adjacent to the tennis courts). Levels are in the order of 120 ppm, causes excessive brown staining of Shire infrastructure and adversely affects the health of the turf on Eaton Oval. Aerial images of deterioration can be seen below over time.



Intramaps snip: 11/4/2014



Intramaps snip: 29/12/2017



Intramaps snip: 10/8/2019



Intramaps snip: 5/1/21



Intramaps snip: 30/9/22



Intramaps snip: 15/3/24

This existing bore extracts water from the Leederville aquifer and is of significantly poorer quality compared to other Shire bores in different locations in the same aquifer. The groundwater not only contains iron but also high levels of salt and manganese in addition to others.

The Shire has invested heavily in this area in the form of community infrastructure such as carparks, playgrounds, and sporting clubrooms. Also, the turf on Eaton Oval has been upgraded and completely replaced within the past 10 years and the turf is in a very poor state. If the poor water quality is continued to be used to irrigate, then turf remedial works will be required sooner rather than later. Therefore, a better water quality is highly desirable to preserve and improve the appearance of the public open space and its assets.

The Shire of Harvey recently issued a tender to construct a bore to the Yarragadee with an estimated project cost of \$ \$434,747 (excluding GST) which is the estimated cost we will submit for purpose of the grant application.

Officers therefore recommend that Council supports the application to CSRFF for funding be made as part of the current Small Grants Round closing on 28th of March 2024, to seek support towards the bore at this oval.

END REPORT

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Road Closure – Section of unmade road reserve adjacent to Lot 2 Joshua Creek Road, Crooked Brook

| | |
|-----------------------------|---|
| Reporting Department | <i>Infrastructure Directorate</i> |
| Responsible Officer | <i>Mr Theo Naudé - Director Infrastructure</i> |
| Reporting Officer | <i>Mr Andrew Coulson – Development Engineer</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.3.1A – Application Correspondence 12.3.1B – Proposed Road Closure Plan No R0008-01 12.3.1C – Risk Assessment Tool</i> |

Overview

This report seeks Council approval to request the Minister for Lands to approve the permanent closure of a section of unmade road reserve, adjacent to Lot 2 Joshua Creek Road, Crooked Brook, which the owner of Lot 2 wishes to amalgamate into their land.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Requests the Minister for Lands to approve the permanent closure and amalgamation of a portion of the unmade road reserve, adjacent to Lot 2 Joshua Creek Road, Crooked Brook, as shown on Proposed Road Closure Plan No. R0008-01 Portion Joshua Creek Road [Appendix ORD: 12.3.1B].**
- 2. Indemnify the Minister for Lands against any claim for compensation resulting from the proposed road closure.**

Change to Officer Recommendation

No Change. **OR:**

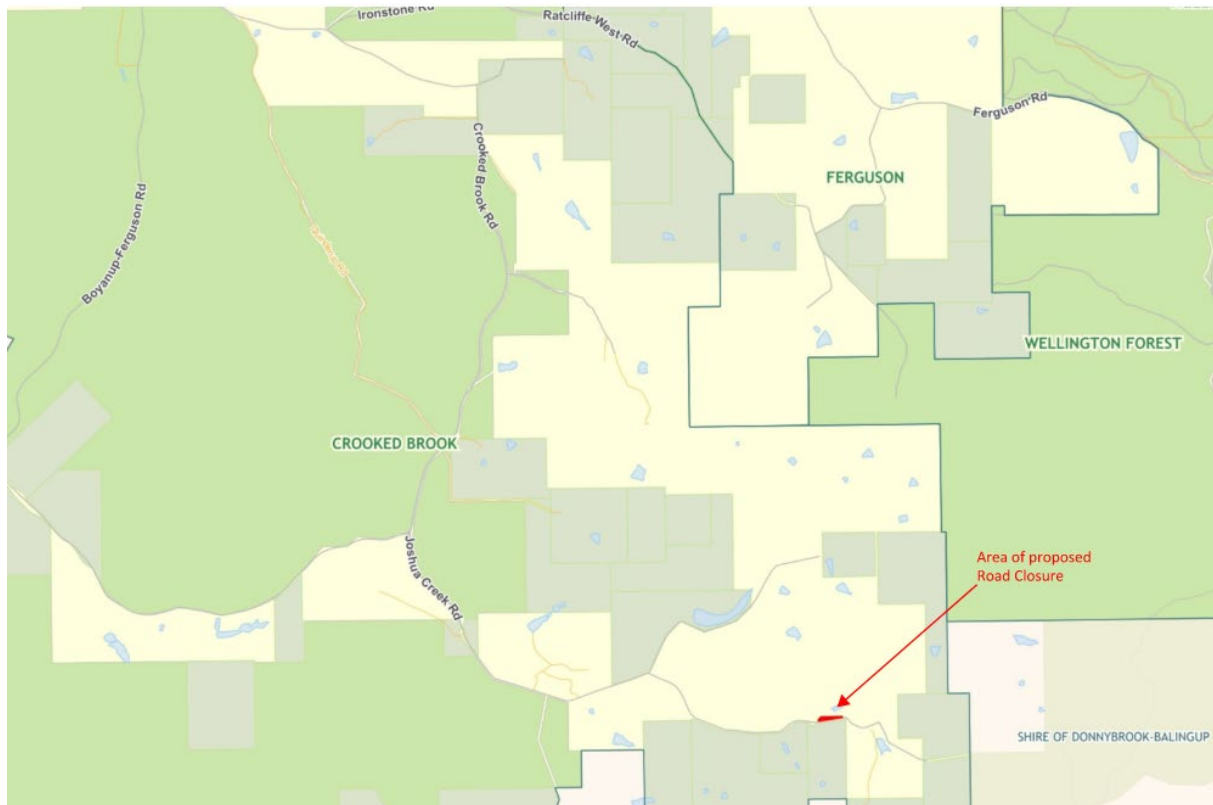
As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

Background

This application has a very long history which are summarised below:

- 3rd of July 1984 – Shire advised Department of Lands (DoL) that section of Joshua Brook Rd is not constructed in the road reserve. Requested survey be undertaken.
- 17th of October 1990 – Mr Mounsey wrote to the Shire advising that proposal for land swap suggested by Shire was not acceptable due to loss of road reserve and that he prefers the existing road reserve to remain. The existing unmade road reserve is located between the southern boundary of Lot 2 and the northern boundary of Lot 286, and the actual road is further south within Lot 286. The land swap proposal was for the owner of Lot 286 to gain the unmade road reserve between Lot 286 and Lot 2 as a swap for the lost land within Lot 286 where the actual road was located. This would have removed the road frontage for much of Lot 2, which the owner was not inclined to agree to. The owner of Lot 2 preferred to purchase the portion of Lot 286 between the existing unmade road reserve and the actual road and then purchase the unmade road reserve, which would have maintained a full road frontage to Lot 2. The owner of Lot 286 was not prepared to sell any of Lot 286 at the time.
- 26th of September 1991 – Council resolved that no further action be taken by Council to rectify the incorrect alignment of Joshua Brook Road effecting the properties of O Ronzio and R Mounsey.
- 19th of October 1993 – Department of Land Administration advised that the amalgamation and dedication of the actual road area to a road reserve was gazetted with the unmade portion bordering Lot 2 and Lot 286 remaining.
- 15th of November 1995 - Agreement to transfer ownership of portion of Lot 286 north of constructed road from O Ronzio to R Mounsey signed.
- 1st of March 2022 – DPLH email to Shire requesting closure of portion of unused road reserve to be purchased by owner of Lot 2 concurrently with purchase of closed portion of road.
- 1st of February 2023 – DPLH email to Shire advising that they had consulted with all service providers and had no objection. They had also adjusted the plan so as not to impact on constructed road reserve. Requests proceed with road closure actions under section 58 of the Land Administration Act 1997 (LAA) (Appendix ORD: 12.3.1A).
- 26th of September 2023 – Shire email to R Mounsey advising of advertising requirements and fees involved in road closure process and requested acceptance.
- 16th of October 2023 – R Mounsey email to Shire requesting Council cover the cost of closing the section of road previously referred to as C-D.
- 13th of November 2023 – CEO approved waiving of fees and Shire commenced advertising the proposed road closure.

Further detail is provided in the Officer Comment section.



Location Plan

Legal Implications

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

58. *Closing roads*
 (1) *When a local government wishes a road in its district to be closed permanently, the local government may, subject to subsection (3), request the Minister to close the road.*

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

87. *Sale etc. of Crown land for amalgamation with adjoining land*
 (3) *If—*
 (a) *a parcel of land comprised in a road that is closed, whether under this Act or the repealed Act, is Crown land;*
the Minister may, with the consent of the landholder and the taker and on payment to the Minister of any price, or of any initial instalment of rent, as the case requires, agreed with the landholder, by order—
 (e) *amalgamate the land so conveyed or leased with the adjoining land.*

When requesting a portion of road reserve to be closed, Council must provide indemnity to the Minister of Lands against any claim for compensation resulting from the proposed road closure.

Local Government Act 1995 Section 3.50 closing certain thoroughfares to vehicles.

Before a Local Government makes an order by public notice to close a thoroughfare that it manages to vehicles for a period exceeding 4 weeks, the local government is to:

- (a) *give public notice of the proposed closure giving details of the proposal, including the location of the thoroughfare and where, when and why it would be closed, and inviting submissions from any person who wishes to make a submission;*
- (b) *give written notice to*
 - i) *any person providing a service by means of pipes, cables, or anything else under, on, or above the land used for the thoroughfare whose access for purposes connected with the provision of that service would be impeded by the proposed closure;*
 - ii) *the person having principle responsibility in the locality for ambulance services;*
 - iii) *the person having principle responsibility in the locality for fire services; and*
 - iv) *the occupier of the land that will lose its access; and*
- (c) *allow a reasonable time for submissions to be made and consider any submissions made.*

Council Plan

8.1 - Support responsible planning and development.

13.1 - Adopt best practice governance.

Environment

The vegetation type of the unmade road reserve is mainly degraded with some isolated trees similar to the surrounding area. The closure of the unmade road reserve will not change any of the physical conditions on site.

Precedents

There have been a number of road closures approved by Council in the past.

Budget Implications

The applicant's proposal will have no implications on the Council Budget for 2023/2024. The application fee of \$550 for advertising and \$250 for council report has been waived by the CEO as it was in the best interests of the landowner and future landowners of Lot 2 and as a gesture of good faith, considering none of this was the landowners doing.

There will be other costs that the applicant will be responsible for such as arranging the survey plan, cost of the land based on a valuation and the relevant DPLH fees.

Budget – Whole of Life Cost

This proposal may result in long term savings to the Shire by way of reduced risk of any maintenance liability.

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: 12.3.1C) for full assessment document.

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Road Closure - section of unmade road reserve adjacent to Lot 2 Joshua Creek Road, Crooked Brook |
| 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 Residual Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | Legal and Compliance Not closing the portion of road could lead to legal action from either DPLH or the landowner |

Officer Comment

- *Consultation*

The proposed closure and disposal was publicly advertised in accordance with the provisions of the Land Administration Act 1997. The advertising period was for a period of 37 days (concluding on Friday the 12th of January 2024) and involved the following:

1. Notice placed in the South Western Times newspaper on 23rd of November 2023;
2. Publicly advertised on the Shire of Dardanup website; and
3. Letter was sent to the other adjacent property owner at Lot 286.

In response to the advertising no responses were received by the advertised period end of 12th of January 2024.

Correspondence received from DPLH indicated that they had consulted with the relevant service authorities and Western Power and Telstra assets were found to be onsite.

Western Power advised that “Given that the resulting land area is over 10ha in size, no action or protection is required for the Western Power assets in this case”.

Telstra provided no objections.

The Shire sent a letter to Water Corporation, Aqwest, Department of Planning, Lands and Heritage (DPLH), Department of Energy, Mines, Industry Regulation and Safety (DEMIRS), Alinta Gas, Harvey Water, Telstra and Western Power on 17th of January 2024 requesting comments on the proposed closure.

Responses from Water Corporation, Aqwest, DPLH and DEMIRS were received within the 35 day notice period ending 22nd of February 2024 advising of no objections.

The Shire has not received any objections to the proposed road closure.

- *Background leading to the requested road closure.*

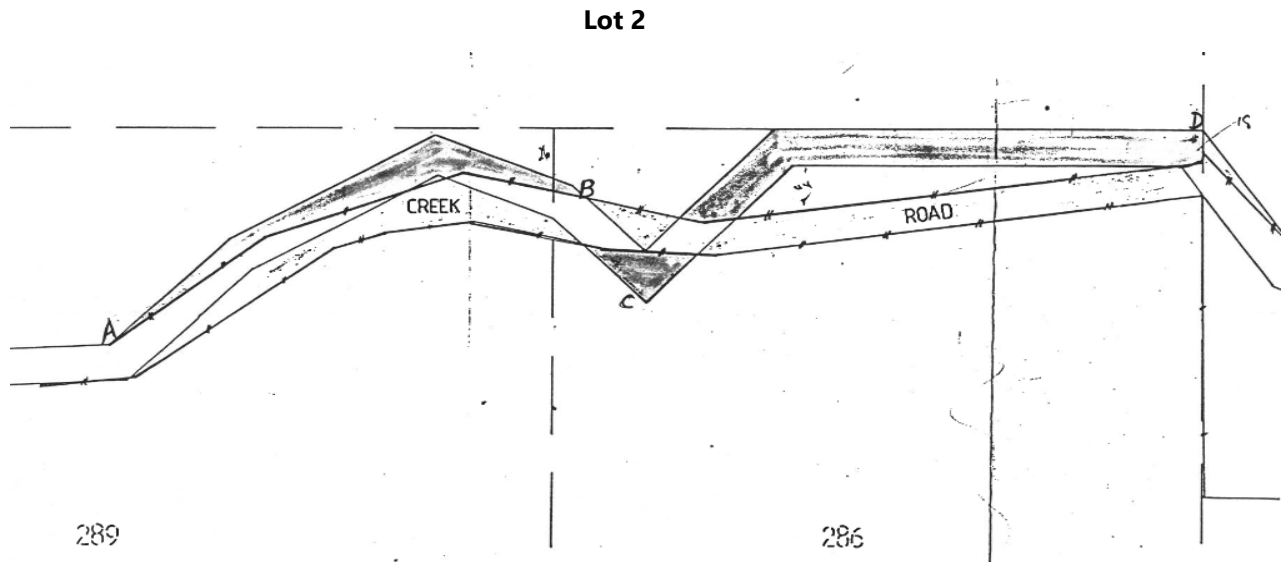
The constructed road was found to be outside of the allocated road reserve in the 1980’s in several areas along Joshua Creek Rd which the Shire and Department of Lands proceeded to rectify by swapping areas of land to ensure the constructed road was within a legal road reserve.

The Council covered the costs associated with the road reserve re-alignment actions in 1993 because there were Shire roads built on private property which had to be rectified.

The closure of section C-D (Part A) was proposed in 1993 to tidy up all of the anomaly but this was not acceptable to Mr Mounsey at the time as Mr Ronzio refused to sell the portion of Lot 286 between the

two road reserves to Mr Mounsey. Mr Mounsey also chose to take no part in the 1993 land exchanges which were available for him to purchase the portion of closed road reserve A-B (Part B).

Since that time Mr Mounsey has purchased the portion of Lot 286 from Mr Ronzio, but is yet to formalise the legal entity with Landgate, and now wishes to purchase the section of road reserve C-D.



In the event that this road closure is supported by Council, the next step in the process is for the Shire to apply to the Department of Planning, Lands & Heritage for the formal closing of the road reserve. This application is to be supported by evidence that certain government agencies have no objection to the closure.

As there is no prospect of further development along the unmade road reserve of Joshua Creek Road the road reserve will not be required for any access requirements into the future.

It is recommended that Council support the request for the portion of road reserve to be closed and amalgamated with Lot 2 Joshua Creek Road, Crooked Brook as detailed in the report to enable the applicant to ultimately utilise the land for a more appropriate purpose and consolidate the landholdings by removing the uncertainty of the un-made road reserve.

END REPORT

12.3.2 Title: Close Out Report for Eaton Junior Football and Cricket Club Pavilion and Change Rooms and Additional Project Funding Request

| | |
|-----------------------------|--|
| Reporting Department | <i>Executive</i> |
| Responsible Officer | <i>Ms Susan Oosthuizen - Director Special Projects & Community</i> |
| Reporting Officer | <i>Mr James Reilly - Project Engineer</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.3.2 – Risk Assessment Tool</i> |

DECLARATION OF INTEREST

Elected member, Cr. S L Gillespie, declared an Proximity Interest in this item.

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

Overview

The Eaton Junior Football and Cricket Club Pavilion and Change Rooms project has reached practical completion, and this report provides Council with a project close out report. The report identifies potential future expenditure and Council is requested to consider the allocation of funding to allow for the upgrade of these services.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Notes the project costs related to Eaton Junior Football and Cricket Club Pavilion and Change Rooms is \$2,068,480.22.**
- 2. Returns savings of \$31,519.78 from the Eaton Junior Football and Cricket Club Pavilion and Change Rooms project to the Building Maintenance Reserve Account and notes that this closes out the J11607.**
- 3. Notes the application to be submitted to Western Power for electrical upgrade to the Lot 4739, Pratt Road.**
- 4. Approves the expenditure of \$55,000 (ex GST) for the electrical upgrade to Lot 4739 Pratt Road, to be funded from the Building Maintenance Reserve Account and create a new job number in the 2024/25 Annual Budget.**
- 5. Applies to the Water Corporation for the upgrade of the water meter connection to be a 50mm connection and seeks a waiver of the associated fees so that the upgrade is done at no cost to the Shire of Dardanup due to the significant community benefits derived from the facilities.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

Council awarded a contract to the Kilmore Group Pty Ltd (Timberbuilt) in August 2022, as the Contractor to Design and Construct the Eaton Junior Football and Cricket Club Pavilion and Change Rooms Project, for lump sum price of \$1,990,089.00 (ex GST).

At the August 2022 OCM Council resolved under [Res: 220-22] to:

1. *Accepts the tender submission for RFT-F0296923 Eaton Junior Football and Cricket Club Pavilion and Change Rooms as advertised and recorded in the Tenders Register, received from Kilmore Pty Ltd T/A Timberbuilt Australia, as named in the Evaluation Panel Recommendation Report detailed in [Item 12.2.1 Confidential Attachment RFT-R1260595] as the most advantageous, for a lump sum value of \$1,990,089.00 (excluding GST).*
2. *Delegates, by Absolute Majority, in accordance with section 5.42 of the Local Government Act 1995, authority to the Chief Executive Officer to negotiate minor variations to the contract for RFT-F0296923/2022 Eaton Junior Football and Cricket Club Pavilion and Change Rooms as advertised and recorded in the Tenders Register:*
 - a) *Minor variations before entry into the contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, including minor variations to the scope to reduce the overall cost of the contract.*
 - b) *Variations, after the contract has been entered into, limited to variations which do not change the scope of the contract and which do not increase the contract value beyond 5%, in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996.*
 - c) *Exercise the contract extension options as approved in Part 1 above, in accordance with Regulations 11(2)(j) and 21A of the Local Government (Functions and General) Regulations 1996.*
4. *Authorises the Chief Executive Officer in accordance with section 9.49A(4) of the Local Government Act 1995, to execute the contract for awarding RFT-F0296923/2022 for the Eaton Junior Football and Cricket Club Pavilion and Change Rooms as advertised and recorded in the Tenders Register.*

The Chief Executive Officer has delegation under resolution 2b) and Clause 3A of the Contract, in accordance with *Regulation 20 of the Local Government (Functions and General) Regulations 1996*, to accept and authorise additional minor variations to expenditure.

In the report presented to Council at the Ordinary Council Meeting in August 2022, Officers advised that there may be a requirement for additional funds to upgrade the services once the final design was received. This was due to the fact that the Request for Tender did not make specific provision for any significant upgrades that may be required to utility services such as water, sewerage and electricity, as the final designs had not yet been completed at that point in time.

Timberbuilt, did however make a Provisional Sum allowance of \$50,000.00 (excluding GST) in their submission. Officers at the Ordinary Council Meeting in August 2022 advised Council of the potential of additional expenditure being incurred if the provisional sum allowance was insufficient to upgrade the provision of services. As per resolution 2.b) the Chief Executive Officer is authorised to incur such expenditure in addition to the Contract costs if it is within 5% of the contract costs.

During the construction two major servicing issues were identified by the contractor which were not accounted for in the project budget. The first issue was that the Water Corporation services may need to be upgraded to deliver increased water supply flow to the building. The second issue was that the power supply available to Lot 4739 Pratt Road will require an upgrade as there isn't sufficient capacity to service all the requirements of the different user groups of the entire reserve.

Officers received advise from the Contractor and its Hydraulic Engineering, Cartwright Hydraulic Consultants that the following upgrades to the Water Corporation service needed to occur:

The total fixture flow rate for the facility without diversity is 402 litres/min and applying a 57% diversity the water supply flow demand would be 230 litres/min requiring a 50mm boundary water supply connection as documented on the Hydraulic plans.

The flow demand on all showers operating is 72 litres/min which is highly likely in this facility, plus the hot water units 36 litres/min would require a total flow rate of 108 litres/min. If you applied a diversity allowance of 25% for the remaining fixture demand the additional flow rate would be 73.5 Litres/min giving a total PSFR flow rate of 181.5 litres/min.

A flow rate of 180 litres/min would still require a 50mm boundary water supply connection however the standard headworks units applied would be reduced to 9 for water and 25 for wastewater.

Based on the above advice Officers applied to the Water Corporation and the cost to upgrade the water connection from 25mm to 50mm was \$111,510.60. This cost was received 24th of October 2023. As this was a significant expense was just over 5% the CEO's delegation did not authorise this expense.

The Cricket Club have been using the facility now for several months and have not reported any issues with the water pressure or supply. However as use of the facility increases this may become an issue that will need to be addressed. The Shire can apply to the Water Corporation to waive the fees and it is recommended that Council formally requests such a waiver.

The Power supply available on Lot 4739 Pratt Road will also require an upgrade as there isn't sufficient capacity to service all the requirements and users of the reserve. The power to the site currently services the tennis club, sports lighting, irrigation bore and the new pavilion. For all of these facilities including the pavilion to operate at full capacity the Shire will need to be apply to Western Power to install a new transformer on site.

The Shire should have been informed earlier by the Contractor that this upgrade is required, however the electrical consultant based their calculation on an assumed cable run of 40 metres, when in fact the requirement for the cable run was 200metres. The calculation error was brought to the Shire's attention on the 15th of November 2023 when the Electrical contractor was bringing power from the site transformer to the new Pavilion.

Advice from the Contractor is that the supply may be adequate, however the Electrical Consultant strongly recommends upgrading to ensure all fixtures can run concurrently. The effects are currently unknown as the building is not being used at its optimal capacity.

The Contractor requested Focus Consulting to design the required electrical upgrades and the advised received based on their design the cost to install a new electrical main switchboard and associated cost for the new transformer is anticipated to be \$55,000.00. Whilst this is within the CEO's delegation, the expected timeframes for such application to be dealt with by Western Power will likely see this upgrade only occurring in 2024/25. Therefore it is recommended that Council includes this as a new project in next year's budget.

Legal Implications

Section 5.42 of the *Local Government Act 1995*, as per Council's resolution, authorises the Chief Executive Officer to negotiate minor variations to the contract for RFT-F0296923/2022 Eaton Junior Football and Cricket Club Pavilion and Change Rooms.

Council Plan

- 2.1 - Facilitate improved access to health and community services.
2.2 - Increase participation in sport, recreation and leisure activities.

Environment - None.

Precedents

Council has constructed a number of buildings and sports pavilions over the last 10 years including the Eaton Sport Pavilion, Bunbury Districts Softball Association Club Rooms, Wells Recreation Reserve Change Rooms and the Eaton Bowling Club and Senior Citizens Buildings.

Budget Implications

| Project Budget | Total Expenditure to Date | |
|--------------------|---|-----------------------|
| \$2,100,000 | PO 94205 – Hardhat Media | \$ 5,363.64 |
| | PO 98101 – Hardhat Media | \$ 3890.00 |
| | PO 94455 – Kilmore Group | \$ 1,998,466.76 |
| | PO 94634 – Hynes Contracting | \$ 981.82 |
| | PO 94998 – Boyles Plumbing | \$ 788.43 |
| | PO 95051 – Bunnings | \$460.81 |
| | PO 95230 – Country Landscaping | \$ 5,362.84 |
| | PO 95315 – Bunbury Plumbing | \$ 2,318.18 |
| | PO 95320 – Scope Electrical | \$ 3,307.44 |
| | PO 96647 – Magic Electrical | \$ 9,875.00 |
| | PO 97522, 97840, 97841 Irrigation and Landscaping | \$35,008.30 |
| | PO 98101 – West Oz Line marking | \$1,980.00 |
| | PO 98144 – Magic Electrical | \$677.00 |
| | Total | \$2,068,480.22 |

The project has been completed with a surplus of \$31,519.78. Council is to note that the above costs exclude staff salaries and wages.

As outlined above there are some additional future works that officers recommend being undertaken as part this project in the next financial year.

- *Item 1 – Power Upgrade*

The power supply on Lot 4739 Pratt Road will require an upgrade as there isn't sufficient capacity to service all the requirements and users of the reserve. A quote was received from an Electrical Contractor to upgrade the power to the reserve to ensure all facilities on the reserve can operate at full capacity.

The cost of the upgrade is estimated at \$55,000 and officers recommend these works be carried out. It is recommended that the surplus funds from J11607 (\$31,519.78) are utilised with an additional \$23,480.22 to be drawn down from the Building Reserve and the application to Western Power be lodged immediately. Currently the timeframes for Western Power applications could take 12-18 months before works can commence.

Officers strongly recommend progressing the Western Power application and carrying out the required upgrades. The power upgrades for Lot 4739 Pratt Road will ensure adequate power is available to service the proposed new Yarragadee Bore and allow for future lighting upgrades to the Oval.

- *Item 2 – Water Meter Upgrade*

As outlined in this report the Hydraulic Engineer has recommended a 50mm water meter connection for the new building. The cost to upgrade from the existing 20mm connection is \$111,510.60.

Officers recommend that the Chief Executive Officer write to the Water Corporation requesting the meter be upgraded at no cost. The Water Corporation have in the past approved upgrades at no cost when the Local Government can demonstrate the community benefit in doing so.

Should the Water Corporation decline to upgrade the water connection at nil cost then the Shire will have to consider allocating funds to the upgrade should the need arise, a report will be presented to Council for further consideration.

Budget – Whole of Life Cost –

This will be further considered as the design and costings for maintenance and whole of life becomes better known, however the indicative costs on other buildings within the Shire constructed of traditional materials is estimated at 2% pa of the value of the project.

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

Council Policy Compliance

SDev CP032 - Wood Encouragement policy

CnG CP034 - Procurement Policy

CnG CP306 - Capital Works Policy

CnG CP127 - Asset Capitalisation Policy

Risk Assessment

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

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Eaton Junior Football and Cricket Club Pavilion and Change Rooms – Variation Request |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | |
|---|-----------|---|
| Risk Category Assessed Against | Financial | Allocating additional funds to the power upgrades will impact the Reserve in the Long-Term Financial Plan potentially resulting in needing to delay other projects. |

Officer Comment

The building has reached practical completion in December 2023 and the report is presented to Council to close out the project. Council was advised prior to entering a contract with Kilmore Group Pty Ltd that a variation for additional Headworks charges was likely. The cost to upgrade the water meter as per the Hydraulic Engineers recommendation is \$115,510.60 (ex GST) and the cost to upgrade power to Lot 4739 is \$55,000.00 (ex GST).

Options

- Accept the additional charges from the Water Corporation and upgrade the water meter immediately or retain the existing water connection at this stage and make a request to the Water Corporation to upgrade the water meter at no cost to the Shire.
- Accept the Western Power upgrade charges and amend the budget accordingly or keep the current connection to the reserve and upgraded in the future.

Officers recommend that Council note that the Eaton Junior Football and Cricket Club Pavilion and Change Rooms project is now closed out and has been handed over the sporting clubs. Officers further recommend that Council formally applies for the water and waste water supply upgrades and that Water Corporation waive the associated fees. Officers also recommend that Council make a budget provision for 2024/2025 available for the Western Power upgrades to the reserve.

END REPORT

12.3.3 Title: Waste Management Plan

| | |
|-----------------------------|---|
| Reporting Department | <i>Infrastructure Directorate</i> |
| Responsible Officer | <i>Mr André van der Merwe - Manager Operations</i> |
| Reporting Officer | <i>Eliza-Jane Jacques – Coordinator of Environment and Waste</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Review.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.3.3A – Draft Waste Management Plan 2024 12.3.3B – Risk Assessment Tool Confidential Attachment – Under Separate Cover (Tardis Link: OCM-R1525466)</i> |

Overview

At the Ordinary Council Meeting held on the 26th of April 2023, Council resolved to review the Shire's Waste Management Plan in the Council Plan 2022-2032. This review was to be undertaken in the 2023/2024 financial year, and for the review to include consideration of alternative options for the processing of the Shire's Food Organics, Garden Organics (FOGO). This review was to be presented back to Council by the 28th of February 2024. There was a slight delay, and this report is being presented at the 27th of March 2024 Ordinary Council Meeting.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Adopts the draft Waste Management Plan 2024 (Appendix ORD: 12.3.3A) as a draft for the purposes of public advertising.**
- 2. Publicly advertises the plan seeking comment for a period of 21 days.**
- 3. Requests any major results of the Community Consultation regarding the Waste Management Plan be presented back to Council. If no major changes are proposed to the Waste Management Plan, the Chief Executive Officer can approve under delegation.**
- 4. Requires a further report to Council should any objections be received, or changes to the Plan suggested during the advertising period.**
- 5. Provides authority for the Chief Executive Officer to negotiate an extension for the lease of Lot 81 Marginata Close, Crooked Brook for the purpose of a Waste Transfer Station.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

Currently the Shire provides a kerb-side waste collection, a waste education program, bulk verge-side collection (hard waste and green waste), public bins, and a waste transfer station. The Shire does not own or operate a landfill site for the disposal of rural or residential household waste. Similarly, the Shire does not own or operate a waste fleet. The collection and disposal of municipal waste is therefore entirely contracted out.

On the 31st of March 2021 Ordinary Council Meeting, Council resolved to endorse the (then) amended Waste Management Plan. Council at the same meeting also agreed to enter into new contracts for the provision of kerbside waste collections, processing, and disposal services, including the provision of a Food Organics, Garden Organics (FOGO) waste collection service, which commenced on the 4th of October 2021.

At the Ordinary Council Meeting held on the 26th of April 2023, Council resolved to conduct another review of the Shire's Waste Management Plan in the Council Plan 2022-2032, and made the subsequent following recommendations:

COUNCIL RESOLUTION 87-23 MOVED- Cr. M T Bennett SECONDED - Cr. S L Gillespie

THAT Council includes the Review of the Shire's Waste Management Plan in the Council Plan 2022-2032 to be undertaken in 2023/2024 financial year, and for the review to include:

- 1. Community engagement with regards to the Shire's current waste management practices and services in line with Council's Community Engagement Policy and Framework; and*
- 2. Consideration of alternative options for the processing of the Shire's Food Organics, Garden Organics (FOGO).*
- 3. That the review is to be presented back to Council by the 28th of February 2024.*
- 4. If the review does not provide an acceptable alternative processing the Shire's FOGO, that Council considers not continuing with FOGO collection.*

*CARRIED
7/0*

Officers present the Review of the Shire's Waste Management Plan at this meeting and propose Community Engagement to commence once the plan has been supported by Council. This Community Engagement will be in line with Council's Community Engagement Policy and Framework.

This Waste Management Plan considers alternative options for the processing of the Shire's Food Organics, Garden Organics, as discussed in (*Confidential Attachment – Under Separate Cover (Tardis Link: [OCM-R1525466](#))*). The Shire's FOGO is currently being received by the Bunbury Harvey Regional Council (BHRC) Organics Facility, in Crooked Brook.

In September 2022 Council resolved as follows [Res: 239-22] and [Res: 240-22]

COUNCIL RESOLUTION "A"

THAT Council:

- 1. Endorses establishment of a contract with the Bunbury Harvey Regional Council (BHRC) for the provision of Organics Processing Services for a two-year term starting on the 3rd of October 2022; and*
- 2. Authorises the Chief Executive Officer to finalise contract negotiations and execute the contract on behalf of the Council subject to a termination clause allowing either party to give 3 months ' notice to terminate the contract for any reason.*

AND

COUNCIL RESOLUTION "B"

THAT Council:

- 1. Request Bunbury Harvey Regional Council (BHRC) to show Council what they propose to do to reduce the stench coming from the Banksia Road site;*
- 2. Request the Chief Executive Officer to investigate other possible uses for our FOGO and what cost and system may be used;*
- 3. Request the Chief Executive Officer to investigate what Council spends on mulch per year and if mulch is available from Bunbury Harvey Regional Council (BHRC),*

With regards to Council Resolution A [Res-239-22], Officers wrote to Bunbury Harvey Regional Council (BHRC) and provided a draft contract seeking a two-year term for BHRC to process the Shire's FOGO. BHRC declined to enter a formal contract and has instead agreed to continue processing the Shire's FOGO through a gate fee. This poses a significant risk to the Shire whereby, BHRC could at any stage decline to receive any more of the Shire's FOGO or increase the gate fee to a level that is not sustainable and unbudgeted by the Shire. Therefore, the Draft 2023/2024 Waste Management Plan presented within this Council Report, and in line with Council Resolution B [Res: 240-22] above, discusses further investigations into potential alternatives for the Shire's FOGO Processing.

Odour issues were addressed in the April 2023 Ordinary Council Meeting.

The BHRC does not produce mulch, rather a compost product. Mulch is created from a chipped/shredded solid wood material which has then undergone a heat and aerobic treatment. Food waste cannot be used to produce mulch. Therefore, mulch is not available from BHRC Organics Facility.

Legal Implications

The Shire can utilise the WALGA Preferred Supplier program. A procurement plan will need to address the exemption as laid out in Local Government (Functions and General) Regulations 1996, Part 4 Tenders for providing goods or services (s.3.57):

- 11 (2)(b) (2) Tenders do not have to be publicly invited according to the requirements of this Part if — (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; (b) the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA
- 11 (f) (f) the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier.

The Chief Executive Officer can employ the use of discretion as per Council Policy CP034 Procurement Policy, section 4.10.10, to waive the requirements in writing to obtain the necessary quotations, providing that written justifiable reasons for such waiver are provided by the responsible purchasing officer to the Chief Executive Officer, or their Director in the following situations:

- a. The responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or
- b. The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.

Council Plan

6.1 - Increase awareness and adoption of sustainable practices.

Environment

The Shires proactive approach to waste collection and processing, along with the Food Organics, Garden Organics (FOGO) bins service is reducing an average of 64% municipal solid waste going to landfill. This comprises of 48% being FOGO and 16% being recycling. This leaves 36% general refuse/residual waste entering landfill.

Precedents

Council implemented the FOGO service in October 2021.

Budget Implications

No financial implications for the support of the Waste Management Plan and Confidential Appendix. The mentioned documents predict further financial implications once entered into FOGO agreements.

Financial implications may arise following an outcome of a formal tender request regarding the Shire’s FOGO processing. These financial implications will be considered post tender deadline.

All other essential waste services are within contracts and contained within Council’s operational budget, and therefore the Waste Management Plan has no implication.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Policy 'Infr CP069 - Waste Management Policy – Please note this policy is out of date and requires a review.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3.3B) for full assessment document.

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Waste Management Plan |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | Health General risk to human health if municipal solid waste removal and processing management practices are not diligently adhered to Financial Financial cost of implementing incorrect or unsustainable waste removal services |

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | |
|---|----------------------|---|
| | Service Interruption | Failure to remove residential kerbside municipal solid waste sustainably and effectively. |
| | Legal and Compliance | Failure to remove residential kerbside municipal solid waste sustainably and effectively. |
| | Reputational | Failure to efficiently and effectively remove and process residential kerbside municipal solid waste in a timely manner. |
| | Environment | Pollution risk to the environment if municipal solid waste removal and processing management practices are not sustainable best practice and environmentally conscious. |

Officer Comment

The Shire of Dardanup is committed to providing an efficient and effective waste service, which meets the needs and expectations of the community and strives for excellence in landfill diversion rates. This aligns with the State Government’s targets outlined within the Waste Avoidance and Resource Recovery Strategy 2030. This Strategy has material recovery targets for municipal solid waste of 55% by 2025 and 60% by 2030 in major regional centres.

At the March 2021 Ordinary Council Meeting, Council endorsed the Shire’s Waste Management Plan. The Shire’s Waste Management Plan 2021 identified the delivery of waste services as an essential provision; and detailed the pre-FOGO waste service and (then proposed) FOGO options for Council consideration. The three bin ‘refuse, recycling and FOGO’ collection service commenced October 2021, and has subsequently achieved important landfill diversion targets.

The Shire’s Council Plan 2022 – 2032 recognises waste management services as an area for continuous improvement and innovation, identifying “Outcome 6.2: Adopt innovative and more sustainable waste management solutions”, with a review of the Shire’s long-term waste management strategy due in the 23/24 financial year.

This Waste Management Plan 2024 acts to satisfy Outcome 6.2 of the Council Plan, by highlighting the Shire’s current waste practices, streams, and quantities, and discusses future options for innovative management solutions. This Plan provides guidance for continuous improvement and direction for the Shire’s waste services.

Included in the Waste Management Plan is a Confidential Appendix. This document discusses FOGO processing and future business options with costs, the Waste Transfer Station’s current charges and facility relocation, and general waste contract timeframes and service costs.

Below is a summary of recommendations from the Waste Management Plan, including points discussed in the Confidential Appendix.

- *Officer Recommendations from The Waste Management Plan 2024*

1. *FOGO Processing*

Discussed in Section 1 of the WMP Confidential Appendix. Officers have detailed within Table 1. of the Appendix, business considerations for the Shire’s FOGO processing, listing eight options to considered. Further to Table 1. are the predicted costs of each option, which is

contained within Table 2. This second table also details logistical notes regarding the transport and business opportunities. While utilising BHRC, the Shire can apply heavy advocacy in the State Government sphere for better support to BHRC and the region.

Officer Recommendation

It is the Officer recommended that Option 1 of Table 1 within the Confidential Appendix be preferred for the 2024/2025 financial year.

2. Waste Transfer Station Relocation

Discussed in Section 2.3 of the WMP Confidential Appendix. The Waste Transfer Station (WTS) is located on leased land. As the Shire's population grows, and State Government recovery expectations increase, the Shire may need to consider expanding/redesigning the current WTS location or relocate to a Shire owned site and rebuild the facility with enhanced functionality and design flow.

Officers are currently investigating the feasibility of relocating the WTS against a cost benefit analysis of a 'stay vs go' scenario. This investigation aims to detail options surrounding the risk and rewards of developing a new transfer station over spending money to revamp the current location, with possible further business partnership and tender options.

There are five options described within Table 3 of the Confidential Appendix. This table is not exhaustive; however, Officers intend to achieve Council sentiments on the facility's operations. All costs associated with each option listed will need further investigation as the Shire is only within the initial concept stage.

Officer Recommendation

It is the Officer recommended that Option 1 of Table 3 within the Confidential Appendix be preferred at this point of time, with Council continuing to investigate the future viability of Option 2. This recommendation is to continue operations on the current site and extend the lease agreement with the Lessor. Future feasibility studies are encouraged toward the viability of relocation.

3. Waste Local Law

Discussed in Section 4.3 of the Waste Management Plan. The Waste Avoidance and Resource Recovery Act 2007 (WARR Act) consolidated old provisions that were in the Health Act 1911, effectively updating, and transferring the provisions away from the Health Act concerning the waste management services provided by local government. Under Section 61 of the WARR Act, Local Governments are provided with the power to make Local Laws so that they can perform their functions under the Act.

The Shire of Dardanup does not presently have a Waste Local Law, rather still implementing the Health Local Law, made under Section 342 of the Health Act 1911. The Shire's current Health Local Law discusses very briefly the prescribed areas for waste collection; however, this requires updating to reflect the nomenclature of the Shire's Dardanup West rural residential development.

Officer Recommendation

It is Officers' recommendation a Waste Local Law be investigated.

END REPORT

12.3.4 Title: Adoption of Asset Management Plans (Roads and Buildings)

| | |
|-----------------------------|--|
| Reporting Department | <i>Infrastructure Directorate</i> |
| Responsible Officer | <i>Mr Theo Naudé - Director Infrastructure</i> |
| Reporting Officer | <i>Mr Kristin McKeachie - Manager Assets</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.3.4A – Roads Asset Management Plan 2024-2028 (PART A) 12.3.4B – Roads Asset Management Plan 2024-2028 (PART B) 12.3.4C – Buildings Asset Management Plan 2024-2028 (PART A) 12.3.4D – Buildings Asset Management Plan 2024-2028 (PART B) 12.3.4E – Risk Assessment</i> |

Overview

Council is asked to consider adoption of revised and updated asset management plans for the Roads and Buildings asset classes and to make allowance for the necessary resources for implementation of these Plans.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Adopts the Roads Asset Management Plan 2024-2028 (Appendix ORD: 12.3.4A and Appendix ORD: 12.3.4B).**
- 2. Adopts the Buildings Asset Management Plan 2024-2028 (Appendix ORD: 12.3.4C and Appendix ORD: 12.3.4D).**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The current 'Roads Asset Management Plan 2020 – 2030' was adopted by the Strategic Planning Committee (now disbanded) on 13 May 2020 with a recommendation for adoption by Council.

The current 'Buildings Asset Management Plan 2017 – 2027' was adopted by the Strategic Planning Committee (now disbanded) on 26th of April 2017 with a recommendation for adoption by Council.

Annually updated 10 Year financial Programs of Works (previously referred to as the RAMP and BAMP respectively) have been adopted along with the associated Reserve Funds Transfers by the Strategic Planning Committee, and subsequently by the Integrated Planning Committee, in each year since adoption of the initial Plans.

Legal Implications

Section 5.56 (Planning for the future) of the Local Government Act 1995 applies:

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.*

Section 19DA of the Local Government (Administration) Regulations 2011 applies:

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

- (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.*

The Integrated Planning and Reporting Framework and Guideline have been introduced to aid Local Government in achievement of the above requirements. The Guidelines require the preparation of four types of 'Informing Strategies' upon which the SCP and CBP are based:

- The Long term Financial Plan;
- Asset Management Plans for each asset class;
- The Workforce Plan;
- Issue or Area Specific Plans (e.g. ICT, recreation, youth, local area plans etc.)

Council Plan

9.3 - Provide quality community facilities.

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

10.3 - Improve road safety, connectivity and traffic flow.

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

10.3 - Improve road safety, connectivity and traffic flow.

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.

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

Environment - None.

Precedents - None.

Budget Implications

This proposal has no impact on the current (2023/2024) Budget.

Budget – Whole of Life Cost

This proposal presents forward-looking Plans for management of Roads and Building in the Shire of Dardanup covering the period 2024 to 2028. These Plans make recommendations for Operational and Capital expenditure that will be incorporated into future Annual Budgets during the period of their currency.

The ‘Roads Asset Management Plan 2024-2028’ and the ‘Buildings Asset Management Plan 2024-2028’ have been prepared in accordance with Best Practice asset management principals and take into account the Whole of Life Costs associated with each asset class.

Recommendations are provided for appropriate expenditures on these assets over a 10 year planning horizon which are intended to maintain the assets in the best possible Level of Service within the Shires financial capacity.

The Long Term Funding and expected outcomes for Roads under the proposed ‘Roads Asset Management Plan 2024-2028’ will be:

| Long Term Funding and Sustainability Ratio (Roads) | | | | | | | | |
|--|--------------------------|---------------------|---------------------|------------------------------------|-------------------------|--|---|---|
| Year | Total Program Cost (\$k) | Renewal Costs (\$k) | Upgrade Costs (\$k) | Renewal & Replacement Expenditure* | Depreciation (per LTFP) | Sustainability Ratio % Endorsed Plan (2023) (Renewal & Replacement/Depreciation) | Sustainability Ratio % (Renewal & Replacement/Depreciation) | Variance to Endorsed Plan (PoW 2023/33) (%) |
| 2024/25 | \$2,839 | \$50 | \$2,808 | \$612 | \$3,082 | 0.20 | 0.20 | 0.00 |
| 2025/26 | \$1,605 | \$1,385 | \$220 | \$1,429 | \$3,082 | 0.04 | 0.46 | 0.42 |
| 2026/27 | \$1,883 | \$1,883 | \$0 | \$1,883 | \$3,082 | 0.13 | 0.61 | 0.48 |
| 2027/28 | \$1,854 | \$1,854 | \$0 | \$1,854 | \$3,082 | 0.53 | 0.60 | 0.07 |
| 2028/29 | \$1,547 | \$1,547 | \$0 | \$1,547 | \$3,082 | 0.07 | 0.50 | 0.43 |
| 2029/30 | \$1,676 | \$1,676 | \$0 | \$1,676 | \$3,082 | 0.04 | 0.54 | 0.50 |
| 2030/31 | \$1,299 | \$1,299 | \$0 | \$1,299 | \$3,082 | 0.44 | 0.42 | -0.02 |
| 2031/32 | \$1,562 | \$1,562 | \$0 | \$1,562 | \$3,082 | 0.18 | 0.51 | 0.33 |
| 2032/33 | \$1,694 | \$1,694 | \$0 | \$1,694 | \$3,082 | 0.43 | 0.55 | 0.12 |
| 2033/34 | \$1,803 | \$1,803 | \$0 | \$1,803 | \$3,082 | | 0.58 | 0.58 |
| Average SR Over Program Term (10 Years): | | | | | | 0.23 | 0.50 | 0.26 |

Effectively if the Roads Asset Management Plan 2024-2028 is adopted by Council and implemented, the average Road Asset Sustainability Ratio over the 10 year program term will improve from 0.23% to 0.50%, with the Road Construction & Maintenance Reserve Fund being \$302,000 in 2033-2034. This represents an improvement in the Roads Asset Sustainability Ratio of 0.26% on the previously adopted Roads Program.

The Long Term Funding and expected outcomes for Buildings under the proposed ‘Buildings Asset Management Plan 2024-2028’ will be:

| Long Term Funding and Sustainability Ratio (Buildings) | | | | | | | | |
|--|--------------------------|---------------------|---------------------|------------------------------------|-------------------------|--|---|---|
| Year | Total Program Cost (\$k) | Renewal Costs (\$k) | Upgrade Costs (\$k) | Renewal & Replacement Expenditure* | Depreciation (per LTFP) | Sustainability Ratio % Endorsed Plan (2023) (Renewal & Replacement/Depreciation) | Sustainability Ratio % (Renewal & Replacement/Depreciation) | Variance to Endorsed Plan (PoW 2023/33) (%) |
| 2024/25 | \$247 | \$247 | | \$247 | \$666 | 0.15 | 0.37 | 0.22 |
| 2025/26 | \$27 | \$14 | \$13 | \$17 | \$683 | 0.28 | 0.02 | -0.26 |
| 2026/27 | \$1,196 | \$1,196 | | \$1,196 | \$700 | 1.60 | 1.71 | 0.11 |
| 2027/28 | \$289 | \$289 | | \$289 | \$717 | 0.22 | 0.40 | 0.18 |
| 2028/29 | \$162 | \$162 | | \$162 | \$735 | 0.17 | 0.22 | 0.05 |
| 2029/30 | \$1,142 | \$1,142 | | \$1,142 | \$753 | 1.55 | 1.52 | -0.04 |
| 2030/31 | \$1,238 | \$1,238 | | \$1,238 | \$772 | 0.17 | 1.60 | 1.44 |
| 2031/32 | \$22 | \$22 | | \$22 | \$792 | 0.00 | 0.03 | 0.02 |
| 2032/33 | \$37 | \$37 | | \$37 | \$811 | 0.13 | 0.05 | -0.09 |
| 2033/34 | \$765 | \$765 | | \$765 | \$832 | | 0.92 | 0.92 |
| Average SR Over Program Term (10 Years): | | | | | | 0.48 | 0.68 | 0.21 |

Similar to the roads program, the table above demonstrates that if the Buildings Asset Management Plan 2024-2028 is adopted by Council and implemented, the average Buildings Asset Sustainability Ratio over the 10 year program term will improve from 0.48% to 0.68%, with the Building Maintenance Reserve Fund being \$712,000 in 2033-2034. This represents an improvement in the Buildings Asset Sustainability Ratio of 0.21% on the previously adopted Buildings Program.

Council Policy Compliance

Council Policy CnP CP018 – Corporate Business Plan & Long Term Financial Plan outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Council Policy CP074 Asset Management will be reviewed as part of the annual policy review process later in the year and brought back to Council for endorsement.

Risk Assessment

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

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | | |
|--|--|---|
| Risk Event | Adoption of Asset Management Plans (Roads and Buildings) | |
| 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 | Risk of Non-Compliance with the Integrated Planning and Reporting Framework where AMP's are not reviewed in accordance with Guidelines. |
| | Financial | Risk that assets are not upgraded or created to meet demand. |
| | Financial | Risk that assets are not renewed at the end of their useful lives. |

Officer Comment

The Shire of Dardanup Council Plan defines a range of objectives that imply a commitment to the implementation of Best Practice Asset Management on behalf of the community.

The Asset Management of Roads and Buildings at the Shire of Dardanup is conducted in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (the IPRF) and its associated Guidelines published by the Department of Local Government, Sport and Cultural Industries (DLGSCI). The IPRF defines Asset Management documentation as ‘Informing Strategies’ that contribute to the development of a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP).

Under the IPRF two levels of Asset Management documentation are recommended for each asset type:

- The Asset Management Plan (the AMP) is a 4 Year Plan of Action which lays out Councils medium term intent for management of the asset, including its expectations relating to the Renewal, Upgrade, Replacement and eventual Disposal of its’ assets;
- The Program of Works is an outcome of the application of the AMP. It is a 10 Year Schedule of specific proposed deliveries to meet the intent of the AMP, which is adjusted annually (as necessary) to meet the Local Governments’ budgetary capacity.

This report deals with the preparation and adoption of the Asset Management Plans for Roads and Buildings.

Section 5.3 of the Integrated Planning and Reporting Framework (IPRF) Asset Management Guidelines 2016 states that:

Asset management plans are documents developed for each asset class and define current levels of service and the processes used to manage that asset class. They should be developed for all

major asset classes including—but not limited to: roads, buildings, drainage, paths and parks infrastructure.

Asset Management Plans should include:

- *Reference to an asset register (which electronically records all assets and their location, acquisition, disposal, transfer and other relevant transactions based on best current information and random condition and performance sampling).*
- *Defined levels of service for each asset category or particular actions required to provide a defined level of service in the most cost-effective manner.*
- *Demand forecasting.*
- *Risk management strategies.*
- *Financial information such as asset values, agreed depreciation rates, agreed depreciated values, capital expenditure projections for new assets as a result of growth, or to renew, upgrade and extend assets.*
- *Strategies to manage any funding gaps.*
- *Consideration of alternative service delivery solutions (leasing, public-private partnerships, shared services arrangements).*
- *Information on ‘whole of life’ costing including changes in service potential for assets.*
- *A schedule for asset performance review and plan evaluation.*
- *An asset management improvement program.*
- *Clear linkages to other strategic documents such as the Corporate Business Plan, Long Term Financial Plan, Workforce Plan and Annual Budget.*

The IPRF recommends that Asset Management Plans are prepared with a planning horizon of ten (10) years, and a review cycle every four (4) years.

The current “*Roads Asset Management Plan 2020 – 2030*” was adopted by the Strategic Planning Committee (now disbanded) on 13 May 2020. The current ‘*Buildings Asset Management Plan 2017 – 2027*’ was adopted by the Strategic Planning Committee (now disbanded) on 26th of April 2017.

The current Shire of Dardanup AMP’s for Road and Buildings have therefore either reached (in the case of Roads) or exceeded (in the case of Buildings) the recommended review cycle.

During financial year 2023/2024, the Shire of Dardanup has undertaken a comprehensive review of its Roads and Buildings portfolio’s, including the engagement of specialist external consultants to carry out extensive detailed inventory data collection and condition assessments.

Based upon this work, along with reviews of Council Plans, Strategic Planning Information and demographic and economic changes in the Shire since the preparation of the previous Plans, the Shire has prepared revised the attached ‘*Roads Asset Management Plan 2024-2028*’, and ‘*Buildings Asset Management Plan 2024-2028*’ which are presented here for adoption by Council.

The revised AMP's comply in all respects with the requirements of the IPRF, and have been designed to enable the Shire to deliver appropriate Levels of Service for each asset within the Shire portfolio, within the financial means of the Shire to do so.

The revised AMP's indicate that the overall conditions of the Roads and Buildings portfolios range between "Fair" and "Good" on average. This is good news for the community. However, it is noted that in order to avoid the potential for the assets to begin to deteriorate more rapidly in the future, capital maintenance interventions should now be planned for across the entire portfolio.

The revised AMPS detail the estimated Whole of Life Costs for each asset class, along with proposed management actions and funding models to meet these costs.

Both the 'Roads Asset Management Plan 2024-2028', and 'Buildings Asset Management Plan 2024-2028' identify shortfalls in existing funding arrangements for these assets that result in reduced Sustainability Ratio's (SR's) for these asset classes.

The DLGSCI provides the following advice:

Asset Sustainability Ratio

This ratio is an approximation of the extent to which assets managed by a local government are being replaced as these reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense. Expenditure on new or additional assets is excluded.

Depreciation expense represents an estimate of the extent to which the assets have been consumed during that period. Measuring assets at fair value is critical to the calculation of a valid depreciation expense value.

Purpose

This ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

Standards

Standard is met if the ratio can be measured and is 90% (or 0.90) Standard is improving if this ratio is between 90% and 110% (or 0.90 and 1.10).

In both cases, the current SR Ratios for the Shire's Roads and Buildings is less than the recommended target set by the DLGSCI. Recommendations are made in the AMP's to address these shortfalls through an increased delivery of like-for-like Renewals of existing assets, with a corresponding reduction in the delivery of New or Upgraded assets. This is in line with the Shire moving into a consolidation phase in its development following a period of sustained growth and ahead of the Shire's next projected major growth spurt (i.e. the City of Wanju.)

Should Council adopt the revised AMP's as recommended, their implementation will result in moderately increased SR Ratios to both Roads and Buildings over time, implying increased Service Lives and reduced Operational Costs for the existing assets.

This outcome is achieved through adjustment of existing budget allocations between work classification types and without the need for major increases in either Capital Budgets or Revenue demand.

It is recognised that achieving the optimal level of Renewals expenditure (i.e. SR = 0.9 to 1.10) as recommended by the DLGSCI would require significant increases over the present planned Capital expenditure and is unrealistic and unaffordable in the short to medium term.

Therefore, in pursuit of the increased focus on Renewals noted above, amended treatment selection and works prioritisation approaches have been developed specific to each asset class. Revised Programs of Works have been developed from first principles based upon the outcomes of the '*Roads Asset Management Plan 2024-2028*', and '*Buildings Asset Management Plan 2024-2028*'.

Should Council adopt the revised AMP's as recommended, the financial implications of the new Programs of Works will be incorporated into the upcoming FY 2024/2025 Budget and Long Term Financial Plan 2024 - 2034.

END REPORT

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: Lease Agreement – 35 Martin Pelusey Road

| | |
|-----------------------------|---|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mrs Donna Bailye – Manager Governance</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Absolute Majority.</i> |
| Attachments | <i>12.4.1A – Lease Correspondence 12.4.1B – Risk Assessment Tool Confidential Attachment - Acumentis Valuation Report</i> |

Overview

Council is requested to consider taking the lease of Lot 35 Martin Pelusey Road, Waterloo to the open market and commence a Registration of Interest process for the future lease of 35 Martin Pelusey Road for a period of three (3) years.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Requests that the Chief Executive Officer commence a Registration of Interest process for the lease of 35 Martin Pelusey Road, Waterloo for a period of three (3) years.**
- 2. Requests that upon the closing of the Registration of Interest period, the matter be brought back to Council for consideration and endorsement.**
- 3. Endorses that the new 3 year lease agreement be based on the Shire of Dardanup template lease terms and conditions, with the addition of an option for the lessor to provide the lessee with 12 months' notice to withdraw from the agreement with no penalty.**

Absolute Majority

Change to Officer Recommendation

No Change. OR:

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



Location Plan

Background

Mr Mark Barnes has held a lease with the Shire of Dardanup over Lot 35 Martin Pelusey Road since September 2012. The initial lease with Mr Barnes was for a period of two years, and expired in October 2014. This lease with Mr Barnes has continued to be renewed by Council for three year periods, with the current lease expiring 31st of January 2024. The lease is currently being held over as per the terms of the Lease Agreement.

The renewal of the lease agreement was presented to Council at the January 2024 Ordinary Council Meeting and Council resolved the following (Res: 09-24)

THAT Council defer making a decision on the lease of 35 Martin Pelusey Road, Waterloo for a period of two months, so that Council staff can investigate the value of the land and provide that information to Council prior to a decision being made.

Legal Implications

Lot 101 Martin Pelusey Road, Waterloo is a 72 acre freehold site, owned by the Shire of Dardanup with the portion adjoining Martin Pelusey Road being used for the Shire depot.

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

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

(a) *the highest bidder at public auction; or*

- (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
 - (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
 - and*
 - (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
 - (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

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

30. Dispositions of property excluded from Act s. 3.58

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

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

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

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

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

or

(b) the land is disposed of to a body, whether incorporated or not —

(i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and

(ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;

Council Plan

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

Council has previously supported the lease of the property to Mr Barnes. A lease has been in place since 2012.

Budget Implications

Current rental charges for the lease of the property are based on a fee per acre, per annum, (leased area is 72 acres).

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

| TIER 2 – 'Low' or 'Moderate' Inherent Risk. | |
|--|--|
| Risk Event | Lease Agreement – 35 Martin Pelusey Road – Mr Mark Barnes |
| 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 Failing to review and renew the lease agreement will be in breach of current lease terms</p> <p>Reputational Council would be seen in a negative light if we failed to meet our contractual and legislative requirements</p> |

Officer Comment

Mr Barnes uses the premises for grazing and making of hay, and pays rental per acre, per annum, (leased area is 72 acres).

Mr Barnes contacted the Shire of Dardanup on the 21st of November 2023 and requested to re-lease the area for a further period. (Appendix ORD: 12.4.1A).

Officers undertook a review of the proposal and recognised that given the prevailing economic conditions and the current market, it would be timely for Council to test the market to gauge interest in the property. A test of the market had not been undertaken by Council since 2012.

At the January OCM Council requested that the matter be deferred for a period of 2 months to allow a valuation of the land.

Acumentis were appointed by the Shire of Dardanup to undertake a valuation of Lot 35 Martin Pelusey Road. The valuation has been completed and a copy of the valuation report is provided (Confidential Attachment - Acumentis Valuation Report)

In accordance with the Functions and General Regulations 1996 Section 30 (2)(a)(i) Officers are recommending that Lot 35 Martin Pelusey be advertised through the Registration of Interest process.

END REPORT

12.4.2 Title: Exec CP203 - Light Vehicle Fleet Policy Update

| | |
|-----------------------------|--|
| Reporting Department | Executive |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mr Phil Anastasakis - Deputy CEO |
| Legislation | Local Government Act 1995 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |
| Attachments | Appendix 12.4.2A – Exec CP203 Light Vehicle Fleet Policy Appendix 12.4.2B – Risk Assessment |

| DECLARATION OF INTEREST | |
|---|--|
| <p>Chief Executive Officer, Mr André Schönfeldt, Deputy Chief Executive Officer, Mr Phil Anastasakis, Director Infrastructure, Mr Theo Naudé and Director Sustainable Development Mr Ashwin Nair declared a Financial Interest in this item.</p> <p>Please refer to Part 11 ‘Declaration of Interest’ for full details.</p> | |

Overview

At the 13th of December 20123 Ordinary Council Meeting, Council were presented with the outcomes of the Shire of Dardanup Light Vehicle Fleet Review (2023) undertaken by Fleet Advisory, combined with recommendations from Executive on the future management of Council’s light motor vehicle fleet. Council received and endorsed the Light Vehicle Fleet Review 2023 Consulting Report, Strategic Solutions Report, and Light Vehicle Fleet Management Plan.

As an outcome of this review, Council also supported the updating of existing Policies, *Exec CP008, CP203, AP009 and the Light Vehicle Usage Policy & Guidelines*, encompassing the main topics identified in the Fleet Advisory Review Reports – November 2023. This agenda item presents to Council the relevant updated Policy for adoption.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- Deletes existing CP203 – Light Vehicle Fleet [Appendix ORD: 12.4.2A] 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: | AP009 |

| ADMINISTRATION INFORMATION | | | | | | | |
|----------------------------|---|------------|-----|------------|-------------|-----------|---------------------------------|
| Version: | 1 | New | OCM | 27/07/2022 | Res: 203-22 | Synopsis: | Policy created. |
| Version: | 1 | Exec CP203 | OCM | 28/09/22 | Res: 243-22 | Synopsis | Reviewed and Adopted by Council |
| Version: | 2 | Exec CP203 | OCM | 27/03/24 | Res: | Synopsis | Reviewed and Adopted by Council |

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.
- To support the principles and objectives within the Light Vehicle Fleet Management Plan.

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 Fleet 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:

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**

- Mitsubishi Triton GLX 2.4L Diesel
- Ford Ranger XL 2.0L Diesel
- Single Cab 4WD CS:
 - Isuzu D-Max SX High Ride 3.0L Diesel
 - Mitsubishi Triton GLX 2.4L Diesel
 - Ford Ranger XL 2.0L Diesel
- Dual Cab 2WD U:
 - Ford Ranger XL 2.0L Diesel
 - Isuzu D-Max SX High Ride 3.0L Diesel
 - Mitsubishi Triton GLX 2.4L Diesel
- Dual Cab 2WD CS:
 - Ford Ranger XL 2.0L Diesel
 - Isuzu D-Max SX High Ride 3.0L Diesel
 - Mitsubishi Triton GLX 2.4L Diesel
- Dual Cab 4WD U:
 - Ford Ranger XL 2.0L Diesel
 - Isuzu D-Max SX High Ride 3.0L Diesel
 - Mitsubishi Triton GLX 2.4L Diesel
- Dual Cab 4WD CS:
 - Ford Ranger XL 2.0L Diesel
 - Isuzu D-Max SX High Ride 3.0L Diesel
 - 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~~
- Toyota Rav4 GX 2WD Hybrid Wagon

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
- Toyota Rav4 GXL Hybrid 2.5L 2WD

Vehicle Type – Employee Benefit Vehicles:

Directors' who are allocated a Passenger Vehicle (sedan, wagon) based on Employment Contracts:

- Volkswagon Tiguan ~~Allspace~~ 147TDi Elegance 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 the **Light Vehicle Fleet Management Plan**, and coordinated through the Procurement Officer.

This can be achieved to ensure compliance with the *Local Government Act 1995* (S3.58) through one of the following methods:

1. Public Tender or Quotation inviting outright purchase of a new vehicle.
2. Public Tender or Quotation inviting the purchase and trade-in of an existing vehicle.
3. Online Auction - Upstream Vehicle Remarketing Solution (ie: Autorola, etc) where the disposal of existing vehicles is managed by an external service provider. Through this process the vehicle is disposed of via an online auction.

Should a staff member express interest in purchasing a vehicle that is due to be sold by Council, Council will arrange for two (2) purchase valuations, either with two local dealers or one local dealer and Autorola. The staff member must agree to pay the amount equivalent to the highest valuation received for the sale to proceed, with statutory advertising to be undertaken of the proposed disposition where required.

- 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 paid as a taxable Motor Vehicle Allowance 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~~ November 2023 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~~ November 2023 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~~ **November 2023** 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.

ANCAP Rating for the purposes of this policy is regarded as the ANCAP safety rating provided by the manufacturer at the time of purchasing a vehicle.

The Australasian New Car Assessment Program (ANCAP) is a car safety performance assessment programme based in Australia. ANCAP star ratings indicate the level of safety a vehicle provides for occupants and pedestrians in the event of a crash, as well as its ability — through technology — to avoid or minimise the effects of a crash.

These independent safety ratings are used to compare the relative safety between vehicles of similar mass. Effective from December 2022, ANCAP implemented a policy that results in rating validity periods being applied to vehicles rated by ANCAP that pre-date their alignment with Euro NCAP standards, that took effect from 2018. At that time, all newly published ratings (with a date stamp of 2018 and beyond) became subject to a 6 year period of rating validity – aligned with the typical average lifecycle of a vehicle model. Safety ratings for vehicles rated by ANCAP prior to 2018 were published under different protocols/policies and were not subject to a period of rating validity.

Change to Officer Recommendation

No Change. **OR:**

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

Background

Following an initial review of the 23 Compliance & Executive vehicles and 10 light Engineering and Works vehicles in 2017, Fleet Advisory were appointed in July 2021 as an external consultancy to review the Shire of Dardanup light vehicle fleet and policies, with the objective being to:

- Reduce the Shire of Dardanup Fringe Benefit Tax (FBT) obligations;
- Align the motor vehicle benefit with the seniority of staffing;
- Consider alternatives to the provision of a Council motor vehicle i.e.: Novated leases, motor vehicle allowance, etc.;
- Reduce motor vehicle operational and capital replacement costs;
- Review the motor vehicle needs in terms of the requirements of the job;
- Reduce the number of motor vehicles owned and operated by the Shire;
- Recommend optimal motor vehicle and fleet replacement cycles i.e.: 3 years / 80,000km;
- Recommend 3 x Executive and Compliance vehicle styles (i.e.: 4 cyl sedan) and makes/models (i.e.: Toyota Prado GXL);
- Recommend 3 x Engineering & Works vehicle styles (i.e.: diesel dual cab ute) and types/models (i.e.: Mitsubishi Triton);
- Consider the introduction of electric vehicles into Council's fleet.

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 (Res: 39-22). In summary, Council resolved on the 25th of May 2022 to:

- support the merging of existing Policies, Exec CP122, AP007, AP009, AP020 and AP043 into a new Exec CP203 - Light Vehicle Fleet Policy, encompassing the main topics identified in the Fleet Advisory Review Reports; and update existing Policy Exec CP008;
- Support the development of a Fleet Management Plan based on the new Exec CP203 - Light Vehicle Fleet Policy, incorporating a 'safety first' culture where the fleet is 100% 5-star ANCAP rated, and transitional steps towards Battery Electric Vehicles;
- Support 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.
- Supports an exception to Council's moratorium on the replacement of vehicles to replace two vehicles.

In accordance with the February 2022 resolution of Council, Fleet Advisory were engaged again in September 2023 to develop a Fleet Management Plan for the Shire of Dardanup, and to review the new Motor Vehicle Policies. The review focussed on:

- Developing a Fleet Management Plan that ensures approved 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.
- Reviewing the newly adopted Policies (Exec CP093 – Light Vehicle Fleet; AP009 – Light Vehicle Fleet – All Employees; Exec CP008 – Private Use of Council's Motor Vehicle by the CEO) and Procedures to assess their effectiveness and to recommend any improvements.
- Updating the approved Vehicle Types and changeover periods.

Council currently has 19 Compliance & Executive vehicles and 10 light Engineering and Works vehicles, with 3 staff currently provided a motor vehicle allowance.

Council considered at the 13th December 2023 Ordinary Council Meeting the outcomes of the Shire of Dardanup Light Vehicle Fleet Review (2023) undertaken by Fleet Advisory, combined with recommendations from Executive on the future management of Council's light motor vehicle fleet. Council resolved (Res: 300-23) the following:

300-23 MOVED - Cr T G Gardiner SECONDED – Cr. J D Manoni

THAT Council:

1. *Receives the Fleet Advisory reports as follows:*
 - a) *Light Vehicle Fleet Review 2023 – Consulting Report [Appendix ORD: 12.4.5A],*
 - b) *Light Vehicle Fleet Review 2023 – Strategic Solutions Report [Appendix ORD: 12.4.5B], and*
 - c) *Light Vehicle Fleet Review 2023 – Light Vehicle Fleet Management Plan – 3rd November 2023 [Appendix ORD: 12.4.5C].*
2. *Endorses the Light Vehicle Fleet Review 2023 – Light Vehicle Fleet Management Plan – 3rd November 2023 [Appendix ORD: 12.4.5C].*
3. *Supports the updating of existing Policies, Exec CP008, CP203, AP009 and the Light Vehicle Usage Policy & Guidelines, encompassing the main topics identified in the Fleet Advisory Review Reports – November 2023.*

CARRIED
9/0

This agenda item presents to Council for adoption the updated Exec CP203 – Light Vehicle Fleet Policy.

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.

Council Plan

- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire's resources responsibly.
- 6.1 - Increase awareness and adoption of sustainable practices.
- 6.3 - Work towards net zero carbon emissions.

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 and 2021, with changes implemented as a result. An updated 2023 review of the Motor Vehicle Policies and Fleet Review has now occurred.

Budget Implications

The proposed changes to the Policy are designed to minimise the costs to the annual budget and the ten year Long Term Financial Plan. The 2023/24 Budget includes the following expenditure estimates for the 29 Light Fleet vehicles:

- 2023/24 Annual Budgeted Operating expenses (includes fuel, tyres, repairs, servicing, licenses, insurance and depreciation) = \$263,356. The Actual 2022/23 expenditure for these selected vehicles was \$273,358.
- Fringe Benefits Tax applied to the 29 motor vehicles for 22/23 = \$117,090.
- 2023/24 Annual Budgeted Capital expenditure = Net \$253,520 (capital purchases \$443,512 less trade-ins \$189,992).

Where the employee has enjoyed a benefit previously, changes to their remuneration requires negotiation that is mutually agreeable.

Strict compliance with the Light Vehicle Fleet policy and the maximum private use allowed for the Principal / Senior Officers will reduce the operating costs to Council. Under the Policy, private travel in excess of the maximum kilometres (7,500) will require a payment from the Officer toward the running costs to the end of the applicable financial year. The cap is renewed as at the 1st of July each year. The excess use cost to employees is currently set at 72 cents per kilometre. That is, if an employee exceeds the private use cap of 7,500km, every kilometre after that will cost them 72 cents per kilometre until the 31 March (end of the FBT year), then the kilometres restart at zero. Excess cost as applicable are paid via fortnightly payroll deductions. Any private use fuel paid for by the officer after the 7,500 km threshold has been reached will be deducted from the excess 7,500km liability. The Procurement Officer monitors log books on a regular basis.

Budget – Whole of Life Cost

The changes proposed in this agenda item through the policy change 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.

Based on the Fleet Advisory review 2023, the light vehicle changeover triggers remain unchanged at:

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

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.

The long term fleet management and changeover costs are managed through Council’s 10 year Long Term Financial Plan and Compliance & Executive Vehicle Asset Management Plan, which are reviewed and updated annually.

Council Policy Compliance

Council currently has the following Council Policies relating to Motor Vehicles:

1. **Exec CP008 – Private Use of Council’s Motor Vehicle by the CEO.** This Policy has been in place for many years and applies to the CEO.
2. **Exec CP203 – Light Vehicle Fleet** [Appendix ORD: 12.4.2A]. This Policy came in after the last Motor Vehicle Review.

The following Administrative Policy and Guidelines currently exists:

1. **AP009 – Light Vehicle Fleet.** This Policy came in after the last Motor Vehicle Review.
2. **Light Motor Vehicle Usage Policy & Guidelines –Council Supplied Vehicle**

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the Officer recommendation. Please refer to [Appendix ORD: 12.4.2B] for full assessment document.

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|---|
| Risk Event | Exec CP203 - Light Vehicle Fleet Policy Update |
| 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

- *Fleet Advisory: Light Vehicle Fleet Review 2023 – Consulting Report:*

The “Fleet Advisory: Light Vehicle Fleet Review 2023 – Consulting Report” details their observations and relevant commentary relating to the ‘current state’ of fleet operations, highlighting any specific areas of concern. The report notes a number of positive outcomes that have been achieved since Council adopted the majority of the recommendations from the 2021 review.

These include:

- 100% of the fleet have a 5 star ANCAP Safety Rating
- Introduction and take up of Salary Packaging and Car Allowance arrangements
- Reduction in Council supplied vehicles
- Decrease in Fringe Benefits Tax (FBT) liability
- Policy amendments to extend vehicle retention periods
- Revision of specific vehicle selections in policy, based on the analysis conducted
- Implementation of revised and updated policies, relevant to both Council supplied and Grey Fleet vehicles

This report states that “we consider that Council’s efforts have resulted in the fleet demonstrating sound cost management, compliance, and risk management practices”, with a number of recommendations outlined in the Strategic & Tactical Solutions Report.

- *Fleet Advisory: Light Vehicle Fleet Review 2023 – Strategic & Tactical Solutions Report:*

The “Fleet Advisory: Light Vehicle Fleet Review 2023 – Strategic & Tactical Solutions Report” notes that while the Consulting Report provides a comprehensive assessment of the ‘current state’, this report outlines considerations and recommendations for implementing a ‘future state’.

The following recommendations are contained within the report:

1. Revision of the vehicle selection types;
2. Introduce forward Vehicle Procurement Planning to initiate vehicle replacement at least 12 months in advance.
3. Review and consider the Fleet Management Plan.
4. Review the Light Vehicle Fleet Policy to amend the requirement for a ANCAP 5 star rating at the time of purchase.
5. Consider alternative Vehicle Disposal Processes ie: Autorola.

- *Fleet Advisory: Light Vehicle Fleet Review 2023 – Light Vehicle Fleet Management Plan:*

The “Fleet Advisory: Light Vehicle Fleet Review 2023 – Light Vehicle Fleet Management Plan” details the arrangements to be adhered to for the effective managed of Council’s Light Fleet.

The following table summarises the existing Policies and Conditions relating to light vehicle provision, replacement and management, with the proposed changes recommended in the Fleet Advisory Review and Council’s management, which are incorporated into the updated Exec CP203 – Light Vehicle Fleet Policy.

| Existing Condition or Policy | | Proposed Condition or Policy as per Fleet Advisory review | New Condition or Policy |
|------------------------------|--|---|--|
| 1 | Vehicle Turnover – Passenger Vehicles 4 years or 100,000km | No change. | As per Review – no change. |
| 2 | Vehicle Turnover – Light Commercial Vehicles 5 years or 125,000km | No change. | As per Review – no change. |
| 3 | Vehicle Type: Principal Officers allocated a Passenger vehicle. 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 | Vehicle Type: Principal Officers allocated a Passenger vehicle. FBT Base limit = \$40,835, Life Cycle Ownership Cost limit = \$65,719: - Toyota Rav4 GX 2WD Hybrid Wagon | As per Review – no change. Change based on Council implementing a standardised approach that delivers a compelling environmental statement by only utilising a low emission hybrid vehicle (in contrast to the current selection policy which also includes two alternative Petrol vehicles). |
| 4 | 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 | 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 – Mitsubishi Triton GLX 2.4L Diesel – Ford Ranger XL 2.0L Diesel - Single Cab 4WD CS: – Isuzu D-Max SX High Ride 3.0L Diesel – Mitsubishi Triton GLX 2.4L Diesel – Ford Ranger XL 2.0L Diesel - Dual Cab 2WD U: – Ford Ranger XL 2.0L Diesel | As per Review – updated vehicle choices. |

| Existing Condition or Policy | Proposed Condition or Policy as per Fleet Advisory review | New Condition or Policy |
|---|---|--|
| <ul style="list-style-type: none"> - 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 | <ul style="list-style-type: none"> – Isuzu D-Max SX High Ride 3.0L Diesel – Mitsubishi Triton GLX 2.4L Diesel - Dual Cab 2WD CS: <ul style="list-style-type: none"> – Ford Ranger XL 2.0L Diesel – Isuzu D-Max SX High Ride 3.0L Diesel – Mitsubishi Triton GLX 2.4L Diesel - Dual Cab 4WD U: <ul style="list-style-type: none"> – Ford Ranger XL 2.0L Diesel – Isuzu D-Max SX High Ride 3.0L Diesel – Mitsubishi Triton GLX 2.4L Diesel - Dual Cab 4WD CS: <ul style="list-style-type: none"> – Ford Ranger XL 2.0L Diesel – Isuzu D-Max SX High Ride 3.0L Diesel – Mitsubishi Triton GLX 2.4L Diesel | |
| <p>5 Vehicle Type: Managers where AP009 applies. FBT Base limit = \$45,000, Life Cycle Ownership Cost limit = \$72,000:</p> <ul style="list-style-type: none"> - Subaru Outback 2.5i AWD Petrol - Hyundai Santa Fe 7S AWD Diesel | <p>Vehicle Type: Managers where AP009 applies. FBT Base limit = \$45,018, Life Cycle Ownership Cost limit = \$70,019:</p> <ul style="list-style-type: none"> - Subaru Outback 2.5i AWD Petrol - Toyota Rav4 GXL Hybrid 2.5L 2WD - Hyundai Santa Fe 7S AWD Diesel | <p>As per Review – additional hybrid vehicle choice.</p> |
| <p>6 Vehicle Type: CEO based on Employment Contract and CP008. FBT Base limit = \$71,000, Life Cycle Ownership Cost limit = \$103,000:</p> <ul style="list-style-type: none"> - Toyota Prado VX 4WD Diesel - Toyota Kluger Grande Hybrid | <p>Vehicle Type: CEO based on Employment Contract and CP008:</p> <ul style="list-style-type: none"> - Toyota Prado VX 4WD Diesel - Toyota Kluger Grande Hybrid AWD <p>Vehicle Type: Directors based on Employment Contracts and AP009. FBT Base limit = \$64,310:</p> | <p>As per Review – model update.</p> |

| Existing Condition or Policy | Proposed Condition or Policy as per Fleet Advisory review | New Condition or Policy |
|---|--|---|
| <p>Vehicle Type: Directors based on Employment Contracts and AP009. FBT Base limit = \$61,000, Life Cycle Ownership Cost limit = \$91,000:</p> <ul style="list-style-type: none"> - Volkswagen Tiguan Allspace AWD Diesel - Toyota Kluger GXL Hybrid - Toyota Prado GXL 4WD Diesel | <ul style="list-style-type: none"> - Volkswagen Tiguan 147TDi Elegance AWD Diesel - Toyota Kluger GXL Hybrid AWD - Toyota Prado GXL 4WD Diesel | |
| <p>7 Vehicle Provision Options: Where an ‘Employee Benefit’ is attached to the position and it is a Passenger Vehicle (ie: Principal Officers, Managers, Directors, CEO under CP008, CP122, AP009), 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; or</p> <p>Option 3 – Payment of a Car Allowance in lieu of a Council supplied vehicle.</p> <p>Consider new employees under this category making a contribution under Option 1.</p> <p>Where an employee is provided a vehicle that is ‘Fit for Purpose’ and based on the needs of the role (i.e.: utility or cab chassis):</p> | <p>Vehicle Provision Options: Where an ‘Employee Benefit’ is attached to the position and it is not a Shared Use Vehicle (ie: Principal Planning Officer, Directors, CEO), 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 assessed Motor Vehicle value); or</p> <p>Option 3 – Payment of a Car Allowance in lieu of a Council supplied vehicle (Allowance based on assessed Motor Vehicle value).</p> <p>Where an employee is provided a vehicle that is a ‘Shared use Vehicle’ or ‘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>As per Review – no change.</p> <p>Note: clarification required in the Policy relating to the implementation of ‘Option 2 - Novated lease for ‘Benefit’ vehicles (Value based on assessed Motor Vehicle value)’.</p> <p>If this option is selected then Council pays the value as a Car Allowance, and the employee enters into a Novated Lease where they pay pre and post tax contributions through their fortnightly pay.</p> |

| Existing Condition or Policy | Proposed Condition or Policy as per Fleet Advisory review | New Condition or Policy |
|---|--|-------------------------|
| <p>Option 1 – Purchase of asset by Council based on permissible Vehicle Type.</p> <p>Employee contributions made under CP122.</p> <p>Ensure that the use of any ‘grey fleet’ vehicles 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> | <p>Ensure that the use of any ‘grey fleet’ vehicles 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> | |

- *Hybrid and Battery Electric Vehicles*

The review notes that Council is implementing strategies to reduce its carbon emissions. Accordingly, wherever possible Council will prioritise the purchase of lower carbon emission and fuel consumption vehicles, where 'fit for purpose' requirements and cost-effectiveness can be suitably demonstrated.

The review identifies and recommends 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.

Fleet Advisory conducted interviews with several Councils to survey their light fleet policies and procedures. The survey concluded that in relation to Low & Zero Emission Vehicles, most Councils interviewed were preferring low emission vehicles (mainly Hybrids) for use by employees, wherever practical. The implementation of zero emission vehicles (Battery Electric Vehicles) is currently less consistent but gaining momentum.

Associated reports note 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 coming years. For this reason the viability of BEV's is assessed as part of the two yearly review of the Fleet Management Plan.

- *ANCAP Ratings*

The ANCAP is the Australasian New Car Assessment Program - a car safety performance assessment programme based in Australia and founded in 1992. ANCAP specialises in the crash testing of automobiles sold in Australia and the publishing of these results for the benefit of consumers. ANCAP star ratings indicate the level of safety a vehicle provides for occupants and pedestrians in the event of a crash, as well as its ability — through technology — to avoid or minimise the effects of a crash. These independent safety ratings are used to compare the relative safety between vehicles of similar mass.

Effective from December 2022, ANCAP implemented a policy that results in rating validity periods being applied to vehicles rated by ANCAP that pre-date their alignment with Euro NCAP standards, that took effect from 2018. At that time, all newly published ratings (with a date stamp of 2018 and beyond) became subject to a 6 year period of rating validity – aligned with the typical average lifecycle of a vehicle model.

Safety ratings for vehicles rated by ANCAP prior to 2018 were published under different protocols/policies and were not subject to a period of rating validity. The only mechanism for those ratings to expire was the introduction of a new model. The presence of older ratings had the potential to create confusion among consumers, and inappropriate comparisons between vehicles designed and rated against under vastly different protocols.

To bring existing older ANCAP safety ratings in line with current protocols and policies, the ANCAP Application of Star Ratings Protocol has been amended. From December 2022, vehicles that hold a current ANCAP safety rating with a date stamp of 2017 or earlier, will begin to expire.

- *Consideration of Alternative Vehicle Disposal Processes*

The review identified that in conjunction with the long lead times for vehicle supply, it has been difficult working with car dealers to achieve an optimal sale price of used Council vehicles.

- *Autorola*

The review recommends that Council consider contacting on-line car auctioneers “Autorola” regarding their ‘upstream vehicle remarketing solution’.

This arrangement has a number of benefits, including:

- Its cost-effectiveness and achieves competitive results
- Faster turnaround times - vehicles can be sold before being grounded
- Eliminates any requirement to take a vehicle to a Dealer and/or arrange transportation following the sale
- It is environmentally friendly – eliminating unnecessary transport to auction sites, dealers etc.
- Sales proceeds will be received before the vehicle leaves Council’s possession
- The inclusion of an equitable process for staff vehicle purchases, should Council staff members have an interest in buying a Council owner vehicle.

- *Staff Member Purchase*

The review identified Council staff member purchase as another alternative vehicle disposal method. Should a staff member express interest in purchasing a vehicle that is due to be sold by Council, it is important to ensure that an equitable price is established and transparent.

Firstly Council could arrange for purchase valuations with two local dealers (where able), with the staff member to agree to pay the amount equivalent to the highest valuation received for the sale to proceed.

Alternatively, Council could arrange with Autorola for the vehicle to be inspected. Once Autorola provide a copy of the Inspection Report and the estimated Sale Price in writing, the vehicle may be offered to the staff member for the same amount.

- *Summary*

The adoption of proposed recommendations and Light Vehicle Fleet policy changes 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 and 2021 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 best reduce operating costs and whole of life costs in line with the assessment undertaken as part of the Fleet Advisory review.

Through the *Exec CP203 Light Vehicle Fleet* Policy amendments and as existing employees leave various positions, the conditions and options outlined in the Fleet Management Plan, Policies and Guidelines can be gradually implemented, enabling an optimisation of the light vehicle fleet and a minimisation of operating and capital costs.

END REPORT

12.4.3 Title: 2023/24 Mid-Year Budget Review

| | |
|-----------------------------|--|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mrs Natalie Hopkins - Manager Financial Services</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Legislative.</i> |
| Voting Requirement | <i>Absolute Majority.</i> |
| Attachments | <i>Appendix ORD: 12.4.3A – Summary Financial Statement</i> <i>Appendix ORD: 12.4.3B – Statement of Comprehensive Income – by Nature</i> <i>Appendix ORD: 12.4.3C – Schedules and Notes</i> <i>Appendix ORD: 12.4.3D – Risk Assessment</i> |

Overview

This report requests that Council consider the 2023/24 Mid-Year Budget Review as presented in the Summary Financial Statement and Statement of Comprehensive Income – by Nature, for the period 1st of July 2023 to the 29th of February 2024, together with the requested budget amendments.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Receives and acknowledges the 2023/24 Mid-Year Budget Review report and associated documents [Appendix ORD: 12.4.3A, 12.4.3B, 12.4.3C];**
2. **Adopts the 2023/24 Mid-Year Budget Review inclusive of the noted budget amendments contained within the report;**
3. **Retains the 2023/24 Forecast Budget Surplus of \$560,221 as a carried forward surplus to the next budget period;**
4. **Approves an increase to the Legal Expenses Town Planning Budget (GL#1016017) from an adopted budget of \$10,000 to a revised budget of \$65,000;**
5. **Approves an increase to Municipal Interest Revenue account from an adopted budget of \$107,935 to a revised budget of \$280,000;**
6. **Approves an increase in Reserve Interest Revenue from an adopted budget of \$378,052 to a revised budget of \$620,000, with 50% of interest received allocated to Council's Reserve Accounts;**
7. **Approves an increase in expenditure for J12315 Clifton Road Bridge 3677 of \$186,000 with grant revenue of \$186,000;**
8. **Approves the removal of bridge renewal project J12300 Recreation Road Bridge 3665A and associated revenue as the project was completed in 2022/23;**

9. Approves a decrease expenditure from \$450,000 to \$120,000 for J12919 Ferguson Road 0 to 0.27 Reconstruction and Seal and a reduction in corresponding Revenue;
10. Approves an increase of \$179,333 to J11607 Eaton Oval Club Rooms (R&J Fishwick Pavilion) from \$1,293,954 to \$1,473,287, and corresponding revenue sources adjusted for Grant Income, Unspent Loan Funds and Carried Forward Projects, with any excess funding returned back to the Building Maintenance Reserve Account.

Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

Background

A Summary Financial Statement [Appendix ORD: 12.4.3A] and Statement of Comprehensive Income – by Nature & Type [Appendix ORD: 12.4.3B] incorporating year to date budget variations as at the 29th of February 2024, together with forecasts to the 30th of June 2024 are presented for Council's consideration.

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

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

Council management completed a comprehensive review of the 2023/24 Annual Budget during February 2024. The budget review document has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*.

Council adopted a 10% or a \$50,000 minimum for the reporting of material variances to be used in the monthly Statements of Financial Activity. This same level of variance reporting has been utilised in this budget review to highlight larger variances in the Summary of Budget Amendments. The full variance listing is also detailed in the attached Schedules and Notes attached to this Budget Review [Appendix ORD: 12.4.3C].

This review generally consisted of the following:

- a) Including any unbudgeted income/expenditure or budget amendment items adopted by Council during the 1st of July 2023 to the 29th of February 2024 period.
- b) Comparison of the actual year to date (YTD) income/expenditure to the original or amended budget adopted for each line item of operating and capital revenue and expenditure.
- c) Projection of the forecast income/expenditure to the end of the financial year and comparing this with the Original/Amended Annual Budget to determine if the line item is forecast to remain within budget.
- d) Identification of any material events or changes that may impact on Council finances.
- e) Flagging incomplete projects and unspent grants that were carried forward into the 2023/24 budget or projects that may be carried forward into the 2024/25 budget.
- f) Identifying any offsetting increases in revenue or reduction in expenditure that will reduce major variations.
- g) Calculation of an updated Forecast end of year (Surplus)/Deficit to the 30th of June 2024 as part of assessing whether there is sufficient cash flow to the 30th of June 2024 to meet budget and forecast commitments.
- h) Identifying any new budget requests from Council Officers that Council may wish to consider.
- i) Identifying Options to utilise the improved Forecast end of year Surplus funds.

The original adopted budget cash position prior to any adopted budget amendments was an estimated year-end surplus of **\$179,736**. Following subsequent forecast changes, the amended budget cash position prior to the completion of the mid-year budget review was an estimated year-end deficit of

(\$78,124). The recommended budget amendments that form part of the resolution will increase the revised budget deficit to a surplus position.

As a result of a detailed and comprehensive budget review process involving Management and the Executive team, the current forecast year end surplus is estimated at **\$560,221**.

It also needs to be acknowledged that this forecast year end surplus may change further during the remainder of 2023/24 due to future decisions of Council, adjusted capital works, or additional grant income and expenditure, which will be reflected in forecast updates presented in the Monthly Financial Statements and the annual 2024/25 budget development process. Full details of budget review variances can be found in the Budget Review Report [Appendix ORD: 12.4.3C].

Legal Implications

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

- (1) *Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget for that year.*
 - (2) *Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.*
 - (3) *A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.*
- *Absolute majority required.*
- (4) *Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

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

Environment - None.

Precedents

A mid-year budget review is conducted each year.

Budget Implication

As a result of the budget review process, and updated forecast amendments on various general ledger accounts, staff forecast a surplus of \$560,221 as of the 30th of June 2024.

Budget – Whole of Life Cost

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

Council Policy Compliance - None.

Risk Assessment

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

| Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|---|
| Risk Event | 2023/24 Mid-Year Budget Review |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | Legal and Compliance Risk of Council breaching the <i>Local Government Act 1995</i> – Risk that the 2023/24 Mid-Year Budget Review is not received by Council; or presented to Council by 31 March each year. |
| | Financial Risk that the mid-year budget review amendments are not updating into Council’s Revised Budget, resulting in an incorrect end of year budget forecast. Risk under or over budget expenditure is not reflected in Council’s Revised Budget. |

Officer Comment

The 2023/24 budget remains within overall original estimates. Management forecasts an end of year surplus of **\$560,221**. It is recommended that Council retain the entire \$560,221 estimated surplus and carry it forward to the 2023/24 Annual Budget.

A copy of the full revised 2023/24 Annual Budget and Forecast is provided for in [Appendix ORD: 12.4.3A and 12.4.3C], which incorporates the adopted budget variances together with updated forecasts as at the 29th of February 2024. A detailed breakdown of all variances is provided within the Schedules and Notes provided in [Appendix ORD: 12.4.3C].

Material Forecast Variances from the Adopted Budget

There are a number of variances across the entire budget that have contributed to the current Forecast Surplus of **\$560,221**. The major variances include:

➤ *Rates and Charges*

General Rates Levied (including concessions applied) for the 2023/24 financial year are within budget estimates; \$15,539,034 rates raised against an adopted budget of \$15,573,803.

Interim rates revenue estimates are forecast to increase from an adopted budget of \$100,359 to a revised forecast of \$220,000.

Collection of outstanding rates is on target and forecast to achieve less than 4% of collectable rates outstanding as at the 30th of June 2024.

➤ *Salaries and Wages*

Gross salaries and wages remain under budget primarily due to staff vacancies through-out the year. Gross Salaries and Wages including Superannuation have been amended from an adopted budget of \$11,816,555 to a revised forecast budget of \$11,611,355, a reduction of \$205,200. The forecast savings can be attributed to staff vacancies throughout the year, which have been partially offset

with a reallocation of costs to the contracted business process mapping project and an increase for external building conditional inspections by an external consultant.

➤ *Interest Revenue – Municipal Fund*

Interest Revenue for the Municipal Fund has been amended from an adopted budget estimate of \$109,935 to a revised budget forecast of \$280,000. Interest revenue is predominantly received from investment in term deposits to obtain the highest return on investment.

The forecast increase in interest revenue is affected by a higher than budgeted interest return rate on term deposit investments. This is partly due to external market indicators including the Cash Rate on offer by the Reserve Bank of Australia and an increase in investments rates on offer. In the same period last year, Councils average term deposit investment rate was around 3.855% (February 2023), whereas in the same period in the current financial year, investments rates average around 4.81% (February 2024).

➤ *Interest Revenue – Reserve Fund*

Similarly to Municipal Fund interest income, Interest Revenue for the Reserve Fund has been forecast to a revised \$620,000, from an adopted \$378,052. The forecast revenue increase remains in line with higher than budgeted estimates. Council's Investment Policy CnG CP036 provides flexible options for short term cash investments whilst ensuring Council's liquidity needs can be met.

As per the adopted budget, Council will allocate 50% of the Interest received on Reserve Fund investments across Council's various Reserve Accounts, with the remaining 50% to be utilised in the year end surplus.

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

The 2023/24 LGGC Financial Assistance and Local Roads grant revenue has increased from a combined original budget of \$1,566,190 to a revised budget of \$1,680,7285, a favourable variance of \$114,538, of which 100% of the grant was paid as an 'LGGC Advance Grant' in 22/23 (budgeted 75% of grant received). The revised forecast assumes that Council is likely to receive 100% of the 24/25 Advance Grant in late 23/24.

➤ *Household Sanitation*

Domestic Refuse, Recycling and FOGO levies (rubbish bin charges) have increased from a combined adopted budget of \$1,508,860 to a revised forecast budget of \$1,539,917, a positive impact of \$31,057 towards the end of year surplus. However, the gain in additional revenue is offset with a predicted over budget forecast expenditure across the Sanitation Services budget. The total adopted budget for Sanitation Services was \$1,774,043, with a revised forecast expenditure of \$1,907,677, resulting in forecast over budget expenditure of \$133,634. The forecast over expenditure can be attributed to higher than budgeted kerbside collection costs and disposal fees.

In the final quarter of 2023/24, Management will continue to review and update forecast expenditure for Waste / Sanitation Services budget.

➤ *Recreation Centre*

The forecast net subsidised cost of the Eaton Recreation Centre for 2023/24 has a favourable variance of \$107,613; amended from an adopted budget estimated deficit of \$213,974 to a revised forecast estimated deficit of \$106,361. The net subsidised cost incorporates Total Recurrent Operating Expenditure (excluding depreciation and allocation of Administration Overheads), Lease Principal Repayments, Furniture & Equipment Purchases, less Total Operating Revenue.

The favourable decreased forecast estimated deficit can be partly attributed to an increase in Membership Revenue, Court Hire for new initiatives including Winter basketball competitions and associated Café safe revenue increases, noting that the increased revenue is partly offset with an increase in staffing costs and café stock purchases.

➤ *Recreation Centre – Capital Works*

The 23/24 adopted budget included \$300,000 capital works for the Eaton Recreation Centre Stage 2 Refurbishment and Upgrade works, which has been increased due to recently endorsed CSRFF grant funding of \$124,866 to a total of \$424,866. The budgeted are scheduled to be undertaken in the final quarter of the 23/24 financial year.

➤ *Vehicles, Plant & Equipment*

Several vehicles have been acquired during the 2023/24 financial year including:

- Ranger Services Vehicle DA8222
- Manager Community Development Vehicle DA997
- Manager Assets DA10091
- Development Engineer DA9376
- New Van for Senior Project Officer/PACE (shared)

Vehicles not acquired during 23/24 financial year have been included in the 2024/25 Executive and Compliance Vehicle Asset Management Plan, recently presented to the Integrated Planning Committee.

No changes have been made to the Parks & Reserves Plant acquisitions which includes trailers, mower and a quad bike purchase for the 23/24 budget year. The 23/24 budget also includes the changeover of Tip Truck DA325 and Works Utility DA588 which are both on order.

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

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

➤ *Parks and Gardens*

The 2023/24 Parks and Gardens Maintenance budget remains within forecast estimates of \$3.4m.

➤ *Transport*

The total Road Maintenance & Construction budget has been amended from an adopted budget of \$3,989,299 to a forecast budget of \$2,869,500. The forecast budget also includes previously approved budget amendments endorsed by Council during the financial year, noting the cancellation of the Ferguson Road project is the primary change in the forecast. Other changes in the capital works program relates to the timing and delivery of projects, and a reduction in Road Maintenance expenditure.

➤ *Staff Training*

The budget for staff training is forecast to increase from an adopted budget of \$190,141 to a revised forecast of \$194,499. This increase relates to additional professional development and training across the organisation.

➤ *Fees and Charges*

Cat and Dog Registration revenue remains on target with the budget review identifying no change from the adopted budget for Cat Registrations of \$8,103 and Dog Registrations of \$52,671.

Health Fees and Charges remain consistent with the adopted budget revenue of \$28,000, with a small increase of \$1,000 to a forecast revenue of \$29,000. The increase includes the Annual Food Business Inspection fees and Traders Permits.

Town Planning Fees and Charges remain with the adopted budget of \$95,000. These fees are dependent on the type of Development Applications received by the Shire.

Building Application Fees are forecast to reduce from an adopted budget of \$140,000 to a budget forecast of \$110,000. These fees are subject to external market environments for building activity which is currently restricted for a lot of new buildings/dwellings.

Administration Fees and Charges have increased from an adopted budget of \$25,000 to \$55,000 which is predominantly derived from DAMA application fees, offset by DAMA expenditure.

➤ *New Borrowings and Loans*

As per the amended adopted 2023/24 annual budget, a provision was made for Council to obtain new borrowings of \$1,500,000 for the new Administration/Library Project which is expected to be drawn down in early June 2024.

Items for Budget Consideration and Recommended Budget Amendments

➤ *Legal Expenses – Town Planning*

It is proposed to increase the Legal Expenses Town Planning Budget from an adopted budget of \$10,000 to a revised budget of \$65,000 due to legal advice required for various planning matters requiring an increased scope of works. This variance has been included in the forecast end of year surplus.

➤ *Interest Revenue*

It is proposed to increase the Interest Revenue for the Municipal Fund from an adopted budget of \$109,935 to \$280,000 which is predominantly received from investment in term deposits.

Similarly to Municipal Fund interest income, Interest Revenue for the Reserve Fund has been forecast to a revised \$620,000, from an adopted \$378,052. As per the adopted budget, Council will allocate 50% of the Interest received on Reserve Fund investments across Council's various Reserve Accounts, with the remaining 50% to be utilised in the year end surplus.

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

Increase the LGGC Financial Assistance and Local Roads grant revenue from a original budget of \$1,566,190 to a revised budget of \$1,680,7285 and associated Reserve Transfers for the expected 24/25 Advance Payment.

➤ *Bridge Renewal – J12315 Clifton Road Bridge 3677 – Add project to 23/24 Budget*

The project was completed by Main Roads and a forecast budget of \$186,000 exists with corresponding revenue. The recommendation is to formalise the forecast budget to a formal budget amendment, with the increase expenditure fully funded by the LGGC Grant revenue received.

➤ *Bridge Renewal – J12300 Recreation Rd Bridge 3665A – Remove project from 23/24 Budget*

The project was budgeted as a carry forward project for \$254,000, funded from LGGC Grant Funds. The recommendation to Council is to remove this project and associated revenue as the bridge works were completed in 2022/23 financial year, with the revenue recognised in the same period.

➤ *Road Renewal – J12919 Ferguson Road 0 to 0.27 Reconstruction and Seal*

As part of previous Council decisions on the Ferguson Road capital works, the project was reduced from a revised forecast of \$120,000 from an adopted budget of \$450,000, with a reduction in funding sources. It is recommended that Council endorse a formal budget amendment to reduce the expenditure to \$120,000 and corresponding grant income of \$40,000 Roads to Recovery, and \$80,000 in RRG funding.

➤ *Building Construction – J11607 Eaton Oval Club Rooms - R&J Fishwick Pavilion*

This project has a revised carried forward amount. At the time of setting the 23/24 annual budget, the Eaton Oval Club Rooms (R&J Fishwick Pavilion) budget anticipated more expenditure to be incurred in 22/23 financial year. It is recommended the capital expenditure for J11607 be increased from \$1,293,954 to \$1,473,287 as a formal amendment, with corresponding revenue sources updated for Grant Income, Unspent Loan Funds and Carried Forward Projects with any excess funding returned back to the Building Maintenance Reserve Account.

➤ *Estimated Carried Forward Surplus as at the 30th of June 2024:*

The 2023/24 budget estimated that over the 12 month period of the budget, a deficit of \$152,82 would be incurred. This was based on the budgeted Carried Forward Surplus from 2022/23 of \$332,558 reducing to a budgeted surplus at the end of 2023/24 of \$179,736.

The forecast surplus as at 30th June 2024 is \$560,221 which is based on known variances in actual performance in the year to date and estimates for the remainder of the year based on current trends in revenue and expenses.

END REPORT

12.4.4 Title: Undertakings for the Shire of Dardanup Cats Local Law 2023

| | |
|-----------------------------|---------------------------------------|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officer | Mrs Donna Bailye - Manager Governance |
| Legislation | Local Government Act 1995 |
| Council Role | Legislative. |
| Voting Requirement | Absolute Majority. |
| Attachments | 12.4.4 – Risk Assessment Tool |

Overview

This report seeks Council support to advise the Joint Standing Committee on Delegated Legislation's [JSCDL] that it will comply with their request for undertakings in relation to the Shire of Dardanup Cats Local Law 2023.

OFFICER RECOMMENDED RESOLUTION

THAT Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that Council will:

1. **Within the next 6 months:**
 - Delete the definition of effective control in clause 1.5;
 - Delete clause 2.2;
 - Amend clause 4.4(f) to ensure it is not inconsistent with the Cat Act 2011;
 - Correct the typographical error in the clause reference beneath the heading to Schedule 3.
2. **Make all consequential amendments arising from undertaking 1 will be made.**
3. **Not enforce Clauses 2.2 and 4.4(f) in a manner contrary to undertaking 1.**
4. **Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.**

Absolute Majority

Change to Officer Recommendation

No Change. **OR:**

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

Background

On the 22nd of November 2023 Council resolved [273-23] as follows:

THAT Council:

1. *Receives the submission received from the Department of Local Government, Sport and Cultural Industries in respect of the Shire of Dardanup Cats Local Law 2023.*
2. *Notes that there were no public submissions received in respect of the Shire of Dardanup Cats Local Law 2023.*
3. *By Absolute Majority decision, adopts the Shire of Dardanup Cats Local Law 2023 [Appendix ORD: 12.4.1D] inclusive of the following minor amendments:*
 - *Clause 1.1: Citation changed to italics;*
 - *Clause 1.4: Changed both the citation title and “Government Gazette” to italics.;*
 - *Clause 1.5: In the definition of Act, changed the citation to italics;*
 - *The words “, in the opinion of an authorised person,” deleted from Clause 2.1(1); Clause 2.2(1)(b) and Clause 2.4(2).*
 - *Clause 3.1(1) Amended to give clarity that the Shire acknowledges the local law process in the designation of cat prohibited areas by adding the words “after following the process for amending a local law pursuant to the Local Government Act.” after the words ‘Schedule 3’;*
 - *Clause 4.8 Conditions – amend subclause (1)(a) to read: (a) each cat kept on the premises to be kept so as not to create a nuisance; and*
 - *Clause 4.8 Conditions – deletes subclause (1)(b) that read “(b) that the premises must be adequately fenced (and premises will be taken not to be adequately fenced if there is more than one escape of a cat from the premises);” ; and renumber the following subclauses accordingly.*
4. *Publishes a copy of the adopted local law in the Government Gazette.*
5. *Gives a copy of the adopted gazette ready Local Law to the Minister for Local Government.*
6. *After the local law has been published in the Gazette, gives local public notice as per section 1.7 of the Local Government Act 1995 advising:*
 - *The title of the local law;*
 - *Summarizing the purpose and effect of the local law;*
 - *Specifying the day on which the local law comes into operation; and*
 - *Advising the location of copies of where the local law may be inspected or obtained.*
7. *Supplies copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament’s Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.*

Legal Implications

Local Government Act 1995 - S3.12.

Local Government Undertakings 41st Parliament

Under its Terms of Reference, the Joint Standing Committee on Delegated Legislation scrutinises local laws made by local governments. As part of that process the Committee may seek an undertaking to amend a local law. Undertakings are provided to the Committee in the 41st Parliament.

Council Plan

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents -

The Shire of Dardanup undertook an amendment local law in relation to Bush Fire Brigades Local Law 2021 and the Parking Local Law 2023 at the request of the JSCDL.

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: 12.4.4] for full assessment document.

The Proposed Parking Amendment Local Law 2023 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 | Undertakings for the Shire of Dardanup Cats Local Law 2023 |
| 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

The Joint Standing Committee considered the Shire of Dardanup Cats Local Law 2023 at its meeting held 13th March 2024 and requested that the undertakings be provided after the Council meeting on 27 March 2024 and by 3 April 2024.

The Committee requests the following undertakings:

1. *Within 6 months:*
 - *delete the definition of **effective control** in clause 1.5*
 - *delete clause 2.2*
 - *amend clause 4.4(f) to ensure it is not inconsistent with the Cat Act 2017*
 - *correct the typographical error in the clause reference beneath the heading to Schedule 3.*
2. *All consequential amendments arising from undertaking 1 will be made.*
3. *Clauses 2.2 and 4.4(f) will not be enforced in a manner contrary to undertaking 1.*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

The following relates to the request for undertakings:

- **Delete the definition of effective control in clause 1.5, that reads:**

effective control in relation to a cat means any of the following methods—

- (a) *held by a person who is capable of controlling the cat;*
- (b) *secured in a cage; or*
- (c) *any other means of preventing escape;*

- **Delete clause 2.2, that reads:**

2.2 Cats in other places

- (1) *A cat shall not be in any place that is not a public place if—*
 - (a) *consent to it being there has not been given by the occupier, or a person authorised to consent on behalf of the occupier; and/or*
 - (b) *the cat is causing a nuisance.*
- (2) *If a cat is at any time in a place in contravention of subclause (1)—*
 - (a) *the owner of the cat commits an offence; and*
 - (b) *an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.*

- **Amend clause 4.4(f) to ensure it is not inconsistent with the Cat Act 2011, that reads:**

(f) *accompanied by written evidence that either the applicant or another person who will have charge of the cats, will reside at the single or multiple dwelling or on the premises or, in the opinion of the local government, sufficiently close to the single or multiple dwelling or premises so as to maintain effective control of the cats and ensure their health and welfare.*

- **Correct the typographical error in the clause reference beneath the heading to Schedule 3.**

SCHEDULE 3—AREAS WHERE CATS ARE PROHIBITED ABSOLUTELY
~~*{Clause 2.2}*~~

A copy of the correspondence from the JSCDL is unable to be provided as they advise that the contents of their correspondence including any attachments is confidential and privileged.

In accordance with the Undertakings to be given to the Joint Standing Committee, the amendment local law will be prepared to formalise the request for changes within 6 months.

END REPORT

12.4.5 Title: Monthly Statement of Financial Activity for the Period Ended on the 29th of February 2024

| | |
|------------------------------|--|
| Reporting Department: | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mrs Natalie Hopkins - Manager Financial Services</i> |
| Reporting Officer | <i>Mr Ricky Depillo - Accountant</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>12.4.5A – Monthly Financial Report 29th February 2024 12.4.5B – Risk Assessment Tool</i> |

Overview

This report presents the monthly Financial Statements for the period from the 1st of July 2023 to the 29th of February 2024 for Council endorsement.

OFFICER RECOMMENDED RESOLUTION

THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.5A] for the period ended on the 29th of February 2024.

Change to Officer Recommendation

No Change. **OR:**

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

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. Financial Report

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

(1A) In this regulation—

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

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

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
 - (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
 - (b) *recorded in the minutes of the meeting at which it is presented.*

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

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

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|---|
| Risk Event | Monthly Statement of Financial Activity for the Period Ended 29th February 2024 |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |

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

Officer Comment

The Monthly Financial Report for the period ended on the 29th of February 2024 is contained in (Appendix ORD: 12.4.5A) and consists of:

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

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

The statement includes the end-of-year surplus brought forward from 2022/23. When the 2023/24 Budget was adopted in June 2023, this surplus was estimated to be \$332,558. After completion of audited accounts, the actual surplus was reduced to \$278,068.

While the estimated surplus at 30 June 2024 in the adopted 2023/24 budget was \$179,736, as a result of a series of budget amendments adopted by Council since July 2023 the revised/amended 2023/24 budget will result in a deficit of (\$78,124).

As at the time of preparation of this monthly report, officers forecast the surplus at the 30th of June 2024 will be \$554,616. This is an improved position from revised/amended 2023/24 budget deficit of (\$78,124). This forecast is based on known variances in actual performance in the year to date and estimates for the remainder of the year based on current trends in revenue and expenses. The most significant contributors to this forecast surplus position include:

- Increase of \$290,000 net additional interest income from cash investments due to higher than anticipated interest rates;
- Decrease of \$205,000 net expenditure attributed to a reduction in employee costs due to vacancies, organisational restructure and reduction in accrued leave;
- Decrease of \$230,850 in transfer from reserve funds due to cancellation of the Ferguson Road upgrade project, and the related transfer of salaries, Public Works Overheads and Plant Overhead costs from capital road works to infrastructure maintenance;
- Decrease of \$53,192 in IT Licensing Expenditure

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 2023/24 for reporting material variances is 10% or \$50,000, whichever is greater.

The most significant reported material budget variances relate to:

- Higher interest earnings on cash investments due to improved interest rates in 23/24;
- Timing of delivery of capital works program. Whilst costs incurred to date on major building projects (including the new Administration Centre & Library and Fishwick Pavilion) are ahead of the budgeted timing, construction on several roads, bridges and parks projects are yet to have any significant payments recorded;
- Changeover of motor vehicles due to ongoing delays in availability of specific models;
- Timing of New loan for Eaton administration/Library not yet raised;
- Timing of transfers to reserve account are made upon receipt of the interest whereas the budget of these transfer is to be made later in the year;
- Timing of Grants not yet received from CSRFF, RRG and DFES.

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

END REPORT

12.4.6 Title: Schedule of Paid Accounts as at the 29th of February 2024

| | |
|-----------------------------|---|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mrs Natalie Hopkins - Manager Financial Services</i> |
| Reporting Officer | <i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i> |
| Council Role | <i>Local Government (Financial Management) Regulations 1996</i> |
| Voting Requirement | <i>Executive/Strategic.</i> |
| Attachments | <i>Simple Majority.</i> |
| | <i>Appendix ORD: 12.4.6 – Risk Assessment Tool</i> |

Overview

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Schedule of Paid Accounts report from 01/02/2024 to 29/02/2024 as follows:

Change to Officer Recommendation

No Change. **OR:**

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

SHIRE of DARDANUP
29-02-2024 Schedule of Paid Accounts

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------------------------------|------------|--------------------------------------|---|------|------------|
| ELECTRONIC FUNDS TRANSFER | | | | | |
| EFT54731 | 01/02/2024 | All Aussie Truck and Bobcat Services | Truck & Bobcat Hire - Banksia Rd - January 2024 | MUNI | 1,980.00 |
| EFT54732 | 01/02/2024 | Andries Stefanus Schonfeldt | Reimburse Fuel Purchase for Shire Vehicle - ODA | MUNI | 282.42 |
| EFT54733 | 01/02/2024 | Annette Webster | Meeting Allowance | MUNI | 1,283.17 |
| EFT54734 | 01/02/2024 | Anthony Charles Jenour | Meeting Allowance | MUNI | 1,283.17 |
| EFT54735 | 01/02/2024 | Australian Tax Office | PAYG - Payrun: 19/01/2024 | MUNI | 100,026.00 |
| EFT54736 | 01/02/2024 | B & B Street Sweeping Pty Ltd | Street Sweeping - 12 x Shire Roads | MUNI | 4,752.00 |
| EFT54737 | 01/02/2024 | BOC Ltd | ERC - R400C Oxygen Medical C Size: January 2024 | MUNI | 13.83 |
| EFT54738 | 01/02/2024 | Brett Hodgson | ERC Umpire Payment - 01/02/2024 | MUNI | 135.00 |
| EFT54739 | 01/02/2024 | Brownes Foods Operations Pty Ltd | ERC - Cafe Goods | MUNI | 409.34 |
| EFT54740 | 01/02/2024 | Bunbury Coffee Machines | ERC - Cafe Goods - Hot Drinks | MUNI | 240.00 |
| EFT54741 | 01/02/2024 | Bunbury Subaru | Purchase (Only) New Subaru 23 Outback Wagon - DA10091 | MUNI | 22,316.70 |
| EFT54742 | 01/02/2024 | Caroline Mears | Summer in Your Park: 2 x Yoga in the Park Classes | MUNI | 300.00 |
| EFT54743 | 01/02/2024 | Challis Builders | Refund BCITF Levy - Paid Directly to CTF | MUNI | 105.25 |
| EFT54744 | 01/02/2024 | Chloe Scott | ERC Umpire Payment - 01/02/2024 | MUNI | 135.00 |
| EFT54745 | 01/02/2024 | Christine Worsfold | ERC Umpire Payment - 31/01/2024 | MUNI | 81.00 |
| EFT54746 | 01/02/2024 | Cleanaway Solid Waste Pty Ltd | Waste Removal - Crooked Brook Road | MUNI | 4,889.33 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|------------------------------------|--|------|----------|
| EFT54747 | 01/02/2024 | Country Landscaping Pty Ltd | Reticulation Maintenance & Repairs - Illawarra Park | MUNI | 507.53 |
| EFT54748 | 01/02/2024 | Country Water Solutions | Reticulation Maintenance & Repairs - Hazel Grove Park, Illawarra Park & Eaton Oval | MUNI | 2,383.50 |
| EFT54749 | 01/02/2024 | Craven Foods & Bidfood Bunbury | ERC - Cafe Goods | MUNI | 118.99 |
| EFT54750 | 01/02/2024 | Daryl Fishwick | ERC Umpire Payment - 01/02/2024 | MUNI | 81.00 |
| EFT54751 | 01/02/2024 | Donna Bastow | ERC Umpire Payment - 01/02/2024 | MUNI | 135.00 |
| EFT54752 | 01/02/2024 | Ellen Patricia Lilly | Meeting Allowance | MUNI | 1,883.92 |
| EFT54753 | 01/02/2024 | Fleet Network Pty Ltd | Payroll Clearing - Novated Lease Liability - Pre Tax | MUNI | 682.79 |
| EFT54754 | 01/02/2024 | Hooleys Catering Company | Catering for Ordinary Council Meeting - 31/01/2024 | MUNI | 734.50 |
| EFT54755 | 01/02/2024 | Hynes Contracting | Undertake on Call Response - 22/12/2023 - 29/01/2024 - Ferguson Rd | MUNI | 6,820.00 |
| EFT54756 | 01/02/2024 | Interia Systems | Installation of Desk, Pedestal and Planter Box for New SoD Building Example - Eaton Office | MUNI | 715.00 |
| EFT54757 | 01/02/2024 | J A K Civil Pty Ltd | 8 Wheeler Truck Hire: 18-19/12/2023 - Henty Road | MUNI | 2,376.00 |
| EFT54758 | 01/02/2024 | Jack David Manoni | Meeting Allowance | MUNI | 1,283.17 |
| EFT54759 | 01/02/2024 | Leschenault Biosecurity Group Inc | Refund Hall Hire Bond - Receipt # 152963 | MUNI | 290.00 |
| EFT54760 | 01/02/2024 | Lily Knight | ERC Umpire Payment - 31/01/2024 | MUNI | 27.00 |
| EFT54761 | 01/02/2024 | Little Birdie Bar | School Holiday Program - Parkour Workshop Catering: 10/01/2024 & Volunteer Food Vouchers - Summer Sounds | MUNI | 171.50 |
| EFT54762 | 01/02/2024 | Lloyd Alfred Radcliffe - Estate of | Rates Refund for Assessment A2401 | MUNI | 799.00 |
| EFT54763 | 01/02/2024 | Luke Wilkinson | ERC Umpire Payment - 01/02/2024 | MUNI | 135.00 |
| EFT54764 | 01/02/2024 | Luke William Davies | Meeting Allowance | MUNI | 1,283.17 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---------------------------------------|--|------|-----------|
| EFT54765 | 01/02/2024 | M & J Essential Solutions Pty Ltd | EAP Consultations 2023-2024 | MUNI | 150.00 |
| EFT54766 | 01/02/2024 | Margery Ann Stevens | ERC Umpire Payment - 31/01/2024 | MUNI | 44.00 |
| EFT54767 | 01/02/2024 | Mark Richard Hutchinson | Meeting Allowance | MUNI | 1,283.17 |
| EFT54768 | 01/02/2024 | Mcdonald Fencing | Remove & Dispose Damaged Posts, Rails & Chainmesh Fencing. Supply & Install All New Fencing Due to Storm Damage - Wells Recreation Reserve | MUNI | 9,897.80 |
| EFT54769 | 01/02/2024 | Mckayhla Pomare | ERC Umpire Payment - 01/02/2024 | MUNI | 135.00 |
| EFT54770 | 01/02/2024 | Melissa's Artistic Scope | Reconciliation Action Plan Mural - 1/3rd Part Payment | MUNI | 1,000.00 |
| EFT54771 | 01/02/2024 | MJ Goods | ERC - Cafe Goods | MUNI | 174.90 |
| EFT54772 | 01/02/2024 | Officeworks Superstores Pty Ltd | ERC - Office Stationary | MUNI | 470.24 |
| EFT54773 | 01/02/2024 | Omnicom Media Group Australia Pty Ltd | Public Notice - South Western Times 28/12/2023 & 04/01/2024 | MUNI | 998.80 |
| EFT54774 | 01/02/2024 | Perfect Landscapes | Weekly Reserves & Lawn Mowing Week Commencing 22/01/2024 | MUNI | 4,925.37 |
| EFT54775 | 01/02/2024 | PFD Food Services Pty Ltd | ERC - Cafe Goods | MUNI | 989.00 |
| EFT54776 | 01/02/2024 | PFI Supplies | Pacvac Superpro Backpack Vacuum - ERC | MUNI | 389.00 |
| EFT54777 | 01/02/2024 | Proven Project Management | External Project Management Services - New SoD Administration Building/Library Project: December 2023 | MUNI | 10,327.90 |
| EFT54778 | 01/02/2024 | Rhodes Mechanical | Investigate & Rectify Toro Mower Fault - DA9429 | MUNI | 1,629.82 |
| EFT54779 | 01/02/2024 | Schweppes Australia Pty Ltd | ERC - Cafe Goods - Packaged Drinks | MUNI | 1,088.30 |
| EFT54780 | 01/02/2024 | South West Tree Safe | Tree Removal/Pruning - Pratt Road Carpark, Hatfield Way, Illawarra Drive & Cordata Place | MUNI | 3,630.00 |
| EFT54781 | 01/02/2024 | Stacey Gillespie | Meeting Allowance | MUNI | 1,283.17 |
| EFT54782 | 01/02/2024 | Stefany Grant | Crossover Rebate - A12246 | MUNI | 116.60 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---|--|------|-----------|
| EFT54783 | 01/02/2024 | Synergy | Electricity Consumption - Glen Huon Oval: 20/12/2023 - 16/01/2024 | MUNI | 2,902.18 |
| EFT54784 | 01/02/2024 | Talison Lithium Australia Pty Ltd | Refund Hall Hire Bond - Receipt # 151926 | MUNI | 540.00 |
| EFT54785 | 01/02/2024 | Taneta Bell | Meeting Allowance | MUNI | 1,283.17 |
| EFT54786 | 01/02/2024 | Telstra | Internet Service for Dardanup Central BFB: Oct, Nov & Dec 2023 | MUNI | 299.97 |
| EFT54787 | 01/02/2024 | The Childrens Book Council of Australia WA Branch | 23/24 Childrens Book Week Council Membership Renewal - ECL | MUNI | 75.00 |
| EFT54788 | 01/02/2024 | The Print Shop | A2 Poster for Mario Kart Championship - ECL | MUNI | 14.00 |
| EFT54789 | 01/02/2024 | Therese Price | ERC Umpire Payment - 31/01/2024 | MUNI | 81.00 |
| EFT54790 | 01/02/2024 | Tiana Fraser | ERC Umpire Payment - 31/01/2024 | MUNI | 66.00 |
| EFT54791 | 01/02/2024 | Tyrrell Gardiner | Local Government Allowance | MUNI | 4,270.09 |
| EFT54792 | 01/02/2024 | Veolia Recycling & Recovery Pty Ltd | Waste Removal - December 2023 - Kerbside Recycle Removal, Kerbside Recycle Processing, Kerbside FOGO, Street Bins and Waste Management Education | MUNI | 87,844.54 |
| EFT54793 | 01/02/2024 | WA Automotive Pty Ltd - Lane Ford & Mandurah Mitsubishi | Purchase (Only) New 23 Mitsubishi Triton - DA9376 | MUNI | 20,934.90 |
| EFT54794 | 01/02/2024 | WA Distributors Pty Ltd | ERC - Cafe Goods - Confectionery | MUNI | 375.55 |
| EFT54795 | 01/02/2024 | West Oz Linemarking | Council Drive Linemarking | MUNI | 973.50 |
| EFT54796 | 01/02/2024 | Western Australian Electoral Commission | Conducting Shire of Dardanup 2023 Local Government Election | MUNI | 56,263.27 |
| EFT54797 | 01/02/2024 | Western Australian Treasury Corporation | Repayment Loan 66 - Depot Land Purchase, Loan 71 - Waste Bins & Loan 72 - Eaton Oval Club Rooms - Pratt Road | MUNI | 90,868.87 |
| EFT54798 | 01/02/2024 | Winc Australia Pty Ltd | Stationery - 4 x Departments & Dardanup BFB | MUNI | 1,774.55 |
| EFT54799 | 01/02/2024 | Woolworths Group Limited - Online Order Only | Stock for Eaton Office & Council Chambers Kitchen & ERC - Café Goods | MUNI | 968.11 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--|--|------|----------|
| EFT54800 | 01/02/2024 | Woolworths Group Limited - Openpay Portal | YAG Meeting Catering, Eaton Office - Milk, ERC - Café Goods, Staff Leaving Voucher, Council Agenda Forum Refreshments, Community Events Catering | MUNI | 926.77 |
| EFT54801 | 01/02/2024 | Work Clobber | New Steel Cap Safety Boots - Public Works | MUNI | 184.50 |
| EFT54802 | 08/02/2024 | Abby Murray Photography | Photographer For Australia Day Breakfast Event 2024. Location: Eaton | MUNI | 686.40 |
| EFT54803 | 08/02/2024 | Activ Foundation Inc | Maintenance - Eaton Foreshore Playground & Glen Huon Playground | MUNI | 4,418.43 |
| EFT54804 | 08/02/2024 | Amity Signs | Road Signs for 5 x Shire Roads | MUNI | 987.80 |
| EFT54805 | 08/02/2024 | Amy Helen Lawrence | Reimburse Uniform Purchase | MUNI | 98.18 |
| EFT54806 | 08/02/2024 | Andrew White | Reimbursement for Payment of Starlink Invoice (22/01-21/02/2024) - J/C Brook BFB - ESL Recurrent Exp | MUNI | 139.00 |
| EFT54807 | 08/02/2024 | Ann Rosina Lambert | Refund Once-Off Bin Charge - No Longer Required | MUNI | 195.00 |
| EFT54808 | 08/02/2024 | Aqua Chill | Rental of Aquachill Plumbed-In Water Cooler for 12 Months - ERC | MUNI | 686.40 |
| EFT54809 | 08/02/2024 | Auslan Stage Left | Auslan Interpreter for Australia Day Event 2024. Location: Eaton | MUNI | 935.00 |
| EFT54810 | 08/02/2024 | Ausmic Pest Control | Remove Wasp Infestation - Wells Recreation Club Rooms | MUNI | 385.00 |
| EFT54811 | 08/02/2024 | Australia Post | Monthly Postage Cost - January 2024 | MUNI | 574.17 |
| EFT54812 | 08/02/2024 | Australian Institute of Management - Western Australia | Training Course "Having Difficult Conversations - Judy Franks: 21/03/2024 | MUNI | 636.00 |
| EFT54813 | 08/02/2024 | Bart Solutions | Bart Fire Communications System. 8 x Brigades With Annual Service - ESL Recurrent Exp | MUNI | 4,840.00 |
| EFT54814 | 08/02/2024 | Boyles Plumbing and Gas | Clear Pipes Leading to Greasetrap - Glen Huon Club Rooms | MUNI | 473.00 |
| EFT54815 | 08/02/2024 | Brad Goode and Associates Pty Ltd | Coordinate Site Meeting With Aboriginal Members for the Eaton Bowling Club Site | MUNI | 4,371.81 |
| EFT54816 | 08/02/2024 | Breeanna Batrick | Reimburse Gym Membership Fees | MUNI | 124.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|------------------------------------|---|------|-----------|
| EFT54817 | 08/02/2024 | Brett Hodgson | ERC Umpire Payment - 07/02/2024 | MUNI | 135.00 |
| EFT54818 | 08/02/2024 | Brian Patrick Neal | Refund BSL Levy Due to Refused Application # 22230339 | MUNI | 61.65 |
| EFT54819 | 08/02/2024 | Bunbury Harvey Regional Council | Kerbside FOGO & Green Waste Processing: January 2024 | MUNI | 13,225.66 |
| EFT54820 | 08/02/2024 | Bunbury Towing | Abandoned Vehicle Removed & Towed to Shire Vehicle Impound Facility | MUNI | 154.00 |
| EFT54821 | 08/02/2024 | Bunnings Group Limited | Ryobi 18V Stick Vac - Eaton Office & Maintenance Items - Eaton Admin Office & Depot | MUNI | 946.67 |
| EFT54822 | 08/02/2024 | Buswest | 2 x Bus Service for Vacation Care - ERC | MUNI | 630.30 |
| EFT54823 | 08/02/2024 | Bunbury Electrical Service | Fault Finding Call Out Irrigation Control - Gary Engel | MUNI | 871.20 |
| EFT54824 | 08/02/2024 | Caitlin Crispin | Rates Refund for Assessment A10286 | MUNI | 622.02 |
| EFT54825 | 08/02/2024 | Cameron Baker | ERC Umpire Payment - 07/02/2024 | MUNI | 81.00 |
| EFT54826 | 08/02/2024 | Chloe Scott | ERC Umpire Payment - 07/02/2024 | MUNI | 81.00 |
| EFT54827 | 08/02/2024 | Christine Worsfold | ERC Umpire Payment - 06/02/2024 | MUNI | 54.00 |
| EFT54828 | 08/02/2024 | Citygate Properties Pty Ltd | ERC - Sports Winners Gift Cards | MUNI | 600.00 |
| EFT54829 | 08/02/2024 | Civil Projects Southwest | Digger Hire for Drain Cleaning - 4 x Shire Locations | MUNI | 5,082.00 |
| EFT54830 | 08/02/2024 | Cleanaway Solid Waste Pty Ltd | Waste Disposal - Crooked Brook Rd & Banksia Rd | MUNI | 6,123.68 |
| EFT54831 | 08/02/2024 | Construction Training Fund : BCITF | BCITF Remittance - January 2024 | MUNI | 605.60 |
| EFT54832 | 08/02/2024 | Country Landscaping Pty Ltd | Reticulation Repairs - Gary Engel Park | MUNI | 72.14 |
| EFT54833 | 08/02/2024 | Country Water Solutions | Reticulation Repairs - ERC | MUNI | 65.65 |
| EFT54834 | 08/02/2024 | Dardanup Gas | Gas Bottle Annual Rental - Dardanup Hall & Office | MUNI | 172.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---|--|------|-----------|
| EFT54835 | 08/02/2024 | David Wells Builder | War Service Personnel Memorial Project - Supply & Lay Concrete Footings | MUNI | 1,265.00 |
| EFT54836 | 08/02/2024 | Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL | BSL Remittance - January 2024 | MUNI | 3,586.95 |
| EFT54837 | 08/02/2024 | Deputec Pty Ltd | ERC - Roster Scheduling: January 2024 | MUNI | 272.80 |
| EFT54838 | 08/02/2024 | Diesel Force | Repair Broken Backhoe Bucket - DA8457 | MUNI | 626.79 |
| EFT54839 | 08/02/2024 | Donna Bastow | ERC Umpire Payment - 07/02/2024 | MUNI | 135.00 |
| EFT54840 | 08/02/2024 | Ductworks Australia Bunbury & Busselton Air | Reinstate Faulty Power Supply & Test Unit Operation Following Repairs - Dardanup Hall | MUNI | 1,661.00 |
| EFT54841 | 08/02/2024 | ED Social Club | Refund Key Bond - Receipt # 152117 | MUNI | 40.00 |
| EFT54842 | 08/02/2024 | Eve Yoga | Yoga Classes: January 2024 - ERC | MUNI | 240.00 |
| EFT54843 | 08/02/2024 | Galt Geotechnics Pty Ltd | Eaton Drive and Glen Huon Boulevard Pavement Investigation | MUNI | 28,600.00 |
| EFT54844 | 08/02/2024 | Georgina Colebrook | Rates Refund for Assessment A2715 | MUNI | 239.54 |
| EFT54845 | 08/02/2024 | Go Go On Hold | On-Hold Message Service: February-July 2024 | MUNI | 455.40 |
| EFT54846 | 08/02/2024 | Hanson Construction Materials Pty Ltd | Graded Aggregate - Giumelli Road & Forest Road | MUNI | 888.30 |
| EFT54847 | 08/02/2024 | Hayley June Castle | Reimbursement for Court Hire - ERC | MUNI | 43.00 |
| EFT54848 | 08/02/2024 | Hersey's Safety P/L | Goods and Materials for Depot Stores | MUNI | 1,635.15 |
| EFT54849 | 08/02/2024 | Hey Presto | Entertainment (Magician) for Australia Day Breakfast Event 2024. Locations: Eaton & Dardanup | MUNI | 630.00 |
| EFT54850 | 08/02/2024 | Hillside Earthworks Hire | Fixed Contingency for Car Park Works - Pram Ramp: Supply Asphalt & Install Ramp | MUNI | 913.00 |
| EFT54851 | 08/02/2024 | IMCO Australasia | Concrete Repair - Millbridge Blvd, Eaton Dr & Glen Huon Blvd | MUNI | 8,153.20 |
| EFT54852 | 08/02/2024 | Janet Elizabeth Haisma | Rates Refund for Assessment A10990 | MUNI | 980.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|------------------------------------|---|------|-----------|
| EFT54853 | 08/02/2024 | John Thompson | ERC Umpire Payment - 07/02/2024 | MUNI | 54.00 |
| EFT54854 | 08/02/2024 | Kenny Pomare | ERC Umpire Payment - 07/02/2024 | MUNI | 54.00 |
| EFT54855 | 08/02/2024 | Kent Lyon Architect | Superintendent Services for SoD New Library, Admin & Community Building - January 2024 | MUNI | 9,900.00 |
| EFT54856 | 08/02/2024 | Keshi Jariah Caruana | Refund Partial Dog Registration Fee Due to Sterilisation - Receipt # 151678 | MUNI | 150.00 |
| EFT54857 | 08/02/2024 | Landgate | GRV Interim Valuation Schedule No: G2023/24 Dated 09-22/12/2023 | MUNI | 646.49 |
| EFT54858 | 08/02/2024 | Lena Myrl Beacham | Rates Refund for Assessment A1737 | MUNI | 799.00 |
| EFT54859 | 08/02/2024 | Les Mills Asia Pacific | ERC - Group Fitness Program Monthly Subscription: January 2024 | MUNI | 1,568.34 |
| EFT54860 | 08/02/2024 | Luke Wilkinson | ERC Umpire Payment - 07/02/2024 | MUNI | 135.00 |
| EFT54861 | 08/02/2024 | Lypa Pty Ltd | Adventure Playground Maintenance - Eaton Foreshore | MUNI | 5,346.00 |
| EFT54862 | 08/02/2024 | Malatesta Road Paving and Hotmix | Ferguson Road Pavement Repairs & Traffic Management | MUNI | 96,771.08 |
| EFT54863 | 08/02/2024 | Margery Ann Stevens | ERC Umpire Payment - 06/02/2024 | MUNI | 44.00 |
| EFT54864 | 08/02/2024 | Marindi Fabrications | Re-Welding Netball Post & Basketball Hoops - ERC | MUNI | 231.00 |
| EFT54865 | 08/02/2024 | Market Creations Agency Pty Ltd | Additional 20 Support Hours for Shire Website | MUNI | 3,300.00 |
| EFT54866 | 08/02/2024 | Mckayhla Pomare | ERC Umpire Payment - 07/02/2024 | MUNI | 135.00 |
| EFT54867 | 08/02/2024 | McLeod's Barristers and Solicitors | Legal Advice: Banksia Rd Landfill Relocation - December 2023 - Matter # 51922 & Proposed Brewery/Restaurant on Richards Rd - Matter # 51942 | MUNI | 1,858.45 |
| EFT54868 | 08/02/2024 | Millwood Forest Products | Timber Milling And Kiln Drying For Sod New Library, Administration & Community Building | MUNI | 4,488.85 |
| EFT54869 | 08/02/2024 | Moore Australia (WA) Pty Ltd | 2024 Local Government Annual Budget Workshop: 23/02/2024 - Phil Anastasakis | MUNI | 1,320.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---|---|------|----------|
| EFT54870 | 08/02/2024 | Nightguard Security Service SW | Alarm Response - January 2024 - ECL, Eaton Admin & Eaton Football Club | MUNI | 731.50 |
| EFT54871 | 08/02/2024 | Officeworks Superstores Pty Ltd | Printer Ink - Joshua Crooked Brook BFB & Cups for 2024 Australia Day Event - Eaton | MUNI | 186.41 |
| EFT54872 | 08/02/2024 | PAV Events | Movies By Moonlight Led Truck Hire: 24/02/2024 | MUNI | 1,636.72 |
| EFT54873 | 08/02/2024 | Perfect Landscapes | Lawn Mowing - 4 x Shire Locations | MUNI | 550.00 |
| EFT54874 | 08/02/2024 | Pixiewood Creations | Face Painters for Australia Day Event 2024. Location: Burekup. | MUNI | 260.00 |
| EFT54875 | 08/02/2024 | Promote You | Embroidery of Staff Uniforms - Place And Community | MUNI | 35.20 |
| EFT54876 | 08/02/2024 | Right Foot Forward | 30% Deposit for Bush Adventure Scholarship Program: 08-10/04/2024 | MUNI | 2,910.60 |
| EFT54877 | 08/02/2024 | Robert Victor Haynes | Rates Refund for Assessment A3970 | MUNI | 799.00 |
| EFT54878 | 08/02/2024 | Robert's Tilt Tray and Hiab | Transport of E-Waste Sea Container to Total Green for Emptying and Return to Waste Transfer Station | MUNI | 1,100.00 |
| EFT54879 | 08/02/2024 | Scope Rentals Pty Ltd | Year Two of Managed Print Contract - Rental - February 2024 | MUNI | 2,675.20 |
| EFT54880 | 08/02/2024 | Securepay Pty Ltd | Bank Fees - 2023-2024 Securepay Web & IVR - January 2024 | MUNI | 35.68 |
| EFT54881 | 08/02/2024 | Services Australia - Child Support Agency | Employee Payroll Deduction PPE | MUNI | 502.62 |
| EFT54882 | 08/02/2024 | Sharon Patricia Mckay | Refund Partial Dog Registration Due to Sterilisation - Receipt # 151270 | MUNI | 150.00 |
| EFT54883 | 08/02/2024 | Sheryle Dianne Rumens | Rates Refund for Assessment A1367 | MUNI | 799.00 |
| EFT54884 | 08/02/2024 | Signs Plus | Name Badges for Shire Staff | MUNI | 121.00 |
| EFT54885 | 08/02/2024 | South West Tree Safe | Tree Pruning - Gravel Pit East Road | MUNI | 3,850.00 |
| EFT54886 | 08/02/2024 | St John Ambulance Western Australia Ltd | First Aid Training - Ryley Wilmott (Children Services) - ERC | MUNI | 340.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---|---|------|-----------|
| EFT54887 | 08/02/2024 | Stewart and Heaton Clothing Company Pty Ltd | Fire Fighter Uniforms for 6 x Bush Fire Brigades | MUNI | 3,184.75 |
| EFT54888 | 08/02/2024 | Sure Shot Photography and Training | Photographer for Australia Day Event 2024. Location: Dardanup | MUNI | 300.00 |
| EFT54889 | 08/02/2024 | Surveying South | Feature Survey of Failing Road Surface on Hamilton Road Between Intersections of Casuarina & Foster Streets | MUNI | 1,100.00 |
| EFT54890 | 08/02/2024 | Sylvia Maunder | Rates Refund for Assessment A8318 | MUNI | 799.00 |
| EFT54891 | 08/02/2024 | Slimline Warehouse | 2 x Rope Bollards - New SoD Admin & Library Building | MUNI | 504.38 |
| EFT54892 | 08/02/2024 | T - Quip | Part For Maintenance & Repairs - Toro Mower DA9429 | MUNI | 428.45 |
| EFT54893 | 08/02/2024 | Telair Pty Ltd | Library NBN Enterprise Ethernet Service - ECL: February 2024 | MUNI | 658.90 |
| EFT54894 | 08/02/2024 | Telstra | Nighthawk Internet Account for Wellington Mills BFB | MUNI | 35.66 |
| EFT54895 | 08/02/2024 | The Cafe Merchant | Catering - WALGA Planning Practices Councillor Training - 17/01/2024 & Lunch for Firefighters 18/01/2024 | MUNI | 336.00 |
| EFT54896 | 08/02/2024 | The Charcoal Church | Food for Volunteers at the Eaton & Burekup Summer Sounds Events | MUNI | 142.00 |
| EFT54897 | 08/02/2024 | The Print Shop | Abandoned Trolley Stickers | MUNI | 352.00 |
| EFT54898 | 08/02/2024 | The Strategic Directions Group Pty Ltd | Business Process Mapping Tranche | MUNI | 14,411.97 |
| EFT54899 | 08/02/2024 | The Trustee for AM2 & FM2 Trust | Monthly Subscription for Myosh Classic Plus: February 2024 | MUNI | 740.30 |
| EFT54900 | 08/02/2024 | Therese Price | ERC Umpire Payment - 06/02/2024 | MUNI | 54.00 |
| EFT54901 | 08/02/2024 | Tiana Fraser | ERC Umpire Payment - 06/02/2024 | MUNI | 44.00 |
| EFT54902 | 08/02/2024 | Timber Insight | Routine Maintenance - 16 x Shire Bridges | MUNI | 55,067.97 |
| EFT54903 | 08/02/2024 | Total Eden Pty Ltd | Reticulation Maintenance and Repairs - Eaton Foreshore | MUNI | 454.92 |
| EFT54904 | 08/02/2024 | TPG Network Pty Ltd | NBN EE 1Gbps IP Line: January 2024 | MUNI | 1,698.40 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--------------------------------------|---|------|-----------|
| EFT54905 | 08/02/2024 | Tutt Bryant Hire | Trailer Hire: 31/12/2023 - 31/01/2024 - Ferguson Road | MUNI | 515.24 |
| EFT54906 | 08/02/2024 | Veolia Recycling & Recovery Pty Ltd | Weekly Emptying of 3 x Commingled Recycling Skips for Waste Transfer Station & Cardboard Recycling - January 2024 | MUNI | 1,327.75 |
| EFT54907 | 08/02/2024 | WALGA | Planning Practices - Essentials Training - 17/01/2024 & Rates in Local Government Course - Finance Coordinator & Rates Officer - 07/06/2024 | MUNI | 7,396.84 |
| EFT54908 | 08/02/2024 | Winc Australia Pty Ltd | Stationery Order - ECL & Eaton Admin | MUNI | 464.62 |
| EFT54909 | 08/02/2024 | Work Clobber | Uniforms - Animal Control | MUNI | 1,031.60 |
| EFT54910 | 08/02/2024 | Zachary Cloutman - Cloutz Event Hire | Inflatable/Bouncy Castle for Australia Day Event 2024. Locations: Eaton, Dardanup & Burekup | MUNI | 2,233.00 |
| EFT54911 | 15/02/2024 | 1st Leschenault Scouts | School Holiday Program: Scouts Family Fun Day | MUNI | 350.00 |
| EFT54992 | 15/02/2024 | Australian Tax Office | PAYG - Payrun: 02/02/2024 | MUNI | 82,522.00 |
| EFT54912 | 15/02/2024 | A1 Sign Shop | Signs for Evacuation Centre | MUNI | 327.80 |
| EFT54913 | 15/02/2024 | Amity Signs | 2023/2024 Rural Street Sign # 97 & 553 | MUNI | 58.30 |
| EFT54914 | 15/02/2024 | Ampol Australia Petroleum Pty Ltd | Shire Vehicles Fuel Usage - January 2024 | MUNI | 10,401.65 |
| EFT54915 | 15/02/2024 | Aquila Food Forest | Sustainable Living Workshop: 08/02/2024 | MUNI | 300.00 |
| EFT54916 | 15/02/2024 | AusQ Training | Basic Worksite Traffic Management & Traffic Controller Training Course: 14-16/02/2024 - Jay Jordan | MUNI | 766.00 |
| EFT54917 | 15/02/2024 | B & B Street Sweeping Pty Ltd | Street Sweeping: 17-19/01/2024 - Ferguson Road | MUNI | 2,376.00 |
| EFT54918 | 15/02/2024 | Battery World Bunbury | 2 x Replacement Batteries - DA9518 | MUNI | 598.00 |
| EFT54919 | 15/02/2024 | Bizling Technology Pty Ltd | Cables for WAP Patching - New SoD Admin/Library Building | MUNI | 82.50 |
| EFT54920 | 15/02/2024 | Boyles Plumbing and Gas | Repair Zip Heater: Not Working - Depot | MUNI | 121.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--|---|------|----------|
| EFT54921 | 15/02/2024 | Brett Hodgson | ERC Umpire Recoup - 14/02/2024 | MUNI | 135.00 |
| EFT54922 | 15/02/2024 | Bunnings Group Limited | Electric Engraver - Waterloo BFB, Repair Items - Eaton Admin Office & Ferguson Hall | MUNI | 632.28 |
| EFT54923 | 15/02/2024 | Bunbury Electrical Service | Reticulation Cabinet Electrical Repairs - Over Heating - Duncan Loop Reserve | MUNI | 1,075.80 |
| EFT54924 | 15/02/2024 | Cameron Baker | ERC Umpire Recoup - 14/02/2024 | MUNI | 81.00 |
| EFT54925 | 15/02/2024 | CB Traffic Solutions | Traffic Management - Moore Road & Ferguson Rd | MUNI | 4,598.00 |
| EFT54926 | 15/02/2024 | Charle Xu | Reimburse White Card Fee Paid | MUNI | 44.59 |
| EFT54927 | 15/02/2024 | Chloe Goff | Reimburse Sports Fees Paid Upfront - ERC | MUNI | 32.00 |
| EFT54928 | 15/02/2024 | Chloe Scott | ERC Umpire Recoup - 14/02/2024 | MUNI | 81.00 |
| EFT54929 | 15/02/2024 | Ciphertel Pty Ltd T/as Gateway Internet Services | Monthly Account for Point to Point Microwave Service Depot and Dardanup - January 2024 | MUNI | 2,893.00 |
| EFT54930 | 15/02/2024 | City of Bunbury | Cat Pound - Impound & Sustenance Fees: September 2023 and Dog & Cat Pound - Impound & Sustenance Fees: January 2024 | MUNI | 672.00 |
| EFT54931 | 15/02/2024 | Civil Projects Southwest | Machine Hire - 6 x Shire Locations | MUNI | 6,473.50 |
| EFT54932 | 15/02/2024 | Cleanaway Solid Waste Pty Ltd | Waste Disposal - Crooked Brook Rd | MUNI | 2,868.63 |
| EFT54933 | 15/02/2024 | Country Landscaping Pty Ltd | Pump Station Maintenance - Duncan Loop | MUNI | 466.18 |
| EFT54934 | 15/02/2024 | Dardy Cafe & Convenience Store | Supply of Consumables/Grocery Items (Milk, Coffee, Tea) Dardanup Office & Depot - January 2024 | MUNI | 50.40 |
| EFT54935 | 15/02/2024 | Daryl Fishwick | ERC Umpire Recoup - 14/02/2024 | MUNI | 54.00 |
| EFT54936 | 15/02/2024 | Donna Bastow | ERC Umpire Recoup - 14/02/2024 | MUNI | 135.00 |
| EFT54937 | 15/02/2024 | Ductworks Australia Bunbury & Busselton Air | A/C Maintenance, 6 Monthly Service - Eaton Sports Club Pavilion | MUNI | 495.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--|--|------|-----------|
| EFT54938 | 15/02/2024 | Eaton Pet Vet | Veterinary Consultation & Supply Fees/Charges | MUNI | 75.00 |
| EFT54939 | 15/02/2024 | Elizabeth Stacey | Reimburse Uniform Purchase | MUNI | 189.78 |
| EFT54940 | 15/02/2024 | Equans Mechanical Services Australia Pty Ltd | High Pressure Clean 4 x A/C Cassette Units & 6 Monthly A/C service - ERC | MUNI | 2,685.38 |
| EFT54941 | 15/02/2024 | Fit2Work | Monthly Invoice for Police Checks - January 2024 | MUNI | 168.08 |
| EFT54942 | 15/02/2024 | Fleet Network Pty Ltd | Payroll Clearing - Novated Lease Liability - Pre Tax | MUNI | 682.79 |
| EFT54943 | 15/02/2024 | Grace Records Management | Records Management External - Storage, Destruction and Consumables | MUNI | 896.84 |
| EFT54944 | 15/02/2024 | Guardian First Aid and Fire | Phillips HS Defibrillation Battery Replacement - ERC | MUNI | 327.00 |
| EFT54945 | 15/02/2024 | Imogen Pinelli | Summer Sounds Musician - Burekup | MUNI | 145.00 |
| EFT54946 | 15/02/2024 | JB Hi-Fi Ltd | Bose Quietcomfort Ultra Noise Cancelling Headphones - Admin OH | MUNI | 609.60 |
| EFT54947 | 15/02/2024 | John Thompson | ERC Umpire Recoup - 14/02/2024 | MUNI | 108.00 |
| EFT54948 | 15/02/2024 | Kate Louise Maloney | Early Year Workshop - Parental Art Program & Eco Weaving Workshop - ECL | MUNI | 600.00 |
| EFT54949 | 15/02/2024 | Kenny Pomare | ERC Umpire Recoup - 14/02/2024 | MUNI | 27.00 |
| EFT54950 | 15/02/2024 | Kilmore Group Pty Ltd | Design & Construct Eaton Junior Football & Cricket Club Pavilion & Changeroom - Final Progress Claim | MUNI | 76,461.51 |
| EFT54951 | 15/02/2024 | Landgate | GRV Interim Valuations: 23/12/2023 - 02/02/2024 | MUNI | 697.46 |
| EFT54952 | 15/02/2024 | Lynn Maree Duzevich | Equipment Set Up for Australia Day Event 2024. NADC Grant Funding. Location: Dardanup | MUNI | 500.00 |
| EFT54953 | 15/02/2024 | M & J Essential Solutions Pty Ltd | EAP Consultations 2023-2024 | MUNI | 300.00 |
| EFT54954 | 15/02/2024 | Maddie Darch | Reimburse Purchase of Items for Catering | MUNI | 108.80 |
| EFT54955 | 15/02/2024 | Malatesta Road Paving and Hotmix | Ferguson Road Pavement Repairs & Traffic Management | MUNI | 10,780.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--|---|------|------------|
| EFT54956 | 15/02/2024 | MCG Architects Pty Ltd | Draft Concept Plans: Burekup Hall, Dardanup Hall, Dardanup Admin & Civic Precincts | MUNI | 21,120.00 |
| EFT54957 | 15/02/2024 | Mckayhla Pomare | ERC Umpire Recoup - 14/02/2024 | MUNI | 54.00 |
| EFT54958 | 15/02/2024 | McLeod's Barristers and Solicitors | Legal Advice - Matter # 52088 & 51922 | MUNI | 2,038.30 |
| EFT54959 | 15/02/2024 | Naturaliste Hygiene | Sharps Disposal Service 2023/2024 - Eaton Foreshore & Watson Reserve Public Toilets | MUNI | 176.55 |
| EFT54960 | 15/02/2024 | Nixon Electrics (WA) Pty Ltd | Summer Sounds Burekup - Rectify No Power at the Main Junction Box - Burekup Oval Amphitheatre | MUNI | 330.00 |
| EFT54961 | 15/02/2024 | NT Organic Industries Pty Ltd - Kelly Hope | Summer Sounds Music Set - Eaton: 19/01/2024 & Dardanup: 09/02/2024 | MUNI | 720.00 |
| EFT54962 | 15/02/2024 | Officeworks Superstores Pty Ltd | Goldair Urn 8.8L Stainless Steel - ECL | MUNI | 83.86 |
| EFT54963 | 15/02/2024 | Onsite Rental Group | Repayment: Lease 26 - Principal Repayment on Hire of Office & Ablution Block - January 2024 & Electrical Equipment for Australia Day Breakfast 2024 - Burekup | MUNI | 4,969.53 |
| EFT54964 | 15/02/2024 | Perfect Landscapes | Weekly Reserves & Lawn Mowing Commencing 05/02/2024 | MUNI | 9,597.51 |
| EFT54965 | 15/02/2024 | Perkins WA Pty Ltd | Design & Construct Contract - New SoD Admin, Library & Community Building - Progress Claim # 20 | MUNI | 879,817.25 |
| EFT54966 | 15/02/2024 | Raeco International Pty Ltd | Delivery of Customer Service Pods at New SoD Library | MUNI | 2,624.40 |
| EFT54967 | 15/02/2024 | Rawlinsons (W.A.) | Quantity Survey to Assess Perkins Construction Variation Schedule & Progress Claims - the New SoD Admin/Library Building Project | MUNI | 7,210.50 |
| EFT54968 | 15/02/2024 | Rebecca Jayne Hobby | Reimburse Purchase of Business Analytics & Statistics 1st Edition Textbook as Per Study Policy | MUNI | 61.67 |
| EFT54969 | 15/02/2024 | Regional Media Specialists P/L | Advertising Space in Monthly Community News Page - Bunbury Herald Newspaper: January 2024 | MUNI | 1,001.00 |
| EFT54970 | 15/02/2024 | Rhodes Mechanical | Service & Tyre Replacement - Toro 360 Mower DA9429 | MUNI | 1,885.44 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---|--|------|-----------|
| EFT54971 | 15/02/2024 | Scope Rentals Pty Ltd | Year Two of Managed Print Contract: Printing - January 2024 | MUNI | 1,907.51 |
| EFT54972 | 15/02/2024 | Shire of Harvey | Contribution to Treendale Bridge 2023-2024 - Annual Lifecycle Cost Bridge Maintenance Trust Fund | MUNI | 23,072.00 |
| EFT54973 | 15/02/2024 | Signs Plus | 6 x Name Badges for Shire Staff | MUNI | 106.00 |
| EFT54974 | 15/02/2024 | Sirsidynix Pty Ltd | Sirsidynix Enterprise Test System Software Installation - ECL | MUNI | 4,576.00 |
| EFT54975 | 15/02/2024 | South West Networking | ERC - Replacement of External Fire Exit Door | MUNI | 2,650.00 |
| EFT54976 | 15/02/2024 | South West Sand Cleaning | Works to Sofffall Sand at Burekup Playground | MUNI | 633.40 |
| EFT54977 | 15/02/2024 | South West Tree Safe | Tree Pruning - 4 x Shire Locations | MUNI | 10,120.00 |
| EFT54978 | 15/02/2024 | St John Ambulance Western Australia Ltd | Heartsine Samaritan Defibrillator - Public Works | MUNI | 2,674.95 |
| EFT54979 | 15/02/2024 | Synergy | Electricity - 5 x Shire Locations | MUNI | 90,687.61 |
| EFT54980 | 15/02/2024 | Te Wairimu Elinor Pomare | ERC Umpire Recoup - 14/02/2024 | MUNI | 27.00 |
| EFT54981 | 15/02/2024 | Team Global Express - Toll | Postage for Parts to Repair 2016 Toro Mower - DA10105 | MUNI | 37.90 |
| EFT54982 | 15/02/2024 | Telstra | Staff Mobiles & IPads Monthly Invoice, Alarm Monitoring & Fax - Dardanup Office | MUNI | 8,109.36 |
| EFT54983 | 15/02/2024 | The Anchormen | Summer Sounds Performance - Burekup | MUNI | 350.00 |
| EFT54984 | 15/02/2024 | The Good Guys | 2 x LED TV - New SoD Admin/Library Building | MUNI | 2,620.00 |
| EFT54985 | 15/02/2024 | Tint City | Imageperfect Satin Crystal Printed Frost Glass - New SoD Admin & Library Building | MUNI | 16,243.00 |
| EFT54986 | 15/02/2024 | Total Eden Pty Ltd | Reticulation Maintenance & Repairs - Dardanup Cemetery, Gary Engel Park, Burekup Oval & Eaton Oval | MUNI | 6,390.59 |
| EFT54987 | 15/02/2024 | Traffic Force | Traffic Control: 09/02/2024 - St Helena Road | MUNI | 490.29 |
| EFT54988 | 15/02/2024 | Tricia Richards | Reimburse Uniform Purchase | MUNI | 58.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--|--|------|-----------|
| EFT54989 | 15/02/2024 | WA Laser Engraving | Plaques for Citizen of the Year Award Winners (Administration Building Board) | MUNI | 133.92 |
| EFT54990 | 15/02/2024 | West Australian Newspapers Ltd | 12 Month Newspaper Subscription Renewal - ECL | MUNI | 876.48 |
| EFT54991 | 15/02/2024 | Work Clobber | Mack Work Boots - Owen Fenton - Public Works | MUNI | 200.70 |
| EFT54993 | 22/02/2024 | Access Wellbeing Services | Employee Assistance Consultations And Services | MUNI | 176.00 |
| EFT54994 | 22/02/2024 | Amity Signs | Replace 3 x Signs - Gnomesville | MUNI | 293.70 |
| EFT54995 | 22/02/2024 | Australian Institute of Management - Western Australia | Having Difficult Conversations Training Course 21/03/2024 - Adrienne Teede | MUNI | 1,272.00 |
| EFT54996 | 22/02/2024 | Australian Tax Office | PAYG - Payrun: 16/02/2024 | MUNI | 84,117.00 |
| EFT54997 | 22/02/2024 | Australind Landscaping Supplies | Lawn Mix - Glen Huon Oval | MUNI | 198.00 |
| EFT54998 | 22/02/2024 | BGC Residential Pty Limited | Refund Kerb Bonds: Receipt # 80910, 82120, 82461 & 89947 | MUNI | 3,535.86 |
| EFT54999 | 22/02/2024 | Blank Slate Creative | Communication & On-Site Consultation With Installer - New SoD Admin/Library Building | MUNI | 1,100.00 |
| EFT55000 | 22/02/2024 | Blue Child Collective Pty Ltd | Summer Sounds Audio Equipment Hire & Operator | MUNI | 5,296.50 |
| EFT55001 | 22/02/2024 | Body Bike Australia Pty Ltd | Bodybike Service Fee for 17 x Bikes - ERC | MUNI | 642.24 |
| EFT55002 | 22/02/2024 | Boyles Plumbing and Gas | Rectify Plumbing Issues - ERC, Eaton Cricket Club, Ferguson Hall & Depot | MUNI | 3,147.69 |
| EFT55003 | 22/02/2024 | Brett Hodgson | ERC Umpire Payment: 21/02/2024 | MUNI | 135.00 |
| EFT55004 | 22/02/2024 | Brooke Sudbury | Reimburse Uniform Purchase | MUNI | 193.03 |
| EFT55005 | 22/02/2024 | Brownes Foods Operations Pty Ltd | ERC - Cafe Goods | MUNI | 953.00 |
| EFT55006 | 22/02/2024 | Bunbury Machinery | Kanga Hire - Drainage Reserves | MUNI | 204.55 |
| EFT55007 | 22/02/2024 | Bunbury Mower Service | Parts for Repairs / Servicing - Sundry Plant | MUNI | 1,309.65 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|------------------------------|---|------|----------|
| EFT55008 | 22/02/2024 | Bunbury Towing | Abandoned Vehicle Removed & Towed to Shire Vehicle Impound Facility | MUNI | 140.00 |
| EFT55009 | 22/02/2024 | Bunnings Group Limited | Items for Maintenance - Eaton Admin & ERC, Pest Control - Sundry Parks & Gardens | MUNI | 780.19 |
| EFT55010 | 22/02/2024 | Burekup Bush Fire Brigade | Reimburse Payment of Telstra Account - Burekup BFB - ESL Recurrent Exp | MUNI | 143.93 |
| EFT55011 | 22/02/2024 | Cameron Baker | ERC Umpire Payment: 21/02/2024 | MUNI | 81.00 |
| EFT55012 | 22/02/2024 | Celeste De Munck | Refund of Upfront Group Fitness Fees Paid Due to Cancellation | MUNI | 50.57 |
| EFT55013 | 22/02/2024 | CFM - Myzone | Annual Myzone Fitness Trackers Licence - ERC | MUNI | 2,626.80 |
| EFT55014 | 22/02/2024 | Chantal Emily Joan Shorter | Reimburse Uniform Purchase | MUNI | 22.75 |
| EFT55015 | 22/02/2024 | Chloe Scott | ERC Umpire Payment: 21/02/2024 | MUNI | 108.00 |
| EFT55016 | 22/02/2024 | Christine Worsfold | ERC Umpire Payment: 20/02/2024 | MUNI | 54.00 |
| EFT55017 | 22/02/2024 | Christopher Edward Bouteloup | Reimburse Items Purchased for Ferguson BFB - ESL Recurrent Exp | MUNI | 45.60 |
| EFT55018 | 22/02/2024 | City of Bunbury | Excursion for Vacation Care: 10/01/2024 - ERC | MUNI | 445.50 |
| EFT55019 | 22/02/2024 | Civil Projects Southwest | Clean Drains & Rock Pitch Headwalls - Offer Road & O'Connor Rd | MUNI | 6,352.50 |
| EFT55020 | 22/02/2024 | Collie Bus Service | Councillors Annual Assets Tour - 09/03/2024 | MUNI | 968.00 |
| EFT55021 | 22/02/2024 | Connect Call Centre Services | After Hours SoD Call Centre Service - January 2024 | MUNI | 1,156.16 |
| EFT55022 | 22/02/2024 | Corenne Lynn | Storytime in the Park: 14/12/2023 - Christmas Theme, 25/01/2023 - Teddy Bears Picnic, 15/02/2023 - Library Lovers Storytime - ECL | MUNI | 1,000.00 |
| EFT55023 | 22/02/2024 | Country Landscaping Pty Ltd | Reticulation Maintenance & Repairs - Millbridge Estate | MUNI | 1,102.45 |
| EFT55024 | 22/02/2024 | Cross Security Services | Supply & Install 4 Channel Wireless Receiver & Dual Push Button Request for Assistance Button - Dardanup Office | MUNI | 1,078.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---------------------------------------|--|------|-----------|
| EFT55025 | 22/02/2024 | CS Legal | 2023/2024 Debt Recovery - Legal Fees | MUNI | 9,953.26 |
| EFT55026 | 22/02/2024 | CSSTech Group Pty Ltd | Shoretel Essentials Licence & Pro Rata Support | MUNI | 3,355.00 |
| EFT55027 | 22/02/2024 | Dale Alcock Homes SW | Refund Kerb Bonds: Receipt 76992, 80380, 84576, 84747 & 96587 | MUNI | 4,372.20 |
| EFT55028 | 22/02/2024 | Dardanup Dance Centre | Refund Key Bond From Hire July 2020 - Amy Tyrrell | MUNI | 22.68 |
| EFT55029 | 22/02/2024 | Daryl Fishwick | ERC Umpire Payment: 21/02/2024 | MUNI | 54.00 |
| EFT55030 | 22/02/2024 | Dennis Walton Falkous | Refund Cat Cage Hire Bond: Receipt # 153411 | MUNI | 150.00 |
| EFT55031 | 22/02/2024 | Donna Bastow | ERC Umpire Payment: 21/02/2024 | MUNI | 135.00 |
| EFT55032 | 22/02/2024 | Easy Tiger | Summer Sounds Artist Fees - Dardanup | MUNI | 300.00 |
| EFT55033 | 22/02/2024 | Eaton Environmental Services | Locate, Clean & Rebait Rodent Stations - ERC | MUNI | 143.00 |
| EFT55034 | 22/02/2024 | Endeavour Homes | Refund Kerb Bonds: Receipt 69466 & 73179 | MUNI | 1,525.90 |
| EFT55035 | 22/02/2024 | Eve Yoga | Yoga Classes 24/01-03/02/2024 - ERC | MUNI | 240.00 |
| EFT55036 | 22/02/2024 | Gerhard Sytse Vrijburg | Refund for Cancelled DAP-F0340629 - Receipt # 148795 | MUNI | 147.00 |
| EFT55037 | 22/02/2024 | Gymcare | Scheduled Maintenance Visit, Fix Recumbent Bike & Foot Straps on Rower - ERC | MUNI | 391.41 |
| EFT55038 | 22/02/2024 | Hanson Construction Materials Pty Ltd | Aggregate - Ferguson Road | MUNI | 145.21 |
| EFT55039 | 22/02/2024 | Home Group WA South West | Refund Kerb Bonds: Receipt 81414, 85269, 85302, 87875, 88999 & 100901 | MUNI | 4,272.50 |
| EFT55040 | 22/02/2024 | Hynes Contracting | Eaton Bowling Club Car Park Formation - Prepayment & Tip Truck & Bobcat Hire - Collie River Rd | MUNI | 26,770.00 |
| EFT55041 | 22/02/2024 | Ian Jackman | Rates Refund for Assessment A11461 | MUNI | 643.31 |
| EFT55042 | 22/02/2024 | Interia Systems | 50% Deposit for New SoD Admin/Library Building Furniture Items | MUNI | 6,546.65 |
| EFT55043 | 22/02/2024 | James Hunt | Summer Sounds Artist Fee - Dardanup | MUNI | 150.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|------------------------------|---|------|----------|
| EFT55044 | 22/02/2024 | Jo Jingles South West | Jo Jingles Sessions for Early Learning Program - Eaton, Dardanup & Burekup - February 2024 | MUNI | 2,145.00 |
| EFT55045 | 22/02/2024 | John Mcinerney | Community Event: Tai Chi Classes - Burekup & Eaton Foreshore | MUNI | 240.00 |
| EFT55046 | 22/02/2024 | John Thompson | ERC Umpire Payment: 21/02/2024 | MUNI | 81.00 |
| EFT55047 | 22/02/2024 | Juice Print | Banners for Eaton Cricket Club & Eaton Junior Football Club | MUNI | 616.00 |
| EFT55048 | 22/02/2024 | Kalamunda Electrics | Supply & Install Polycrete Electrical Pit - Glen Huon Oval | MUNI | 1,936.00 |
| EFT55049 | 22/02/2024 | Kate Louise Maloney | 2 x Community Workshops - ECL | MUNI | 1,200.00 |
| EFT55050 | 22/02/2024 | Kuda Mushati | Refund Kerb Bond: Receipt 90801 | MUNI | 630.00 |
| EFT55051 | 22/02/2024 | Luke Wilkinson | ERC Umpire Payment: 21/02/2024 | MUNI | 162.00 |
| EFT55052 | 22/02/2024 | Margery Ann Stevens | ERC Umpire Payment: 20/02/2024 | MUNI | 44.00 |
| EFT55053 | 22/02/2024 | Mcdonald Fencing | Supply & Install Gates to Fire Access Way Between Travencore/ Stonesfield PI - Bushfire Mitigation Activity Funding | MUNI | 3,949.00 |
| EFT55054 | 22/02/2024 | Mckayhla Pomare | ERC Umpire Payment: 21/02/2024 | MUNI | 54.00 |
| EFT55055 | 22/02/2024 | Moore Australia (WA) Pty Ltd | 3 x Workshops: WALGA Tax FBT - Katherine Kaurin & Ricky Depillo, Tax In the Community - Katherine Kaurin, 2024 Budget - Natalie Hopkins | MUNI | 3,575.00 |
| EFT55056 | 22/02/2024 | Nixon Electrics (WA) Pty Ltd | Investigate & Repair Townsite Lights MC-080, MC-081 & MC-082 | MUNI | 414.04 |
| EFT55057 | 22/02/2024 | Novus Auto Glass South West | Insurance Excess - Replacement of Windscreen - Subaru Forrester DA9605 | MUNI | 500.00 |
| EFT55058 | 22/02/2024 | P E Civil | Mechanical Works - Millbridge Blvd Bridge Works | MUNI | 5,500.00 |
| EFT55059 | 22/02/2024 | Perfect Landscapes | Weekly Reserves & Lawn Mowing Week Commencing 12/02/2024 | MUNI | 4,991.14 |
| EFT55060 | 22/02/2024 | Peter William Campbell | Refund of Upfront Gym Membership Fees | MUNI | 139.69 |
| EFT55061 | 22/02/2024 | PFD Food Services Pty Ltd | ERC - Cafe Goods | MUNI | 785.35 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---|---|------|----------|
| EFT55062 | 22/02/2024 | PFI Supplies | Cleaning Supplies - Eaton Admin, ECL & Depot | MUNI | 673.50 |
| EFT55063 | 22/02/2024 | Phuong Nam Nguyen | Refund Kerb Bonds: 82873, 85059, 85917 & 87266 | MUNI | 1,918.74 |
| EFT55064 | 22/02/2024 | Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists | Grader Tyre Repair - DA9774 | MUNI | 360.00 |
| EFT55065 | 22/02/2024 | Plunkett Homes (1903) Pty Ltd | Refund Kerb Bonds: Receipt 80129, 81456 & 88956 | MUNI | 4,698.00 |
| EFT55066 | 22/02/2024 | QM Airconditioning | Degassing of Fridges at the Waste Transfer Station - Banksia Road | MUNI | 960.00 |
| EFT55067 | 22/02/2024 | Safestart Test & Tag | Test & Tagging FY23/24 - Eaton Admin | MUNI | 140.80 |
| EFT55068 | 22/02/2024 | Samantha Atkinson | Refund Fishing Clinic Workshop - Ice Cream Vendor Payment for Registered Participants | MUNI | 150.00 |
| EFT55069 | 22/02/2024 | Schweppes Australia Pty Ltd | ERC - Cafe Goods - Packaged Drinks | MUNI | 3,951.05 |
| EFT55070 | 22/02/2024 | Scott Gordon | Summer Sounds Musician - Dardanup | MUNI | 150.00 |
| EFT55071 | 22/02/2024 | Services Australia - Child Support Agency | Employee Payroll Deduction PPE | MUNI | 502.62 |
| EFT55072 | 22/02/2024 | Shire of Dardanup | Crossover Rebate - A12096 | MUNI | 265.00 |
| EFT55073 | 22/02/2024 | Shop for Shops | Stationery - Admin O/H | MUNI | 678.54 |
| EFT55074 | 22/02/2024 | South West Networking | Pest Control - Eaton Admin Office & Watson Street Reserve Toilets | MUNI | 790.00 |
| EFT55075 | 22/02/2024 | South West Tree Safe | Tree Pruning - Various Sites at Dardanup | MUNI | 5,500.00 |
| EFT55076 | 22/02/2024 | Stacey Patterson | Reimburse Purchase of Bags of Ice for the Councillors FOGO Tour - 13/02/2024 | MUNI | 10.00 |
| EFT55077 | 22/02/2024 | Synergy | Electricity Account - Gary Engel Park & Banksia Rd Site | MUNI | 5,210.28 |
| EFT55078 | 22/02/2024 | T J Depiazzi & Sons | 15M3 Bushland Mulch Delivered to Eaton Oval Carpark, Pratt Rd | MUNI | 821.10 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--------------------------------------|---|------|-----------|
| EFT55079 | 22/02/2024 | Taylor Burrell Barnett | Waste Cells 9, 10 and 12A - Lot 2 Banksia Road Professional Fees to 08/02/2024 | MUNI | 8,273.10 |
| EFT55080 | 22/02/2024 | Team Global Express - Toll | Ancillary Maintenance - Townsites, Brigades & Environmental Health Postage 2023/2024 | MUNI | 431.01 |
| EFT55081 | 22/02/2024 | Telstra | Internet Service - Waterloo & Dardanup Central BFB | MUNI | 299.97 |
| EFT55082 | 22/02/2024 | Therese Price | ERC Umpire Payment: 20/02/2024 | MUNI | 54.00 |
| EFT55083 | 22/02/2024 | Tiana Fraser | ERC Umpire Payment: 20/02/2024 | MUNI | 44.00 |
| EFT55084 | 22/02/2024 | Traffic Force | Traffic Management for Footpath Works - Millars Creek, Millbridge Blvd - Hunter Park | MUNI | 1,055.66 |
| EFT55085 | 22/02/2024 | Ventura Home Group Pty Ltd | Refund Kerb Bonds: Receipt 39649, 77362, 89459 & 96076 | MUNI | 2,359.00 |
| EFT55086 | 22/02/2024 | Veolia Recycling & Recovery Pty Ltd | Shire Monthly Bin Collection - January 2024 | MUNI | 96,260.38 |
| EFT55087 | 22/02/2024 | WA Country Builders | Refund Kerb Bonds: Receipt 61704, 82075 & 89745 | MUNI | 2,057.00 |
| EFT55088 | 22/02/2024 | WA Distributors Pty Ltd | ERC - Cafe Goods | MUNI | 638.00 |
| EFT55089 | 22/02/2024 | WIN Television WA Pty Ltd | TV Advertising 19/01/2024 - CLAG Mosquito Awareness Campaign | MUNI | 220.00 |
| EFT55090 | 22/02/2024 | Winc Australia Pty Ltd | Coffee & Rubber Bands - ECL | MUNI | 46.65 |
| EFT55091 | 22/02/2024 | Work Clobber | Protective Clothing - Public Works | MUNI | 231.60 |
| EFT55092 | 29/02/2024 | A1 Sign Shop | Supply & Install 600 x 450 Updated Signs 1 x Dardanup, 1 x Burekup | MUNI | 384.12 |
| EFT55093 | 29/02/2024 | All Aussie Truck and Bobcat Services | Truck & Bobcat Hire for General Maintenance - Banksia Road Site: February 2024 | MUNI | 1,584.00 |
| EFT55094 | 29/02/2024 | Amity Signs | 2023/2024 Rural Street Sign # 52 & 62 | MUNI | 58.30 |
| EFT55095 | 29/02/2024 | Amy Louise Bywaters | Reimburse Accommodation, Food & Parking: LG Professionals 22/02/2024 - Grant Writing Workshop | MUNI | 321.51 |
| EFT55096 | 29/02/2024 | Andrea Strapp | Reimburse Uniform Purchase | MUNI | 163.14 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--|--|------|-----------|
| EFT55097 | 29/02/2024 | Annette Webster | Meeting Allowance | MUNI | 1,283.17 |
| EFT55098 | 29/02/2024 | Anthony Charles Jenour | Meeting Allowance | MUNI | 1,283.17 |
| EFT55099 | 29/02/2024 | Artisan Paving | Supply & Install Vistapave Silver & Grey 60mm Pavers - Council Drive Streetscape | MUNI | 30,804.40 |
| EFT55100 | 29/02/2024 | Ausmic Pest Control | Spider Treatment - Waterloo BFB - ESL Recurrent Exp | MUNI | 484.00 |
| EFT55101 | 29/02/2024 | Boyles Plumbing and Gas | Replace Inlet Valve - East Toilets, Lubricate West Toilet Buttons & Repair Leak in Male Changerooms - ERC | MUNI | 574.75 |
| EFT55102 | 29/02/2024 | Brett Hodgson | ERC Umpire Payment 21/02/2024 | MUNI | 135.00 |
| EFT55103 | 29/02/2024 | Brownes Foods Operations Pty Ltd | ERC - Cafe Goods | MUNI | 230.55 |
| EFT55104 | 29/02/2024 | Bunbury Coffee Machines | ERC - Cafe Goods - Hot Drinks | MUNI | 455.00 |
| EFT55105 | 29/02/2024 | Bunbury Towing | Abandoned Vehicle Removed & Towed To Shire Vehicle Impound Facility | MUNI | 154.00 |
| EFT55106 | 29/02/2024 | Bunnings Group Limited | Drill Bits, Screws, Padlock - Eaton Admin | MUNI | 96.24 |
| EFT55107 | 29/02/2024 | Cameron Baker | ERC Umpire Payment 21/02/2024 | MUNI | 54.00 |
| EFT55108 | 29/02/2024 | Challis Builders | All Materials and Labour to Repair Storm Damage - Wells Recreation Ground Hall | MUNI | 55,197.45 |
| EFT55109 | 29/02/2024 | Christine Worsfold | ERC Umpire Payment 27/02/2024 | MUNI | 54.00 |
| EFT55110 | 29/02/2024 | Civil Projects Southwest | Bobcat Hire for Earthworks - Ferguson Road, Shoulder Clean Up Of Green Waste - Shenton Road & Drain Clean - Panizza Road | MUNI | 6,171.00 |
| EFT55111 | 29/02/2024 | Cleanaway Solid Waste Pty Ltd | Waste Disposal - Crooked Brook Road | MUNI | 5,594.40 |
| EFT55112 | 29/02/2024 | Close Protection Security Services Pty Ltd | Security Guard - Eaton Movies By Moonlight: 24/02/2024 | MUNI | 418.00 |
| EFT55113 | 29/02/2024 | Coastline Homes | Kerb Bond Refund - A10381 | MUNI | 4,230.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|--|--|------|------------|
| EFT55114 | 29/02/2024 | Corsign WA Pty Ltd | Flexible Plastic Bollard - 1 x New SoD Admin/Library Building & 3 x Depot | MUNI | 88.00 |
| EFT55115 | 29/02/2024 | Country Landscaping Pty Ltd | 355m2 Extra Turf - Eaton Oval, Reticulation Maintenance - Gary Engel Park & Millbridge Verges | MUNI | 14,712.27 |
| EFT55116 | 29/02/2024 | Country Water Solutions | Reticulation Maintenance & Repairs - ERC & Eustace Fowler Park | MUNI | 865.58 |
| EFT55117 | 29/02/2024 | Craven Foods & Bidfood Bunbury | ERC - Cafe Goods | MUNI | 842.30 |
| EFT55118 | 29/02/2024 | Dardanup Rural Supplies | Black Star Pickets for Road Maintenance - Martin Pelusey Road | MUNI | 89.50 |
| EFT55119 | 29/02/2024 | Daryl Fishwick | ERC Umpire Payment 28/02/2024 | MUNI | 81.00 |
| EFT55120 | 29/02/2024 | Data #3 Limited | Teams Rooms Pro Sub Software - Admin O/H | MUNI | 426.99 |
| EFT55121 | 29/02/2024 | David John Leek T/as Acefire | February Servicing Fire Equipment - 17 x Shire Buildings/Vehicles | MUNI | 2,581.70 |
| EFT55122 | 29/02/2024 | Dell Financial Services Pty Ltd | Repayment - Lease #22 - Dell Nutanix (4 Nodes) Hardware Refresh # 009-141985-004 (01/01-31/03/2024) | MUNI | 4,475.22 |
| EFT55123 | 29/02/2024 | Department of Fire and Emergency Services | 2023/24 ESL Instalment 3 | MUNI | 232,675.46 |
| EFT55124 | 29/02/2024 | Diesel Force | Vehicle Service - DA9513, DA8200, DA9513, DA8457 & Diagnostic Testing & Replace Ignition Barrel - DA8457 | MUNI | 5,376.51 |
| EFT55125 | 29/02/2024 | Donna Bastow | ERC Umpire Payment 28/02/2024 | MUNI | 135.00 |
| EFT55126 | 29/02/2024 | Electrical Experts (WA) Pty Ltd | Supply & Exchange 35 x Highbay Lights West & East Court, Service & Clean West & Centre Court Fans - ERC | MUNI | 15,523.20 |
| EFT55127 | 29/02/2024 | Ellen Patricia Lilly | Meeting Allowance | MUNI | 1,883.92 |
| EFT55128 | 29/02/2024 | Equans Mechanical Services Australia Pty Ltd | Rectify Air Con Error Code - ERC | MUNI | 275.00 |
| EFT55129 | 29/02/2024 | Eve Yoga | Yoga Classes: February 2024 - ERC | MUNI | 360.00 |
| EFT55130 | 29/02/2024 | Fleet Network Pty Ltd | Payroll Clearing - Novated Lease Liability - Pre Tax | MUNI | 682.79 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---------------------------------------|--|------|-----------|
| EFT55131 | 29/02/2024 | Galt Geotechnics Pty Ltd | Geotechnical Assessment & Pavement Design: Moore Road - Busher Road Intersection Upgrade, Service Location - Eaton Drive/Cudliss Street & Ann Street | MUNI | 15,950.00 |
| EFT55132 | 29/02/2024 | Hanson Construction Materials Pty Ltd | Graded Aggregate - Quadrio Road & Spalls - Offer Road | MUNI | 1,710.08 |
| EFT55133 | 29/02/2024 | Hargreaves Design Group | Refund Kerb Bond - A10043 | MUNI | 3,136.00 |
| EFT55134 | 29/02/2024 | Hooleys Catering Company | Catering for Ordinary Council Meeting Dinner - 28/02/2024 | MUNI | 734.50 |
| EFT55135 | 29/02/2024 | Hynes Contracting | Removal of Timber From River Valley Primary School - Burekup | MUNI | 1,144.00 |
| EFT55136 | 29/02/2024 | Ian Richard Bayly | Refund Hall Hire Bond - Receipt # 153826 | MUNI | 290.00 |
| EFT55137 | 29/02/2024 | J A K Civil Pty Ltd | Water Cart Hire: 12-16/02/2024 - Dowdells Line | MUNI | 8,654.80 |
| EFT55138 | 29/02/2024 | Jack David Manoni | Meeting Allowance | MUNI | 1,283.17 |
| EFT55139 | 29/02/2024 | JB Hi-Fi Ltd | Reception TV Remote & Extension Cord - ERC | MUNI | 86.95 |
| EFT55140 | 29/02/2024 | John Thompson | ERC Umpire Payment 28/02/2024 | MUNI | 54.00 |
| EFT55141 | 29/02/2024 | JP Group - CPSS Pty Ltd | Repayment Lease 2 - Lot 81 Banksia Rd - J&P Annual Lease of Waste Transfer Station | MUNI | 3,483.58 |
| EFT55142 | 29/02/2024 | Kenny Pomare | ERC Umpire Payment 28/02/2024 | MUNI | 81.00 |
| EFT55143 | 29/02/2024 | Landgate | UV Interim Valuation: Schedule:R2024/01 Date:23/12/2023 To 19/01/2024 | MUNI | 74.15 |
| EFT55144 | 29/02/2024 | Luke William Davies | Meeting Allowance | MUNI | 1,283.17 |
| EFT55145 | 29/02/2024 | Maddie Darch | Reimburse Purchases of Items for Events & Catering | MUNI | 93.90 |
| EFT55146 | 29/02/2024 | Maia Financial Pty Ltd | Repayment: Lease 18 - Supply of Leased Cardio Fitness Equipment #E6N0163172 (01/04-30/06/2024) - ERC | MUNI | 13,128.26 |
| EFT55147 | 29/02/2024 | Malatesta Road Paving and Hotmix | Supply & Lay Asphalt: Millbridge Blvd - Hunter Park Footpath | MUNI | 31,468.80 |
| EFT55148 | 29/02/2024 | Margery Ann Stevens | ERC Umpire Payment 27/02/2024 | MUNI | 44.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------|------------|---------------------------------------|---|------|-----------|
| EFT55149 | 29/02/2024 | Mark Richard Hutchinson | Meeting Allowance | MUNI | 1,283.17 |
| EFT55150 | 29/02/2024 | Mckayhla Pomare | ERC Umpire Payment 28/02/2024 | MUNI | 108.00 |
| EFT55151 | 29/02/2024 | MJ Goods | Surface Wet Wipes - ERC | MUNI | 634.80 |
| EFT55152 | 29/02/2024 | Nutrition Systems | ERC - Cafe Goods - Packaged Drinks | MUNI | 563.75 |
| EFT55153 | 29/02/2024 | Omnicom Media Group Australia Pty Ltd | 3 x Public Notices - Bunbury SW Times | MUNI | 1,955.80 |
| EFT55154 | 29/02/2024 | Perfect Landscapes | Weekly Reserves & Lawn Mowing Commencing 19/02/2024 & Soil Wetting Application - Dardanup Oval, Eaton Oval, Glen Huon Oval | MUNI | 12,105.22 |
| EFT55155 | 29/02/2024 | PFD Food Services Pty Ltd | ERC - Cafe Goods | MUNI | 3,893.25 |
| EFT55156 | 29/02/2024 | Promote You | Embroidery of Staff Uniforms - Administration | MUNI | 61.60 |
| EFT55157 | 29/02/2024 | Renee Joy Wilson | Refund Partial Dog Registration Fee Due to Sterilisation - Receipt # 151166 | MUNI | 150.00 |
| EFT55158 | 29/02/2024 | Robert's Tilt Tray and Hiab | Relocate Shipping Containers From Eaton Bowling Club to Shire Depot | MUNI | 528.00 |
| EFT55159 | 29/02/2024 | RTV Computers Pty Ltd | Network Cables - Admin OH | MUNI | 601.70 |
| EFT55160 | 29/02/2024 | SJ Traffic Management | Traffic Control for Shoulder Grading:16/02/2024 - Dowdells Line | MUNI | 2,695.00 |
| EFT55161 | 29/02/2024 | South West Fire Unit Fabrications | Front Tow Pin for Fire Appliance: Waterloo BFB - ESL Recurrent Exp | MUNI | 73.76 |
| EFT55162 | 29/02/2024 | South West Trailers | Purchase 1 x Tipping Trailer - Vin # 6K9BOXTRLRL754004 & 1 x Car Carrying Trailer - VIN # 6K9FLTTLRM754002 to replace one stolen from Depot (Insurance Claim) | MUNI | 22,852.50 |
| EFT55163 | 29/02/2024 | South West Tree Safe | Tree Pruning - 8 x Shire Locations | MUNI | 12,650.00 |
| EFT55164 | 29/02/2024 | Stacey Gillespie | Meeting Allowance | MUNI | 1,283.17 |
| EFT55165 | 29/02/2024 | Synergy | Electricity Account: 3 x Shire Locations | MUNI | 1,750.20 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|----------------------|------------|--|--|------|----------|
| EFT55166 | 29/02/2024 | Taneta Bell | Meeting Allowance | MUNI | 1,283.17 |
| EFT55167 | 29/02/2024 | Te Wairimu Elinor Pomare | ERC Umpire Payment 28/02/2024 | MUNI | 108.00 |
| EFT55168 | 29/02/2024 | Telstra | Telephone and Various Lines - Eaton Admin & Internet - Wellington Mills BFB | MUNI | 4,215.09 |
| EFT55169 | 29/02/2024 | The Cafe Merchant | Catering for Fishwick Pavilion Opening Event: 17/02/2024 & Volunteer BFB Training Officers: 13/02/2024 | MUNI | 1,197.50 |
| EFT55170 | 29/02/2024 | Therese Price | ERC Umpire Payment 27/02/2024 | MUNI | 54.00 |
| EFT55171 | 29/02/2024 | Tiana Fraser | ERC Umpire Payment 27/02/2024 | MUNI | 44.00 |
| EFT55172 | 29/02/2024 | Total Eden Pty Ltd | Reticulation Maintenance & Repairs - Glen Huon Oval | MUNI | 1,784.37 |
| EFT55173 | 29/02/2024 | Tradesman Homes | Refund Kerb Bond - A11059 | MUNI | 500.00 |
| EFT55174 | 29/02/2024 | Tyrrell Gardiner | Local Government Allowance | MUNI | 4,270.09 |
| EFT55175 | 29/02/2024 | West Oz Linemarking | Fixed Contingency Car Parking Area, Disabled Bays & Logo - New SoD Admin/Library Building | MUNI | 819.50 |
| EFT55176 | 29/02/2024 | Whitey's Tackle and Camping | Community Fishing Clinic & Education - Eaton Foreshore | MUNI | 990.00 |
| EFT55177 | 29/02/2024 | Woolkabunning Kiaka Aboriginal Corporation | Welcome to Country for the Official Opening of the Fishwick Pavilion: 17/02/2024 | MUNI | 440.00 |
| DIRECT DEBIT | | | | | |
| INTERNATIONAL | | | | | |
| DD17784.1 | 05/02/2024 | Securden Inc. | Securden Password Vault Annual License (120 Users) February 2024 - February 2025 | MUNI | 3,838.00 |
| BPAY | | | | | |
| DD17793.1 | 08/02/2024 | Alinta | ECL Gas Consumption - 2 Sanford Way, Eaton: 25/10/2023 - 24/01/2024 | MUNI | 40.15 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|--------------------|------------|---|---|------|----------|
| DD17755.1 | 19/01/2024 | linet Ltd | Monthly Charge for Business NBN Wireless 4 & NBN100 Services - February 2024 | MUNI | 174.94 |
| DD17801.1 | 15/02/2024 | Western Power | Fixed Contingency: Consent to Surrender Easements L759007, M736965, M736966 & N087074 in Favour of SoD - Lot 1111 Recreation Dr, Eaton (CT 4035/314) | MUNI | 275.00 |
| DD17814.1 | 21/02/2024 | linet Ltd | Monthly Charge for Business NBN100 Value & NBN Wireless 4 Service - March 2024 | MUNI | 163.89 |
| DD17829.1 | 28/02/2024 | Australian Communications and Media Authority | Communications License Renewal, Land Mobile/Land Mobile System - Depot | MUNI | 224.00 |
| DD17829.2 | 28/02/2024 | Edith Cowan University - Joondalup | Rebecca Hobby - Graduate Certificate of Accounting & Finance Unit: ECF6102 Quantitative Skills for Business - 50 % of Costs to be Recouped From Staff Member as Per CP015 | MUNI | 4,792.65 |
| DD17829.3 | 28/02/2024 | The University of New England | Gabriella Hayward - Diploma in Town Planning Unit: Intro to Planning History & Theory - 50% of Costs to be Recouped From Staff Member as Per CP015 | MUNI | 1,159.80 |
| DEBIT CARD | | | | | |
| DD17836.1 | 29/02/2024 | Shire of Dardanup - Debit Card | Woolworths - Council Meeting Afternoon Tea | MUNI | 7.00 |
| CREDIT CARD | | | | | |
| DD17828.1 | 27/02/2024 | Quay Perth Hotel | Accommodation: 22/02/2024 - Local Government Annual Budget Workshop - Phil Anastasakis | MUNI | 278.07 |
| DD17828.2 | 27/02/2024 | SurveyMonkey Europe | Annual Subscription to Online Survey Platform Survey Monkey - Billed Quarterly: February - May 2024 | MUNI | 111.00 |
| DD17828.3 | 27/02/2024 | Eventbrite | Eventbrite Registration to Increase Capacity - ECL | MUNI | 9.99 |
| DD17828.4 | 27/02/2024 | Facebook Ireland Limited | Facebook Advertising for Events & Programs | MUNI | 186.72 |
| DD17828.5 | 27/02/2024 | Picton Trailer Hire | Hire of Horse Float/ Furniture Trailer - Animal Control | MUNI | 70.00 |
| DD17828.6 | 27/02/2024 | Department of Transport | Shire of Dardanup - Special Plate Series Number Plate Application - 412DA & 505DA | MUNI | 400.00 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|-----------|------------|--|---|------|----------|
| DD17828.7 | 27/02/2024 | Mailchimp | Monthly Subscription and Charge for Email Newsletters: February 2024 | MUNI | 204.07 |
| DD17828.8 | 27/02/2024 | Dreamscape Networks FZ-LLC - Crazydomains.com.au | Fergusonvalley.com Domain Name Renewal - 2 Years | MUNI | 52.78 |
| DD17828.9 | 27/02/2024 | Zoom | Annual License 31/01/2024 - 30/01/2025 - Standard Pro Annual x 6 and Webinar 500GB Annual | MUNI | 1,819.40 |

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|----|------------|-------------------------------------|---------------------------------|------|--------|
| 51 | 01/02/2024 | Shire of Dardanup | Petty Cash Recoup - Eaton Admin | MUNI | 151.50 |
| 52 | 22/02/2024 | Shire of Dardanup - Please Pay Cash | Petty Cash Recoup - Eaton Admin | MUNI | 240.15 |

TRUST

FUEL PURCHASING CARD TRANSACTIONS

| | | | |
|------------|---------|------|-----------|
| 2/01/2024 | DA10181 | Fuel | \$ 172.59 |
| 2/01/2024 | DA10105 | Fuel | \$ 75.80 |
| 2/01/2024 | DA9605 | Fuel | \$ 91.40 |
| 2/01/2024 | DA995 | Fuel | \$ 112.78 |
| 3/01/2024 | DA994 | Fuel | \$ 106.86 |
| 3/01/2024 | DA993 | Fuel | \$ 98.92 |
| 4/01/2024 | DA9287 | Fuel | \$ 78.81 |
| 4/01/2024 | DA996 | Fuel | \$ 128.91 |
| 5/01/2024 | DA588 | Fuel | \$ 67.52 |
| 6/01/2024 | DA0 | Fuel | \$ 85.51 |
| 6/01/2024 | DA017 | Fuel | \$ 99.68 |
| 8/01/2024 | DA648 | Fuel | \$ 131.82 |
| 9/01/2024 | DA8457 | Fuel | \$ 169.18 |
| 9/01/2024 | DA955 | Fuel | \$ 88.60 |
| 9/01/2024 | DA9376 | Fuel | \$ 105.05 |
| 9/01/2024 | DA993 | Fuel | \$ 98.95 |
| 9/01/2024 | DA995 | Fuel | \$ 116.27 |
| 10/01/2024 | DA005 | Fuel | \$ 85.70 |
| 10/01/2024 | DA004 | Fuel | \$ 89.34 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND |
|---------|------------|-----------|---------------------|-----------|
| | 10/01/2024 | DA588 | Fuel | \$ 39.32 |
| | 10/01/2024 | DA9513 | Fuel | \$ 195.01 |
| | 10/01/2024 | DA429 | Fuel | \$ 100.16 |
| | 10/01/2024 | DA9581 | Fuel | \$ 219.82 |
| | 10/01/2024 | DA10105 | Fuel | \$ 86.98 |
| | 10/01/2024 | DA997 | Fuel | \$ 82.33 |
| | 10/01/2024 | DA994 | Fuel | \$ 118.03 |
| | 11/01/2024 | DA8457 | Fuel | \$ 146.46 |
| | 11/01/2024 | DA9287 | Fuel | \$ 98.78 |
| | 11/01/2024 | 1WATERLOO | Fuel | \$ 38.59 |
| | 12/01/2024 | DA005 | Fuel | \$ 76.64 |
| | 12/01/2024 | DA698 | Fuel | \$ 536.49 |
| | 12/01/2024 | DA588 | Fuel | \$ 28.54 |
| | 12/01/2024 | DA588 | Fuel | \$ 51.35 |
| | 12/01/2024 | 1BYC846 | Fuel | \$ 52.80 |
| | 12/01/2024 | BUREKUP | Fuel | \$ 147.67 |
| | 12/01/2024 | DA10181 | Fuel | \$ 100.92 |
| | 12/01/2024 | DA1684 | Fuel | \$ 159.57 |
| | 12/01/2024 | DA9605 | Fuel | \$ 68.63 |
| | 12/01/2024 | DA9668 | Fuel | \$ 85.36 |
| | 13/01/2024 | BUREKUP | Fuel | \$ 54.60 |
| | 13/01/2024 | DA017 | Fuel | \$ 93.52 |
| | 15/01/2024 | DA588 | Fuel | \$ 54.94 |
| | 15/01/2024 | DA10091 | Fuel | \$ 92.96 |
| | 15/01/2024 | DA9605 | Fuel | \$ 79.69 |
| | 16/01/2024 | DA8457 | Fuel | \$ 164.91 |
| | 16/01/2024 | DA9513 | Fuel | \$ 92.15 |
| | 16/01/2024 | DA9287 | Fuel | \$ 73.58 |
| | 16/01/2024 | DA997 | Fuel | \$ 72.23 |
| | 16/01/2024 | DA994 | Fuel | \$ 125.10 |
| | 16/01/2024 | DA993 | Fuel | \$ 114.94 |
| | 16/01/2024 | DA995 | Fuel | \$ 113.44 |
| | 17/01/2024 | DA588 | Fuel | \$ 59.28 |
| | 17/01/2024 | DA955 | Fuel | \$ 63.13 |
| | 17/01/2024 | DA1314 | Fuel | \$ 97.03 |
| | 17/01/2024 | DA8673 | Fuel | \$ 114.00 |
| | 17/01/2024 | DA648 | Fuel | \$ 130.18 |
| | 17/01/2024 | DA9605 | Fuel | \$ 66.00 |
| | 17/01/2024 | DA996 | Fuel | \$ 117.12 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND |
|---------|------------|---------|---------------------|-----------|
| | 18/01/2024 | DA8200 | Fuel | \$ 94.77 |
| | 18/01/2024 | DA8222 | Fuel | \$ 111.18 |
| | 18/01/2024 | DA10105 | Fuel | \$ 79.95 |
| | 18/01/2024 | DA017 | Fuel | \$ 108.78 |
| | 18/01/2024 | DA689 | Fuel | \$ 109.58 |
| | 19/01/2024 | DA628 | Fuel | \$ 221.00 |
| | 19/01/2024 | DA0 | Fuel | \$ 85.28 |
| | 19/01/2024 | DA1314 | Fuel | \$ 25.51 |
| | 19/01/2024 | DA429 | Fuel | \$ 86.94 |
| | 19/01/2024 | 008DA | Fuel | \$ 87.97 |
| | 19/01/2024 | DA10181 | Fuel | \$ 139.08 |
| | 19/01/2024 | DA994 | Fuel | \$ 114.47 |
| | 19/01/2024 | DA9668 | Fuel | \$ 83.07 |
| | 20/01/2024 | DA9287 | Fuel | \$ 110.70 |
| | 22/01/2024 | DA017 | Fuel | \$ 105.80 |
| | 23/01/2024 | DA005 | Fuel | \$ 91.34 |
| | 23/01/2024 | DA8200 | Fuel | \$ 93.66 |
| | 23/01/2024 | DA588 | Fuel | \$ 58.00 |
| | 23/01/2024 | BUREKUP | Fuel | \$ 113.01 |
| | 23/01/2024 | DA993 | Fuel | \$ 101.05 |
| | 23/01/2024 | DA995 | Fuel | \$ 119.39 |
| | 24/01/2024 | DA955 | Fuel | \$ 62.03 |
| | 24/01/2024 | DA648 | Fuel | \$ 96.35 |
| | 24/01/2024 | DA017 | Fuel | \$ 109.04 |
| | 24/01/2024 | DA997 | Fuel | \$ 83.82 |
| | 25/01/2024 | DA004 | Fuel | \$ 78.25 |
| | 25/01/2024 | DA588 | Fuel | \$ 57.36 |
| | 25/01/2024 | DA1314 | Fuel | \$ 90.05 |
| | 25/01/2024 | DA8569 | Fuel | \$ 67.29 |
| | 25/01/2024 | DA9287 | Fuel | \$ 103.88 |
| | 25/01/2024 | DA10181 | Fuel | \$ 89.61 |
| | 25/01/2024 | DA996 | Fuel | \$ 138.77 |
| | 25/01/2024 | DA9668 | Fuel | \$ 87.02 |
| | 29/01/2024 | DA0 | Fuel | \$ 83.09 |
| | 29/01/2024 | DA9581 | Fuel | \$ 193.23 |
| | 29/01/2024 | DA10105 | Fuel | \$ 93.06 |
| | 29/01/2024 | DA017 | Fuel | \$ 103.16 |
| | 29/01/2024 | DA613 | Fuel | \$ 141.80 |
| | 30/01/2024 | DA8200 | Fuel | \$ 97.04 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|---------|------------|--------|---------------------|------|------------------|
| | 30/01/2024 | DA1314 | Fuel | \$ | 80.00 |
| | 31/01/2024 | DA994 | Fuel | \$ | 119.21 |
| | 31/01/2024 | DA9781 | Fuel | \$ | 71.12 |
| | | | EFT54914 | \$ | <u>10,401.65</u> |

| PAYROLL | | | | | |
|------------|------------|--|------------------------------|------|-----------|
| DD17777.1 | 02/02/2024 | Aware Super Pty Limited | Payroll deductions | MUNI | 32,111.68 |
| DD17777.2 | 02/02/2024 | Diamond Sea Superannuation Fund | Payroll deductions | MUNI | 466.26 |
| DD17777.3 | 02/02/2024 | One Path Masterfund | Superannuation contributions | MUNI | 63.94 |
| DD17777.4 | 02/02/2024 | Hostplus | Payroll deductions | MUNI | 1,183.32 |
| DD17777.5 | 02/02/2024 | Brighter Super | Superannuation contributions | MUNI | 287.11 |
| DD17777.6 | 02/02/2024 | Hesta Super Fund | Payroll deductions | MUNI | 814.51 |
| DD17777.7 | 02/02/2024 | MIML - Macquarie Super Accumulator | Payroll deductions | MUNI | 1,077.27 |
| DD17777.8 | 02/02/2024 | Australian Retirement Trust | Superannuation contributions | MUNI | 224.68 |
| DD17777.9 | 02/02/2024 | Australian Ethical Superannuation | Payroll deductions | MUNI | 289.56 |
| DD17777.10 | 02/02/2024 | Australian Super | Superannuation contributions | MUNI | 315.20 |
| DD17777.11 | 02/02/2024 | AMP Flexible Super - Super Account | Payroll deductions | MUNI | 794.42 |
| DD17777.12 | 02/02/2024 | Asgard Infinity E Wrap Super | Payroll deductions | MUNI | 899.87 |
| DD17777.13 | 02/02/2024 | Colonial First State First Choice Wholesale Personal Super | Payroll deductions | MUNI | 1,044.87 |
| DD17777.14 | 02/02/2024 | Mercer Super Trust | Superannuation Contributions | MUNI | 378.99 |
| DD17777.15 | 02/02/2024 | Kaurin Family Superannuation Fund | Payroll Deductions | MUNI | 267.22 |
| DD17777.16 | 02/02/2024 | UniSuper | Superannuation Contributions | MUNI | 402.83 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|------------|------------|--|------------------------------|------|-----------|
| DD17777.17 | 02/02/2024 | Plum Superannuation Fund | Superannuation Contributions | MUNI | 139.52 |
| DD17777.18 | 02/02/2024 | Public Sector Superannuation Accumulation Plan | Payroll Deductions | MUNI | 633.99 |
| DD17777.19 | 02/02/2024 | Spirit Super | Superannuation Contributions | MUNI | 319.50 |
| DD17777.20 | 02/02/2024 | Local Government Super | Superannuation Contributions | MUNI | 350.63 |
| DD17777.21 | 02/02/2024 | Rest Superannuation | Superannuation Contributions | MUNI | 1,550.60 |
| DD17777.22 | 02/02/2024 | The Bro Code Super Fund | Superannuation Contributions | MUNI | 59.52 |
| DD17777.23 | 02/02/2024 | Thomson Family Superannuation Fund | Superannuation Contributions | MUNI | 1,079.13 |
| DD17777.24 | 02/02/2024 | Australiansuper | Payroll Deductions | MUNI | 10,117.02 |
| DD17777.25 | 02/02/2024 | Hub24 Superannuation Fund | Superannuation Contributions | MUNI | 321.56 |
| DD17777.26 | 02/02/2024 | Hughes Superannuation Fund | Superannuation Contributions | MUNI | 81.37 |
| DD17777.27 | 02/02/2024 | MLC Super Fund | Superannuation Contributions | MUNI | 1,595.77 |
| DD17804.1 | 16/02/2024 | Aware Super Pty Limited | Payroll Deductions | MUNI | 32,188.86 |
| DD17804.2 | 16/02/2024 | Diamond Sea Superannuation Fund | Payroll Deductions | MUNI | 466.26 |
| DD17804.3 | 16/02/2024 | One Path Masterfund | Superannuation Contributions | MUNI | 29.84 |
| DD17804.4 | 16/02/2024 | Hostplus | Payroll Deductions | MUNI | 1,153.46 |
| DD17804.5 | 16/02/2024 | Brighter Super | Superannuation Contributions | MUNI | 287.11 |
| DD17804.6 | 16/02/2024 | Hesta Super Fund | Payroll Deductions | MUNI | 940.97 |
| DD17804.7 | 16/02/2024 | MIML - Macquarie Super Accumulator | Payroll Deductions | MUNI | 1,513.15 |
| DD17804.8 | 16/02/2024 | Australian Retirement Trust | Superannuation Contributions | MUNI | 218.16 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|------------|------------|--|------------------------------|------|----------|
| DD17804.9 | 16/02/2024 | Australian Ethical Superannuation | Payroll Deductions | MUNI | 282.14 |
| DD17804.10 | 16/02/2024 | Australian Super | Superannuation Contributions | MUNI | 288.29 |
| DD17804.11 | 16/02/2024 | AMP Flexible Super - Super Account | Payroll Deductions | MUNI | 794.42 |
| DD17804.12 | 16/02/2024 | Asgard Infinity E Wrap Super | Payroll Deductions | MUNI | 899.87 |
| DD17804.13 | 16/02/2024 | Colonial First State First Choice Wholesale Personal Super | Payroll Deductions | MUNI | 1,105.79 |
| DD17804.14 | 16/02/2024 | Mercer Super Trust | Superannuation Contributions | MUNI | 391.92 |
| DD17804.15 | 16/02/2024 | Kaurin Family Superannuation Fund | Payroll Deductions | MUNI | 267.22 |
| DD17804.16 | 16/02/2024 | Plum Superannuation Fund | Superannuation Contributions | MUNI | 114.15 |
| DD17804.17 | 16/02/2024 | Public Sector Superannuation Accumulation Plan | Payroll Deductions | MUNI | 585.46 |
| DD17804.18 | 16/02/2024 | Spirit Super | Superannuation Contributions | MUNI | 319.50 |
| DD17804.19 | 16/02/2024 | UniSuper | Payroll Deductions | MUNI | 845.22 |
| DD17804.20 | 16/02/2024 | Local Government Super | Superannuation Contributions | MUNI | 420.75 |
| DD17804.21 | 16/02/2024 | Rest Superannuation | Payroll Deductions | MUNI | 1,639.87 |
| DD17804.22 | 16/02/2024 | The Bro Code Super Fund | Superannuation Contributions | MUNI | 59.52 |
| DD17804.23 | 16/02/2024 | Thomson Family Superannuation Fund | Superannuation Contributions | MUNI | 1,079.13 |
| DD17804.24 | 16/02/2024 | Australiansuper | Payroll Deductions | MUNI | 9,787.77 |
| DD17804.25 | 16/02/2024 | Hub24 Superannuation Fund | Superannuation Contributions | MUNI | 321.56 |
| DD17804.26 | 16/02/2024 | Hughes Superannuation Fund | Superannuation Contributions | MUNI | 81.85 |

| PAYMENT | DATE | NAME | INVOICE DESCRIPTION | FUND | |
|------------|------------|----------------|------------------------------|------|---------------------|
| DD17804.27 | 16/02/2024 | MLC Super Fund | Superannuation Contributions | MUNI | 1,580.65 |
| | | | | | 3,146,702.68 |

**REPORT
TOTALS**

| | | |
|---------------|-----------|---------------------|
| EFT | \$ | 3,017,970.34 |
| Muni Cheque | \$ | 391.65 |
| Trust | \$ | - |
| Payroll | \$ | 114,533.23 |
| Credit Card | \$ | 3,132.03 |
| Debit Card | \$ | 7.00 |
| Direct Debit | \$ | - |
| International | \$ | 3,838.00 |
| BPAY | \$ | 6,830.43 |
| TOTAL | \$ | 3,146,702.68 |

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



MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Background

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

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

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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.*

S13A. Payments by employees via purchasing cards

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

| TIER 2 – 'Low' or 'Moderate' Inherent Risk. | |
|--|---|
| Risk Event | Schedule of Paid Accounts as at the 29 th of February 2024 |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11) |
| Risk Action Plan (treatment or controls proposed) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |
| Risk Category Assessed Against | Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position. |

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

Officer Comment

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

END REPORT

2. **Endorses the 10 year Eaton Recreation Centre Equipment Asset Management Plan 2024/25 - 2033/34 inclusive of the acquisition and replacement program (Appendix ORD: 12.5.1B).**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “C”

THAT Council:

1. **Adopts the following Annual Transfers to the Information Technology Reserve for the delivery of the 10 Year Information Technology Replacement and Upgrade Works Program:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 350 | 350 | 350 | 375 | 375 | 375 | 400 | 425 | 425 | 500 |

2. **Endorses the 10 year Information Technology Asset Management Plan 2024/25-2033/34 inclusive of the acquisition and replacement program (Appendix ORD: 12.5.1C).**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “D”

THAT Council:

1. **Adopts the following Annual Transfers to the Executive & Compliance Vehicles Reserve for the delivery of the Compliance and Executive Vehicle 10 Year Replacement Program:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 120 | 135 | 135 | 165 | 175 | 175 | 175 | 175 | 195 | 215 |

2. **Endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2024/25-2033/34 inclusive of the vehicle acquisition and replacement program (Appendix ORD: 12.5.1D).**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “E”

THAT Council:

1. **Adopts the following Annual Transfers to the Plant and Engineering Equipment Reserve for the delivery of the Infrastructure Plant and Vehicle 10 Year Replacement Program:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 256 | 276 | 315 | 330 | 330 | 330 | 360 | 385 | 390 | 554 |

2. Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2024/25 - 2033/34 acquisition and replacement program (Appendix ORD: 12.5.1E).

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “F”

THAT Council:

1. Adopts the following Annual Transfers to the Storm Water Reserve for the delivery of the 10 Year Storm Water Works Program:

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 30 | 30 | 50 | 50 | 50 | 50 | 50 | 50 | 50 | 50 |

2. Endorses the 10 year Storm Water Drainage Asset Management Plan 2024/25 - 2033/34 Works Program (Appendix ORD: 12.5.1F).

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “G”

THAT Council:

1. Adopts the following Annual Transfers to the Pathways Reserve for the delivery of the 10 Year Pathways Works Program:

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 150 | 150 | 200 | 200 | 200 | 200 | 200 | 200 | 250 | 200 |

2. Endorses the 10 year Pathways Program of Works 2024/25-2033/34 Works Program (Appendix ORD: 12.5.1G).

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “H”

THAT Council:

1. Adopts the following Annual Transfers to the Parks & Reserves Upgrades Reserve for the delivery of the 10 Year Road Works Program:

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 350 | 350 | 400 | 250 | 250 | 250 | 250 | 250 | 250 | 250 |

2. Endorses the 10 year Parks & Reserves Program of Works 2024/25-2033/34 (Appendix ORD: 12.5.1H).

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “I”

THAT Council:

- Adopts the following Annual Transfers to the Building Maintenance Reserve for the delivery of the 10 Year Building Works Program:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 630 | 100 | 300 | 300 | 300 | 300 | 300 | 300 | 300 | 200 |

- Endorses the 10 year Buildings Program of Works 2024/25-2033/34 (Appendix ORD: 12.5.1I).**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “J”

THAT Council:

- Adopts the following Annual Transfers to the Road Construction & Major Maintenance Reserve for the delivery of the 10 Year Road Works Program:**

| | 24-25 | 25-26 | 26-27 | 27-28 | 28-29 | 29-30 | 30-31 | 31-32 | 32-33 | 33-34 |
|----------------------|------------------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| | Annual Transfer (x \$1,000) | | | | | | | | | |
| 2024/2025 Draft LTFP | 0 | 0 | 350 | 550 | 800 | 900 | 1,000 | 1,100 | 1,150 | 1,000 |

- Endorses the 10 year Road Program of Works 2024/25-2033/34 (Appendix ORD: 12.5.1J)**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “K”

THAT Council:

- Sets the Shire President and Elected Member 2024/25 Annual Attendance Fee at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, as determined by the Salaries and Allowances Tribunal.**
- Sets the Shire President and Deputy Shire President 2024/25 Annual Local Government Allowance at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2024, as determined by the Salaries and Allowances Tribunal.**
- Sets the Elected Member 2024/25 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 2024, as determined by the Salaries and Allowances Tribunal.**

4. Reimburse child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.
5. Reimburse 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.

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION "L"

THAT Council endorses the Debt Management Plan 2024/25 to 2033/34 (Appendix ORD: 12.5.1K) for the 2024/25 budget, four year Corporate Business Plan, and Long Term Financial Plan.

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION "M"

THAT Council:

1. Endorse the Draft 2024/25 Schedule of Fees and Charges included as (Appendix ORD: 12.5.1L), to become effective 1st July 2024; and
2. Where required, give local public notice of the applicable Fees and Charges.

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION "N"

THAT Council Continue to financially support the following tourism groups, events and partnerships in the draft 2024/25 Annual Budget and Long Term Financial Plan 2024/25:

| | 2024/25 | 2025/26 | 2026/27 | 2027/28 |
|---|-----------------|-----------------|-----------------|-----------------|
| Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council) | \$23,500 | \$23,500 | \$24,205 | \$24,931 |
| Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, Dardanup Arts Spectacular \$11,500 and \$15,000 to Lost and Found) - CP044 | \$40,000 | \$35,000 | \$35,000 | \$35,000 |
| Bunbury Geographe Tourism Partnership | \$20,000 | \$20,000 | \$20,000 | \$20,000 |
| TOTAL | \$78,500 | \$78,500 | \$79,205 | \$79,931 |

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “O”

THAT Council supports the investigation and cost estimate of additional items at Carramar Park in Dardanup.

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “P”

THAT Council supports a contribution in 2024/25 of \$3,501.00 to the Dardanup Heritage Collective to buy cataloguing software MOSAIC 12, but refers the group to the application for grant funding through the Shire of Dardanup community grants scheme.

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “Q”

THAT Council supports a contribution in 2024/25 of \$37,512.80 to the Burekup Cricket Club to improve the condition and sub-soil drainage of the Burekup oval.

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “R”

THAT Council supports an allocation in 2024/25 of \$15,000.00 for the installation of additional bollards and chain gate around the Burekup oval.

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “S”

THAT Council supports the investigation and cost estimate of a pathway along Duck Pond (along the back fences of the Sanford Way houses), an allowance for core flute or cardboard tree guards, and additional maintenance on the Watson Reserve path and board walk in Eaton.

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “T”

THAT Council supports those 2024/25 community budget requests which were supported by Executive Management Team and raised through the Infrastructure Directorate, as follows:

- **Planting of street trees for Stage 2A, 2B & 2C Parkridge.**
- **Recreation Drive Way new pedestrian crossing near Finch Way.**
- **Removal of Trees Corner Eaton Drive and Millbridge Boulevard.**
- **Summer watering of street trees installed for Stage 2A, 2B & 2C Parkridge.**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “U”

THAT Council does not support those 2024/25 community budget requests which were not supported by Executive Management Team and raised through the Infrastructure Directorate, as follows:

- **Bethanie Reserve Shade Shelter.**
- **Ferguson/Depiazzi sightline clearing.**
- **Ferguson Road pedestrian crossing.**
- **Crooked Brook roundabout.**
- **Crooked Brook Road culvert repair.**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “V”

THAT Council endorses the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2024/25 Budget:

Councillor Budget Requests:

- **Additional Practice Cricket Net – Burekup Cricket Club.**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “W”

THAT Council endorses the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2024/25 Budget:

Staff Budget Requests:

1. **Government Advocacy Strategy**
2. **IT Software, Hardware & Support-Rec Ctr**
3. **WANJU Developer Contribution Plan**

4. **Workforce – Development Compliance Officer**
5. **Workforce – Building Surveyor**
6. **Town Planning Consultant**
7. **Reconciliation Actions and Native Title Engagement**
8. **Ann Street Left Out – Construction**
9. **Collie River Fishing Platform**
10. **Council Drive Improvements**
11. **Eaton Foreshore Boat Ramp**
12. **Planting of street trees for Stage 2A, 2B & 2C Parkridge**

INTEGRATED PLANNING COMMITTEE RECOMMENDED RESOLUTION “X”

THAT Council:

1. **In addition to forecast growth:**
 - a) **Endorse a projected base rate revenue increase of 5.5% for the 2024/25 budget;**
 - b) **Endorse a projected base rate revenue increase of 5.5%, 4.5%, 4.5% and 4.5% for the four year Corporate Business Plan;**
 - c) **Endorse a projected base rate revenue increase of 4.5% for year five, and 3.5% for years six to fifteen of the Long Term Financial Plan.**
2. **Endorse the projected additional rate revenue increase to compensate for the gradual removal of the Eaton Landscaping Specified Area Rate, based on the following:**
 - **0% for 24/25**

(based on the removal of all (\$100,000) capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 100% of 23/24 mtce),
 - **0.60% for 25/26**

(based on the removal of all capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 80% of 23/24 mtce),
 - **0.55% for 26/27**

(based on the removal of all capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 60% of 23/24 mtce),
 - **0.50% for 27/28**

(based on the removal of all capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 40% of 23/24 mtce),

- **0.30% for 28/29**

(based on the removal of all capital works. SAR Funds raised allocated to Millbridge Public Open Space maintenance – 20% of 23/24 mtce).

- 3. Endorse the Rating Strategy 2024/25 to 2033/34 including the introduction of Differential Rating from the 2024/25 financial year.**

- 4. Endorse the establishment of the following 6 Differential Rates across 14 Rating Categories (Defined in Appendix 12.4.1B):**

| # | Rating Category |
|---|--|
| 1 | RESIDENTIAL (including Residential Vacant) |
| 2 | COMMERCIAL (including Commercial Vacant) |
| 3 | INDUSTRIAL (including Industrial Vacant) |
| 4 | RURAL RESIDENTIAL (including Rural Residential Vacant) |
| 5 | ACCOMMODATION |
| 6 | UV Rural (including UV1, UV2, UV3 and Mining) |

with the Minimum Rate for the 2024/25 budget to be \$1,625.00 for the Residential Differential Rating Category and \$1,722.00 for other Differential Rating Categories.

- 5. Supports the retention of the Bulk Waste Collection Specified Area Rate in 2024/25 and future years.**

12.5.2 Title: Audit and Risk Committee Meeting Minutes held on the 13th of March 2024

| | |
|-----------------------------|--|
| Reporting Department | <i>Corporate & Governance Directorate</i> |
| Responsible Officer | <i>Mr Phil Anastasakis - Deputy CEO</i> |
| Reporting Officer | <i>Mrs Rebecca Hobby - Personal Assistant to D/CEO</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Appendix ORD: 12.5.2 – Meeting Minutes Confidential Attachment under separate cover</i> |

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 13TH OF MARCH 2024, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Audit & Risk Committee Meeting held on the 13th of March 2024 [Appendix ORD: 12.5.2] are attached.

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “A”

THAT Council receives the Minutes [Appendix ORD: 12.5.2] of the Audit & Risk Committee Meeting held on the 13th of March 2024.

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “B”

THAT Council:

- 1. Receives the report from the Chief Executive Officer incorporating the review and findings of AMD Chartered Accountants (dated 23rd of February 2024) on the Local Government systems and procedures under Regulation 17 of the *Local Government (Audit) Regulations 1996* (Confidential Attachment under separate cover).**
- 2. Request that the Chief Executive Officer provide an update of the actions required from the findings of the Regulation 17 Audit to each future Audit and Risk Committee meeting until resolved.**

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION “C”**That Council:**

- 1. Adopts the 2023 Compliance Audit Return [CAR] as the official Return of Council for the period 1st January 2023 to 31st December 2023 as shown; and**
- 2. Authorise the Shire President and Chief Executive Officer to sign the joint Certificate.**

***Shire of Dardanup
Compliance Audit Return***

Year of Return – 2023

Status – Draft for Audit Committee

| Commercial Enterprises by Local Governments | | Response | Comments |
|--|---|-----------------|-----------------|
| No | Question | | |
| 1 | Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023? | N/A | |
| 2 | Has the local government prepared a business plan for each major land transaction that was not exempt in 2023? | N/A | |
| 3 | Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023? | N/A | |
| 4 | Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023? | N/A | |
| 5 | During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority? | N/A | |

| Delegation of Power/Duty | | Response | Comments |
|---------------------------------|---|-----------------|---|
| No | Question | | |
| 1 | Were all delegations to committees resolved by absolute majority? | Yes | 2023-2024 Delegation Register endorsed at OCM 13-12-2023 Council Resolution 298-23 By absolute majority |
| 2 | Were all delegations to committees in writing? | Yes | |
| 3 | Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? | Yes | |
| 4 | Were all delegations to committees recorded in a register of delegations? | Yes | 2023-2024 Delegations Register |
| 5 | Has council reviewed delegations to its committees in the 2022/2023 financial year? | Yes | 2022-2023 Delegation Register endorsed at OCM 14-12-2022 Council Resolution 325-22 |
| 6 | Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? | Yes | |
| 7 | Were all delegations to the CEO resolved by an absolute majority? | Yes | |
| 8 | Were all delegations to the CEO in writing? | Yes | |

| | | | |
|----|--|-----|--|
| 9 | <i>Were all delegations by the CEO to any employee in writing?</i> | Yes | |
| 10 | <i>Were all decisions by the council to amend or revoke a delegation made by absolute majority?</i> | Yes | |
| 11 | <i>Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?</i> | Yes | |
| 12 | <i>Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?</i> | Yes | |
| 13 | <i>Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?</i> | Yes | |

| Disclosure of Interest | | Response | Comments |
|-------------------------------|--|-----------------|--|
| No | Question | | |
| 1 | <i>Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?</i> | Yes | |
| 2 | <i>Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?</i> | N/A | |
| 3 | <i>Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?</i> | Yes | |
| 4 | <i>Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?</i> | Yes | |
| 5 | <i>Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?</i> | Yes | |
| 6 | <i>On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?</i> | Yes | |
| 7 | <i>Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?</i> | Yes | <u>Financial and Non-Financial Interest Register</u> |
| 8 | <i>Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?</i> | Yes | <u>Financial and Non-Financial Interest Register</u> |
| 9 | <i>When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?</i> | Yes | |
| 10 | <i>Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?</i> | Yes | |
| 11 | <i>Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?</i> | Yes | |
| 12 | <i>Did the CEO publish an up-to-date version of the gift register on the local government's website?</i> | Yes | <u>Register of Gifts and Contribution to Travel</u> |
| 13 | <i>When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?</i> | Yes | |
| 14 | <i>Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person</i> | Yes | |

| Disclosure of Interest | | Response | Comments |
|-------------------------------|---|-----------------|--|
| | <i>required to make a disclosure?</i> | | |
| 15 | <i>Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?</i> | Yes | |
| 16 | <i>Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?</i> | N/A | |
| 17 | <i>Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?</i> | N/A | |
| 18 | <i>Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?</i> | Yes | <i>Resolution 30-21 of OCM held 24-02-2021</i> |
| 19 | <i>Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?</i> | Yes | <i>Resolution 30-21 of OCM held 24-02-2021</i> |
| 20 | <i>Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?</i> | Yes | <u>Code of Conduct - Elected Members</u> |
| 21 | <i>Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?</i> | Yes | <u>Code of Conduct - Employees</u> |

| Disposal of Property | | Response | Comments |
|-----------------------------|--|-----------------|-----------------|
| No | Question | | |
| 1 | <i>Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?</i> | Yes | |
| 2 | <i>Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property?</i> | Yes | |

| Elections | | Response | Comments |
|------------------|--|-----------------|--|
| No | Question | | |
| 1 | <i>Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?</i> | Yes | <u>Electoral Gift Register</u> |
| 2 | <i>Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?</i> | N/A | <i>2023 Election – no gifts received</i> |
| 3 | <i>Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?</i> | Yes | <u>Electoral Gift Register</u> |

| Finance | | Response | Comments |
|----------------|---|-----------------|--|
| No | Question | | |
| 1 | Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? | Yes | SCM held 25-10-2023 Council Resolution 263-23 |
| 2 | Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority? | Yes | SCM held 25-10-2023 Council Resolution 263-23 |
| 3 | Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023? | Yes | OCM held 13-12-2023 Council Resolution 305-23 and 307-23 |
| 4 | Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? | N/A | |
| 5 | Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? | N/A | |
| 6 | Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? | N/A | |
| 7 | Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit? | Yes | |

| Integrated Planning and Reporting | | Response | Comments |
|--|---|-----------------|--|
| No | Question | | |
| 1 | Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section? | Yes | Presented to OCM held 22 June 2022 and again on OCM held 27 July 2022 Adopted at OCM held 27 July 2022 – Res 179-22 |
| 2 | Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section? | Yes | Adopted at OCM held 24 May 2023 Resolution 126-23 "That Council endorses the updated Shire of Dardanup Corporate Business Plan 2023-2026, [Appendix ORD: 12.4.5A] which forms part of Council's adopted "Council Plan 2022-2032" |
| 3 | Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)? | Yes | |

| Local Government Employees | | Response | Comments |
|-----------------------------------|---|-----------------|--|
| No | Question | | |
| 1 | Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? | N/A | No 'Senior Employees' at Shire of Dardanup |
| 2 | Was all information provided in applications for the position of CEO true and accurate? | N/A | No 'Senior Employees' at Shire of Dardanup |

| Local Government Employees | | Response | Comments |
|-----------------------------------|---|-----------------|---|
| 3 | Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? | N/A | No recruitment of Chief Executive Officer in 2023 |
| 4 | Did the CEO inform council of each proposal to employ or dismiss senior employee? | N/A | No recruitment of Chief Executive Officer in 2023 |
| 5 | Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? | N/A | No recruitment of Chief Executive Officer in 2023 |

| Official Conduct | | Response | Comments |
|-------------------------|---|-----------------|--|
| No | Question | | |
| 1 | Has the local government designated an employee to be its complaints officer? | Yes | CEO, DCEO or Manager HR |
| 2 | Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? | Yes | Register of Complaints of Minor Breaches |
| 3 | Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? | Yes | |
| 4 | Has the CEO published an up-to-date version of the register of the complaints on the local government's official website? | Yes | Register of Complaints of Minor Breaches |

| Optional Questions | | Response | Comments |
|---------------------------|---|-----------------|--|
| No | Question | | |
| 1 | Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report. | Yes | Received by Council at the 23 rd March 2022 Ordinary Council Meeting Res:75-22 |
| 2 | Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report. | Yes | Received by Council at the 31 st March 2021 Ordinary Council Meeting Res:67-21 |
| 3 | Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act? | Yes | |
| 4 | Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events? | Yes | CnG CP081 Elected Member and CEO Attendance at Events 2022-2024 Council Policy Manual |
| 5 | Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995? | Yes | |
| 6 | Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members? | Yes | CnG CP112 Councillors' Induction Training and Professional Development 2022-2024 Council Policy Manual |

| Optional Questions | | Response | Comments |
|---------------------------|--|-----------------|---|
| 7 | <i>Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?</i> | Yes | 2022-2023 Elected Member Training |
| 8 | <i>By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?</i> | Yes | |
| 9 | <i>When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?</i> | Yes | |

| Tenders for Providing Goods and Services | | Response | Comments |
|---|--|-----------------|-----------------|
| No | Question | | |
| 1 | <i>Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?</i> | Yes | |
| 2 | <i>Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?</i> | Yes | |
| 3 | <i>When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?</i> | Yes | |
| 4 | <i>Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?</i> | Yes | |
| 5 | <i>If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?</i> | Yes | |
| 6 | <i>Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?</i> | Yes | |
| 7 | <i>Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?</i> | Yes | |
| 8 | <i>Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?</i> | Yes | |
| 9 | <i>Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?</i> | Yes | |
| 10 | <i>Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?</i> | Yes | |
| 11 | <i>Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?</i> | Yes | |

| Tenders for Providing Goods and Services | | Response | Comments |
|---|--|-----------------|-----------------|
| 12 | <i>Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?</i> | Yes | |
| 13 | <i>Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?</i> | Yes | |
| 14 | <i>Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?</i> | Yes | |
| 15 | <i>Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?</i> | Yes | |
| 16 | <i>If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?</i> | Yes | |
| 17 | <i>Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?</i> | Yes | |
| 18 | <i>Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?</i> | Yes | |
| 19 | <i>Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?</i> | N/A | |
| 20 | <i>Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?</i> | Yes | |
| 21 | <i>Did the CEO send each applicant written notice advising them of the outcome of their application?</i> | Yes | |
| 22 | <i>Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?</i> | N/A | |

12.5.3 Title: Bushfire Advisory Committee Meeting Minutes held on the 13th of March 2024

| | |
|-----------------------------|--|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| Reporting Officer | <i>Ms Michelle Edwards – PA-Director Sustainable Development</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Attachments | <i>Appendix ORD: 12.5.3 – Minutes of BFAC Meeting</i> |

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 13th OF MARCH 2024, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Bushfire Advisory Committee Meeting held on the 13th of March 2024 [Appendix ORD: 12.5.3] are attached.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes [Appendix ORD: 12.5.3] of the Bushfire Advisory Committee Meeting held on the 13th of March 2024.

| | |
|-----------|--|
| 13 | ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN |
|-----------|--|

13.1 *Title: Naming of Make It Space – New Library and Administration Building*

| | |
|-----------------------------|---|
| Reporting Department | <i>Elected Member</i> |
| Responsible Officer | <i>Cr Tyrrell Gardiner</i> |
| Reporting Officer | <i>Cr Tyrrell Gardiner</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Confidential Attachment 13.1 – Risk Assessment</i> |

Overview

Shire President, Cr Tyrrell Gardiner is requesting that the Shire of Dardanup endorse the naming of the new Make It Space within the new Shire of Dardanup Library and Administration Building.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Endorse the naming of the new Make It Space as provided for in (Confidential Attachment)**
2. **Embargo announcing the naming of the Make It Space until the official opening of the new Library, Administration and Community Building.**

Change to Officer Recommendation

No Change. **OR:**

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

Background

The new Make It Space facility provided for in the new Shire of Dardanup Administration and Library building has been an incentive of Council, to provide the community with an environment of creativity, design thinking, collaboration and innovation.

Following many years of community consultation, the Shire of Dardanup endorsed the establishment of the Make It Space within the New Library and Administration building.

Legal Implications None.

Council Plan

- 2.2 - Increase participation in sport, recreation and leisure activities.
- 4.1 - Assist young people to reach their potential.
- 4.3 - Increase involvement in volunteering.
- 13.4 - Foster strategic alliances and resource sharing opportunities.

Environment - None.

Precedents

Council has previously endorsed the naming of buildings, the most recent being the RJ Fishwick Pavilion on Pratt Road.

Budget Implications

To endorse the naming of the Make It Space, it is recommended that a sign be placed on the outside of the building above the original Make It Space installation. Costing for this is \$500.

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: 13.1) for full assessment document.

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. | |
|--|--|
| Risk Event | Naming of Make It Space – New Library and Administration and Building |
| 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 To ensure that Council buildings and facilities are appropriately named based on a community members contribution. |

Elected Member Comment

I wish to recommend that the new Make It Space be given the name as provided for in (Confidential Attachment).

END REPORT

13.2 Title: Request to Release Visual Impact Assessment Review Prepared for Lot 2 Banksia Road, Crooked Brook

| | |
|-----------------------------|--|
| Reporting Department | <i>Sustainable Development Directorate</i> |
| Responsible Officer | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| Reporting Officer | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| Legislation | <i>Local Government Act 1995</i> |
| Council Role | <i>Executive/Strategic.</i> |
| Voting Requirement | <i>Simple Majority.</i> |
| Attachments | <i>Confidential Attachment A – Visual Impact Review Assessment (Tardis Link OCM-R1519395)</i> <i>Confidential Attachment B – Legal Advice (Tardis Link OCM-R1530514)</i> <i>Appendix ORD: 13.2 – Risk Assessment</i> |

Overview

This report has been prepared as a result of a Notice of Motion received by Cr Ellen Lilly which seeks to make the confidential Urbis Visual Impact Assessment (VIA) review dated August 2022 conducted for Lot 2 Banksia Road, Crooked Brook available to the public for viewing. The VIA forms part of a confidential item to this report (*Confidential Attachment A– Visual Impact Review Assessment*).

The VIA was prepared as a result of a State Administration Tribunal appeal which resulted from Shire Officers not supporting the proposed amendments to the Local Development Plan (LDP) submitted by the applicant for the site. As part of the s31 Reconsideration Order made by the SAT, the VIA review was submitted for Council’s consideration at its 28th of September 2022 Ordinary Council Meeting. The item and attachments which included the VIA were presented to Council as confidential and as a result not made available to the public.

Officers support the release of the VIA review which formed part of the 28th of September 2022 Ordinary Council Meeting to be made available to the public, following legal advice (Confidential Attachment B – Legal Advice) which forms an attachment to the report.

OFFICER RECOMMENDED RESOLUTION

THAT Council, in accordance with Section 5.95(7)(b) of the Local Government Act make the Visual Impact Assessment review prepared by Urbis, dated August 2022 (Confidential Attachment A– Visual Impact Review Assessment) for the Cleanaway Landfill site at Lot 2 Banksia Road, Crooked Brook which was included in the 28th of September 2022 Ordinary Council Meeting available to the public.

Change to Officer Recommendation

No Change. **OR:**

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

Elected Notice of Motion

“I am requesting that the Urbis Report prepared for the Shire of Dardanup in August 2022 for a SAT hearing be released to the public.

This document is the Visual Impact Assessment review conducted for Lot 2 Banksia Road Cleanaway Landfill Facility.

In this document a recommendation was made “topographical analysis of the landforms surrounding the Cleanaway site suggests that the final landfill be constructed with batters no steeper than 1:6” Where current rehabilitation plan is stating 1:3 batters which are significantly more steep.

During the SAT hearing the then Shire President Mick Bennet did request the SAT Convenor – Marie Connor to include this recommendation as a condition to ensure that future vegetation had the best opportunity to be successful, however the convenor did not accept this recommendation from the report.

There are currently appeals being dealt with by the State Appeals Convenor Committee regarding “Capping and Rehabilitation” of the Cleanaway site. There is a real opportunity for this report to support improved conditions to be placed on all future capping and rehabilitation of the Banksia Road Landfill Facility.

Whilst I recognize the confidentiality of the SAT hearing, I do believe that making this document public does not breach any information about the hearing or the conversations, but does provide expert opinion about future success of any rehabilitation on this site”.

Legal Implications

Officers have obtained legal advice on the matter which can be viewed within (*Confidential Attachment B – Legal Advice*). Based on this, Officers support the release of the document.

Local Government Act Section 5.95(3)(6)(7)

5.95. Further provisions relating to right to inspect local government information

- (1) A person’s right to inspect information referred to in section 5.94 does not extend to the inspection of information —*
 - (a) which is not current at the time of inspection; and*
 - (b) which, in the CEO’s opinion, would divert a substantial and unreasonable portion of the local government’s resources away from its other functions.*
- (2) A person’s right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in paragraph (m), (n), (p) or (u) of that section if the information relates to any debt owed to the local government by a person other than the first-mentioned person.*
- (3) Subject to subsection (4), a person’s right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in paragraph (n) or (p) of that section if the meeting or that part of the meeting to which the information refers was closed to members of the public.*
- (4) Subsection (3) does not apply in relation to information —*
 - (a) that is a record of the decisions made at a meeting of a council, a committee or electors; or*
 - (b) of a kind prescribed as being information that can be inspected by members of the public despite subsection (3).*
- [(5) deleted]*

- (6) *Subject to subsection (7), a person's right to inspect information referred to in section 5.94 does not extend to the inspection of information —*
- (a) *referred to in a paragraph of that section that is prescribed as being confidential information for the purposes of this subsection; or*
- (b) *referred to in that section of a type prescribed as confidential for the purposes of this subsection,*
- for the period of time prescribed in relation to the information.*

(7) Subsection (6) does not apply in respect of information in relation to a local government if —

- (a) the information is prescribed as information that is confidential but that may be available for inspection if the local government so resolves; and
- (b) the local government has resolved that the information is to be available for inspection.

- (8) *A person's right to inspect information referred to in section 5.94 does not extend to the inspection of information referred to in paragraph (m) of that section if the information is information that has been omitted by regulations made under section 4.38 from the electoral roll for the protection of an elector or his or her family.*
- (9) *Information may be prescribed for the purposes of section 5.94(u)(ii) whether or not the information is required to be generated, obtained, provided or kept under another provision of this Act.*

Council Plan

8.1 - Support responsible planning and development.

6.2 - Adopt innovative and more sustainable waste management solutions.

14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.

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

Environment - None.

Precedents - None.

Budget Implications None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

CP047 - State Administrative Tribunal (Sat) Representation Policy

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. (Appendix ORD: 13.2 – Risk Assessment)

| TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence). | |
|--|---|
| Risk Event | Request to Release Visual Impact Assessment Review Prepared for Lot 2 Banksia Road, Crooked Brook |
| 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 The development exceeds the permissible heights with the LDP and the Shire does not undertake compliance in an efficient manner |

Officer Comment

Based on the legal advice received, the Shire Officers support the release of the VIA to be made to the public. The author of the report has not objected to the document being released.

END REPORT

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

None.

15 PUBLIC QUESTION TIME

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

THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) Council goes Behind Closed Doors [time] where 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.

16.1 Title: Hydrogen Plant and Dispensing Facility Expression of Interest

| | |
|-----------------------------|---|
| Reporting Department | Corporate & Governance Directorate |
| Responsible Officer | Mr André Schönfeldt - Chief Executive Officer |
| Reporting Officer | Mr André Schönfeldt - Chief Executive Officer |
| Legislation | Local Government Act 1995 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority. |

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.

16.2 Title: RFT-F0340705 Request for Application to Join a Panel of Pre-Qualified Suppliers for Plant Hire Services

| | |
|------------------------------|---|
| Reporting Department: | Corporate & Governance Directorate |
| Responsible Officer | Mr Phil Anastasakis - Deputy CEO |
| Reporting Officers | Mrs Natalie Hopkins - Manager Financial Services Mr Andre van der Merwe – Manager Operations Mrs Natalie Reid - Procurement Officer |
| Legislation | Local Government Act 1995 Local Government (Functions and General) Regulations 1996 |
| Council Role | Executive/Strategic. |
| Voting Requirement | Simple Majority |

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

THAT Council return from Behind Closed Doors [time].

Note: In accordance with Standing Order 5.2(6) the Presiding Officer, may cause the motion passed by Council whilst behind closed doors to be read out.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 24th of April 2024, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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