



CONFIRMED
MINUTES

FOR THE

**ORDINARY
COUNCIL MEETING**

Held

27th of September 2023

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

- ~ Large Print
- ~ Electronic Format [emailed]
Upon request.

VISION STATEMENT

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

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....	1
2	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	2
2.1	Attendance.....	2
2.2	Apologies.....	2
2.3	Leave of Absence.....	2
2.4	Previous Meetings.....	2
3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	5
4	PUBLIC QUESTION TIME.....	5
5	APPLICATIONS FOR LEAVE OF ABSENCE	5
6	PETITIONS/DEPUTATIONS/PRESENTATIONS	5
6.1	Mr Larry Guise from Across Planning – Presentation in Relation to Item 12.2.4 - Title: Consideration of Submissions and Adoption of Local Planning Scheme No. 9.....	5
7	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	7
7.1	Ordinary Council Meeting Held on the 23rd of August 2023.....	7
8	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	7
8.1	Title: Shire President Monthly Report.....	7
8.2	Title: Presentation of Plaque to Cr. M T Bennett from SW Zone of WA Local Government Association.....	8
8.3	Title: Welcome to New Director Sustainable Development – Mr Ashwin Nair	8
9	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	9
10	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	10
11	DECLARATION OF INTEREST	10
12	REPORTS OF OFFICERS AND COMMITTEES	11
12.1	EXECUTIVE REPORTS	11
12.2	SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS	12
12.2.1	Title: Proposed Local Development Plan for Lot 10 Temple Road, Picton East.....	12
12.2.2	Title: Community and Event Grants Round 1 2023-2024	24
12.2.3	Title: CRAVE Mountain Bike Challenge 2023 Sponsorship Request	29
12.2.4	Title: Consideration of Submissions and Adoption of Local Planning Scheme No. 9.....	34
12.2.5	Title: Child Safety Awareness Policy Adoption.....	49
12.2.6	Title: Public Art Policy.....	55
12.2.7	Title: Dardanup Heritage Collective War Memorial Proposal	62
12.3	INFRASTRUCTURE DIRECTORATE REPORTS	67
12.3.1	Title: BORR Road Closure Staging Options	67
12.3.2	Title: BORR Additional Land Requirements.....	72
12.3.3	Title: Kalgulup Regional Park Land Management Actions.....	77
12.4	CORPORATE & GOVERNANCE DIRECTORATE REPORTS.....	85
12.4.1	Title: Differential Rate & Specified Area Rate Workshop Outcomes	85
12.4.2	Title: Parking Amendment Local Law 2023	92
12.4.3	Title: Setting of Meeting Dates 2024.....	97
12.4.4	Title: Policy Manual Updates.....	102
12.4.5	Title: RFT-F0318135 Supply and Delivery of Gravel.....	107
12.4.6	Title: Monthly Statement of Financial Activity for the Period Ended on the 31st of August 2023	113
12.4.7	Title: Schedule of Paid Accounts as at the 31st of August 2023	117

12.5	COMMITTEES.....	147
12.5.1	Title: Audit & Risk Committee Meeting	147
13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	148
14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....	149
15	PUBLIC QUESTION TIME.....	149
16	MATTERS BEHIND CLOSED DOORS	149
16.1	Title: Confidential Report – Temporary Embargo.....	151
17	CLOSURE OF MEETING	152

COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 27TH OF SEPTEMBER 2023, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

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

2.1 Attendance

Cr. Tyrrell Gardiner	-	Deputy Shire President
Cr. Peter Robinson	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member
Cr. Patricia Perks	-	Elected Member
Cr. Ellen Lilly	-	Elected Member
Cr. Luke Davies	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Chris Murray	-	Acting Director Corporate & Governance
Mr Theo Naudé	-	Director Infrastructure
Mr Ashwin Nair	-	Director Sustainable Development
Mrs Susan Oosthuizen	-	Director Special Projects
Ms Cathy Lee	-	Manager Human Resources
Mrs Brooke Sudbury	-	Executive Support Officer
Mrs Cecilia Muller	-	Principal Planning Officer
Mrs Cassandra Budge	-	Manager Community Development
Mrs Natalie Hopkins	-	Manager Financial Services

2.2 Apologies

Cr. Michael Bennett	-	Shire President
Mrs Donna Bailye	-	Manager Governance

2.3 Leave of Absence

None.

2.4 Previous Meetings

DATE	TYPE	Cr. MT BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
JANUARY 2023										
18/01/23	AF	✓	LoA	Ap	✓	✓	✓	✓	LoA	✓R
25/01/23	CF	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
25/01/23	OCM	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
25/01/23	SCM ANNUAL ELECTORS MEETING	✓	LoA	✓	✓	✓	✓	✓	LoA	✓
FEBRUARY 2023										
1/02/23	WS CHRMAP DRAFT REPORT PRESENTATION	✓	NA	Ap	✓	✓	✓	✓	✓	Ap
1/02/23	WS DIFFERENTIAL RATES	✓	NA	✓	✓	✓	✓	✓	✓	Ap
8/02/23	WS	✓	NA	Ap	✓	LoA	✓	✓	✓	Ap

DATE	TYPE	Cr. MT BENNETT	Cr. LW DAVIES	Cr. J DOW	Cr. TG GARDINER	Cr. SL GILLESPIE	Cr. MR HUTCHINSON	Cr. EP LILLY	Cr. PR PERKS	Cr. PS ROBINSON
	REVIEW OF DRAFT MEMORIALS POLICY									
13/02/23	BUREKUP COMMUNITY MEETING	✓		✓	✓		✓			Ap
14/02/23	DARDANUP COMMUNITY MEETING	✓			✓		✓	✓	✓	Ap
15/02/23	AF	✓	NA	Ap	✓	LoA	✓	✓	Ap	Ap
15/02/23	EATON COMMUNITY MEETING	✓			✓	✓		✓	✓	Ap
16/02/23	FERGUSON COMMUNITY MEETING	✓			✓			✓	✓	Ap
MARCH 2023										
1/03/23	WS SHIRE OF DARDANUP LOCAL BIKE PLAN	✓	NA	-	✓	Ap	✓	✓	✓	Ap
1/03/23	WS REVIEW OF HERITAGE SURVEY	✓	NA	-	✓	✓	✓	✓	✓	Ap
8/03/23	WS INTEGRATED PLANNING COMMITTEE MEETING	✓	✓	-	✓	✓	✓	✓R	✓	✓
8/03/23	SCM	✓	✓	-	✓	✓	✓	✓R	✓	✓
15/03/23	AF	✓	NA	-	✓	✓	✓	✓	✓	✓R
22/03/23	CF	✓	NA		✓	✓	✓	✓	✓	✓
22/03/23	OCM	✓	✓		✓	✓	✓	✓	✓	✓
29/03/23	WS MARKYT COMMUNITY SCORECARD REPORT	✓			✓		✓	Ap	✓	
30/03/23	WS PROJECT CONNECT	✓	NA	~	✓	Ap	Ap	✓	✓	✓R
APRIL 2023										
19/04/23	AF	✓	NA	~	✓	✓	LoA	✓	✓	✓R
26/04/23	CF	✓	✓	~	✓	✓	LoA	✓	✓	✓
26/04/23	OCM	✓	✓	~	✓	✓	LoA	✓	✓	✓
MAY 2023										
02/05/23	STRATEGIC WS	✓	N/A	~	✓	✓	✓	✓	✓	✓
3/05/23	WS – PRAMP	✓	N/A	~	✓	Ap	✓	✓	✓	Ap
17/05/23	WS – MRWA PRESENTATION	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
17/05/23	AF	✓	LoA	~	✓	✓	✓	✓	✓R	✓R
24/05/23	CF	✓	LoA	~	✓	✓	✓	✓	✓	✓
24/05/23	SCM	✓	LoA	~	✓	✓	✓	✓	✓	✓
31/05/23	SCM	Ap	Ap	~	✓	✓	✓	✓	✓R	✓R
JUNE 2023										
21/06/23	AF	✓	Ap	~	✓	✓R	✓	✓	✓	LoA

DATE	TYPE	Cr. M T BENNETT	Cr. L W DAVIES	Cr. J DOW	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. M R HUTCHINSON	Cr. E P LILLY	Cr. P R PERKS	Cr. P S ROBINSON
28/06/23	CF	✓	Ap	~	✓	Ap	✓	✓	✓	Ap
28/06/23	OCM	✓	✓	~	✓	Ap	✓	✓	✓	✓R
JULY 2023										
12/07/23	WS - GVMT ADVOCACY STRATEGY	✓	Ap	~	✓	✓	✓	✓	Ap	LoA
19/07/23	AF	✓	NA	~	✓	✓	✓	✓	✓	LoA
26/07/23	CF	✓	NA	~	✓	✓	✓	✓	Ap	LoA
26/07/23	OCM	✓	✓	~	✓	✓	✓	✓	Ap	LoA
AUGUST 2023										
16/08/23	AF	✓	NA	~	✓	✓	✓	Ap	Ap	✓R
23/08/23	CF	✓	Ap	~	✓	✓	✓	Ap	✓	✓
23/08/23	OCM	✓	Ap	~	✓	✓	✓	Ap	✓	✓
30/08/23	WS - CHILD SAFETY AWARENESS POLICY	✓	NA	~	✓	Ap	NA	Ap	✓	Ap
30/08/23	WS - PUBLIC ART POLICY	✓	NA	~	✓	Ap	NA	Ap	✓	Ap
30/08/23	WS - SOUTHERN GATEWAY ALLIANCE	✓	NA	~	✓	Ap	NA	Ap	✓	Ap
SEPTEMBER 2023										
04/09/23	BUREKUP ADVISORY GROUP MEETING	✓		~	✓		✓			
05/09/23	DARDANUP ADVISORY GROUP MEETING	Ap		~	✓			✓		
06/09/23	WS - DIFFERENTIAL RATES	✓	NA	~	✓	✓	✓	✓	✓	Ap
11/09/23	FERGUSON VALLEY ADVISORY GROUP	Ap		~	✓					
12/09/23	EATON ADVISORY GROUP	✓		~		✓			Ap	
20/09/23	AF	✓	NA	~	✓	Ap	✓	✓	Ap	✓R
27/09/23	CF	Ap	NA	~	✓	✓	✓	✓	✓	✓
27/09/23	OCM	Ap	✓	~	✓	✓	✓	✓	✓	✓

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

None.

5 APPLICATIONS FOR LEAVE OF ABSENCE

None

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Mr Larry Guise from Across Planning – Presentation in Relation to Item 12.2.4 - Title: Consideration of Submissions and Adoption of Local Planning Scheme No. 9

Mr Guise provided a Power Point presentation to Council and addressed the following points:

Representing the owners of Lot 603 Fees Road, Dardanup

Lot 603 is a 14ha lot located between the residential expansion area of Roseland at Dardanup to the north and the Small Holding Zone near Panizza Road to the south.

The draft LPS9 as advertised proposes that Lot 603 be zoned 'Industrial Development' zone.

Our submission proposes that 'Industrial Development' zone over Lot 603 be modified to 'Special Use' zone.

The objective of the proposed 'Special Use' zone is: " to provide for larger single residential lots that can be complimented by service trades, light industry, cottage industry, home-based business and other compatible uses".

The proposed 'Special Use' zone will enable light industry and service trades to collocate with a residential dwelling on the same lot.

Need demonstrated by regular requests to the Shire for service trades on some Rural Small Holding properties.

Similar composite use zones exist in Margaret River and Geraldton.

Important to ensure compatible land uses and standards.

Our modification proposes 'Special Use' provisions for Lot 603 to be included in Schedule 4 of the Scheme.

These list the various use classes and whether they are 'P' (permitted) 'D', 'A', 'I' (discretionary) or 'X' (not permitted) uses, plus special conditions that apply.

Council has received a copy of the proposed provisions.

Fees Road is not Golding Crescent

Preliminary consultation undertaken with:

Shire officers

Department of Planning Lands and Heritage

Department of Water and Environmental Regulation

Individual meetings held with each adjoining landowner to the south (Small Holdings zone) and to the east (Priority Agriculture zone)

No objections

Officer recommendation

The officer recommendation is "modification not supported". The officers prefer that if the applicant is seeking a residential component that this is achieved via inclusion in a structure plan and future rezoning.

Proposed modification

The proposed Special Use Zone provisions include the requirement for a structure plan prior to subdivision.

The modification we are seeking can achieve the same outcome that the officers are seeking, but in a more timely and cost-effective manner.

Conclusion

The modification we are seeking is consistent with the Shire's objective for the subject land to meet the need for light industrial uses in Dardanup.

It allows for an appropriate transition between the 'Residential' zoned land to the north and the 'Rural Smallholdings' zone to the south.

Suitable provisions are included to ensure compatible land uses.

It is respectfully requested that Council support Submission 13 and amend the Schedule of Submissions accordingly.

Discussion:

Councillors sought clarification with regards to the difference between a Special Use Zone and the proposed Industrial Development Zone. It was clarified that the land is earmarked in the Shire's Local Planning Strategy for Industrial Development and that an Industrial Development zoning would require a structure plan to be prepared. It would be possible for the applicants to prepare a structure plan that seeks to allow composite industry, similar to as what they have requested be included in a Special Use Zone. The decision regarding composite industry or light industry could then be considered through the Structure Plan process. Council was informed that if they changed it to Special Use now, then it will, if supported by the Western Australian Planning Commission remain Special Use and effectively the future decision of whether this is to be light industry or composite industry would have been made.

Deputy Shire President, Cr. T G Gardiner thanked Mr Guise for his presentation.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 23rd of August 2023

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

211-23 MOVED - Cr. M R Hutchinson SECONDED – Cr. P S Robinson

THAT the Minutes of the Ordinary Meeting of Council held on the 23rd of August 2023, be confirmed as true and correct subject to no corrections.

CARRIED
7/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

Reporting Department

Elected Members

Elected Member

Cr. Michael Bennett - Shire President

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

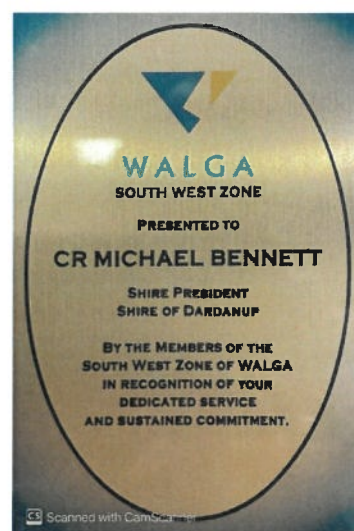
Event:	24/8/2023 – Farewells with Staff
Report:	Breakfast with Outside workforce. Morning tea with Eaton Office Staff.
Event:	25/08/2023 – WALGA SW Zone
Report:	<p>Hosted by Shire of Nannup. CEO in attendance. Very impressed with Nannup 11.5% growth over the last 12 months. One of the fastest growing Shire's in Australia. Successfully secured Nannup has been chosen to host the UCI Gravel World Championship in 2026, the event is Tour de France equivalent in the gravel cycling world.</p> <p>Members of the South West Country Zone presented plaques to me and the following retiring members thanking them for their and support and commitment.</p> <ul style="list-style-type: none"> • President Cr Paul Gillett – Shire of Harvey • Mayor Grant Henley – City of Busselton • President Cr Sarah Stanley – Shire of Collie • Tim Clynn Chief Executive Officer – Shire of Bridgetown-Greenbushes • Mal Osbourne Chief Executive Officer – City of Bunbury • Ben Rose Chief Executive Officer – Shire of Donnybrook – Balingup
Event:	29/08/2023 – Southern Ports Tour with Lee Smith, Regional Manager
Report:	Quick update on Port activities.

Event:	29/08/2023 – Prospective Candidate Evening
Report:	Happy with numbers attending and those you are now registered on the Ballot.
Event:	31/08/2023 – J&P Metals, Jim Zheng and Peter Tolmachoff
Report:	CEO in attendance. Discussed proposed plans for the development at Picton.
Event:	04/09/2023 – Burekup Valley Advisory Group
Report:	Disappointing attendance. Council needs to find a way of encouraging more community participation.
Event:	05/09/2023 – Eaton CWA 60th Birthday – Luncheon
Report:	Attended with CEO.

8.2 Title: Presentation of Plaque to Cr. M T Bennett from SW Zone of WA Local Government Association

Reporting Department	<i>Elected Members</i>
Elected Member	<i>Cr. T G Gardiner - Shire President</i>

Deputy Shire President - Cr. T G Gardiner advised Council that Cr. M T Bennett had received a plaque presented by the SW Zone of WA Local Government Association in recognition of his dedicated service and sustained commitment.



8.3 Title: Welcome to New Director Sustainable Development – Mr Ashwin Nair

Reporting Department	<i>Elected Members</i>
Elected Member	<i>Cr. T G Gardiner - Shire President</i>

Deputy Shire President - Cr. T G Gardiner formally welcomed Mr Ashwin Nair the Shire's newly appointed Director Sustainable Development.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

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: Deputy Shire President, Cr. T G Gardiner advised that the meeting would go behind closed doors toward the end of the meeting in accordance with Local Government Act 1995, S 5.23, section (2)(b) to discuss a matter affecting the personal affairs of any person 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.

- *Cr. M T Bennett declared an impartiality Interest in item 12.2.2 “Community and Event Grants Round 1 2023-2024” refers to the request for grants to be paid. Cr M Bennett is a member of the Eaton Bowling Club.
[Note: Cr. M T Bennett provided the declaration of interest prior to the meeting. Cr. M T Bennett was absent at the time the meeting was held.]*
- *Cr. S L Gillespie declared a Proximity Interest in item 12.2.2 “Community and Event Grants Round 1 2023-2024” refers to the request for grants to be paid. Cr. S L Gillespie residence is on Pratt Road.*
- *Chief Executive Officer, Mr André Schönfeldt declared an impartiality Interest in item 12.2.2 “Community and Event Grants Round 1 2023-2024” refers to the request for grants to be paid. Mr André Schönfeldt children attend Eaton Family Childcare Centre.*
- *Chief Executive Officer, Mr André Schönfeldt declared a financial Interest in item 12.4.4 “Policy Manual Updates” refers to updating policies relating to staff policies including Council vehicle use and Study leave. Mr André Schönfeldt currently has access to a shire vehicle and may look at study in the future.*
- *Cr. T G Gardiner declared a Financial interest in item 12.2.4, submission No 12 “Consideration of Submissions and Adoption of Local Planning Scheme No. 9” refers to the consideration of the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Cr. T G Gardiner manages livestock on property adjacent to Lennard waste.*
- *Cr. T G Gardiner declared a Proximity interest in item 12.2.4, submission 16 and relevant modifications “Consideration of Submissions and Adoption of Local Planning Scheme No. 9” refers to the consideration of the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Cr. T G Gardiner is an adjacent landholder.*
- *Cr. T G Gardiner declared a Proximity interest in item 12.2.4, submission 37 and relevant modifications “Consideration of Submissions and Adoption of Local Planning Scheme No. 9” refers to the consideration of the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Cr. T G Gardiner is an adjacent landholder to Bush Shack Brewery.*

- *Cr. M R Hutchinson declared a Financial interest in item 12.2.4, "Consideration of Submissions and Adoption of Local Planning Scheme No. 9" refers to the consideration of the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Cr. M R Hutchinson has an agreement to sell goods through the owner of the Wastewater treatment and Refining Plant at the Lakeside retreat gift shop.*
Ministerial Approval: *Cr. M R Hutchinson advised that he has a letter of participation approval from the Department of Local Government, Sport & Cultural Industries (A/DLGSC) Executive Director – Local Government dated 26th of September 2023 to remain in the meeting and fully participate in the discussion and decision making relating to Item 12.2.4.*
- *Cr. P R Perks declared a Proximity interest in item 12.2.4, submission No 37 "Consideration of Submissions and Adoption of Local Planning Scheme No. 9" refers to the consideration of the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Cr. P R Perks partner is an adjacent landowner to Bush Shack Brewery.*
- *Cr. P R Perks declared a Proximity interest in item 12.2.4, submission No 16 "Consideration of Submissions and Adoption of Local Planning Scheme No. 9" refers to the consideration of the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Cr. P R Perks partner is an adjacent landowner to Mr & Mrs Giumelli.*
- *Cr. P R Perks declared an Indirect Financial interest in item 12.2.4, submission No 12 "Consideration of Submissions and Adoption of Local Planning Scheme No. 9" refers to the consideration of the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Cr. P R Perks partner manages livestock on property adjacent.*
- *Cr. L W Davies declared a Financial interest in item 12.2.4, No 19 "Consideration of Submissions and Adoption of Local Planning Scheme No. 9" refers to the consideration of the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Cr. L W Davies is employed by Coles which is a tenant of Citygate.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

None.

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Proposed Local Development Plan for Lot 10 Temple Road, Picton East

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Mr Ashwin Nair – Director Sustainable Development</i>
Reporting Officer	<i>Mrs Cecilia Muller - Principal Planning Officer</i>
Applicant	<i>Harley Dykstra on behalf of J&P Group 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 – Proposed Local Development Plan</i> <i>12.2.1B – Copy of Submissions</i> <i>12.2.1C – Schedule of Submissions</i> <i>12.2.1D – Risk Assessment</i> <i>12.2.1E – Assessment under clause 67(2)</i>

Overview

The purpose of this report is for Council to consider endorsement of a Local Development Plan (LDP) for Lot 10 Temple Road, Picton East. The proposed LDP has been prepared to specify the portion of the lot which is subject to the Additional Use introduced by Amendment 204 to the Shire of Dardanup Town Planning Scheme No. 3 (TPS3). The LDP provides a variation to a provision included in SDev CP096 – Local Planning Policy – Sea Containers.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

212-23 MOVED - Cr. P S Robinson SECONDED – Cr. M R Hutchinson

THAT Council

1. Approves the Local Development Plan for Lot 10 Temple Road, Picton East, subject to the following modifications:

- a. Insert a new clause in the section 'Application of Local Development Plan' to read as follows:

"Conditions

- i) In considering any application the local government shall have due regard to the Guidance for the Assessment of Environmental Factors-Separation Distances between Industrial and Sensitive Land Uses (EPA) and may require the preparation of a management plan to address odour, noise, dust, landscaping and stormwater management

- ii) No further subdivision shall be supported unless it can be demonstrated that it is essential for the on-going effective management of any existing development or for demonstrable environmental benefit and / or protection.
 - iii) In considering any application the local government shall have due regard to any relevant issues raised in the s16(e) Advice on areas of conservation significance in the Preston Industrial Parks, (EPA Bulletin 1282)".
- b. Insert a new clause in the section 'Application of Local Development Plan' to read as follows:

"Matters to be addressed at Development Stage

All applications for Development Approval must include the following information (where relevant):

- i) An environmental management plan that addresses potential edge effects of activities capable of generating dust, noise, and pollutants (including light), where these activities abut remnant vegetation and possible fauna habitat.
 - ii) A site specific dust management plan where the development is considered to generate dust which will impact on surrounding land;
 - iii) An acoustic report and noise management plan prepared by a suitably qualified person;
 - iv) A stormwater management plan that demonstrate run off is contained on site and not discharged offsite;
 - v) A transport impact report in accordance with the WAPC's Transport Impact Assessment guidelines; and
 - vi) A bushfire management plan prepared in accordance with the guidance provided by State Planning Policy 3.7 – Planning in bushfire prone areas".
2. Initiates the process to change the rating base from Unimproved Value to Gross Rental Value for Lot 10 Temple Road, Picton East based on the predominant use of the property changing from Unimproved Value rural to Gross Rental Value non-rural Industrial Use.

CARRIED
7/0

Background

The subject site is located approximately 2.8km north east of the South Western Highway / Willinge Drive intersection and approximately 2.3km north of the Picton Industrial area. The site is a battle-axe lot, with an access leg running south to connect with Temple Road.

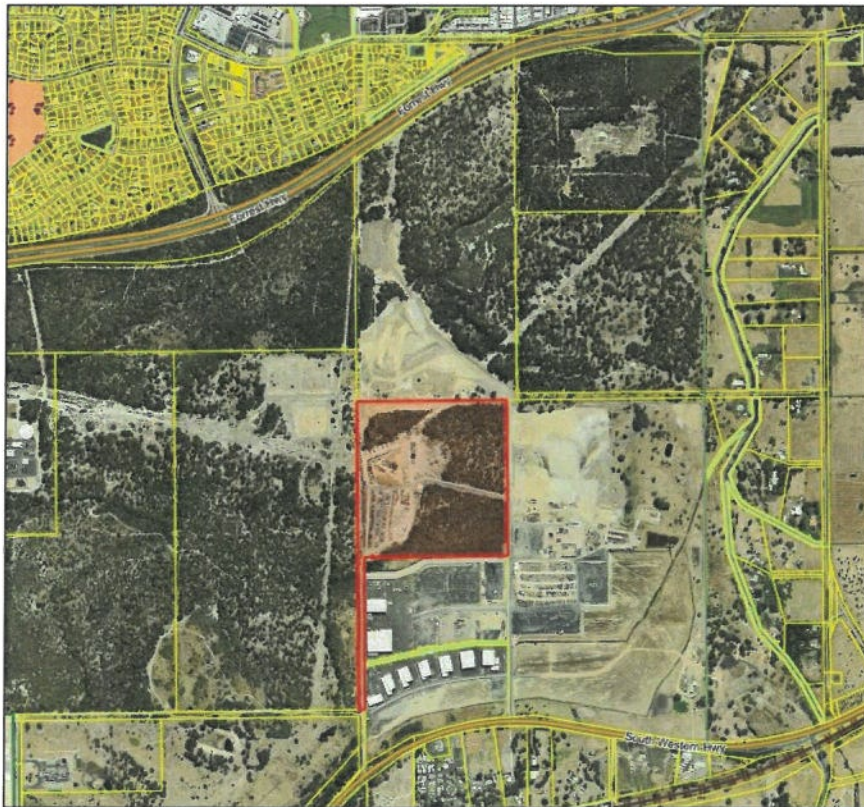
Land to the east and south is used for industrial purposes. The owners of the subject site also operate part of their industrial business on this adjoining land. Land to the north and west are vacant and predominantly vegetated with some partial clearing. There are no residential structures on any of the adjoining lots.

It is noted the site contains a number of easements relating to access (right of carriageway) and drainage. The easements remain unaffected by the proposed LDP.

In 2021 it was identified that the existing operations on Lot 10 were not permissible under the current zoning and a scheme amendment was lodged to include additional uses for storage and mobile crushing plant.

Scheme Amendment 204 for the site was submitted by the landowner to include an additional use for the site which was later approved by the Minister for Planning on 8 March 2023. The amendment also requires the preparation of an LDP that will set the parameters for development. [Appendix ORD: 12.2.1A] contains a copy the proposed LDP. Following the consideration and approval of the LDP, the owner will also need to obtain development approval to validate the existing works and use that has occurred onsite. A development application has been received and it will be able to be considered and approved under delegation once the LDP is approved.

Location Plan



Proposal

The proposed LDP has been prepared in accordance with Amendment 204 which introduced Additional Use "A22" into TPS3. This proposed LDP identifies the area which is to be subject to the additional use on the lot. Condition 7 of A22 in TPS3 requires a LDP to be prepared, and reads as follows:

7. *The local government will require the preparation of a local development plan that clearly identifies the spatial extent of the additional use area as shown on the Scheme map.*

The outline of the proposal is as follows:

Region Scheme	Greater Bunbury Region Scheme 'Rural' zone
Local Planning Scheme	Local Planning Scheme No. 3 'General Farming' zone Additional Use 'A22' applies to part of Lot 10
Structure Plan/Precinct Plan	Preston Industrial Park (North Precinct) Structure Plan identifies Lot 10 for rural purposes
Lot Size	24.1651 hectares
Existing Land Use	Storage & Concrete Crushing
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes

Legal Implications

Planning and Development (Local Planning Schemes) Regulations 2015

Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* deemed provisions relates to Local Development Plans. Clause 47 provides the basis for the preparation of a Local Development Plan, as follows:

47. *When local development plan may be prepared*

A local development plan in respect of an area of land in the Scheme area may be prepared if

-
- (e) another provision of this Scheme requires a local development plan to be prepared for the area; or*

Clause 48 sets out the matters to be addressed through the preparation of a Local Development Plan, being:

48. *Preparation of local development plan*

- (1) *A local development plan must —*

- (a) be prepared in a manner and form approved by the Commission; and*
- (b) include any maps or other material considered by the local government to be necessary; and*
- (c) set out the following information —*
 - (i) the standards to be applied for the buildings, other structures and works that form part of the development to which it applies;*
 - (ii) details of the arrangements to be made for vehicles to access the area covered by the plan.*

The proposed LDP was advertised in accordance with Clause 50 of the deemed provisions, with consideration of submissions undertaken in accordance with Clause 51.

Local Government Act 1995**6.28. Basis of rates**

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

Council Plan

8.1 – Support responsible planning and development.

11.1 – Support industry and business growth.

Environment

In March 2008, the Environmental Protection Authority (EPA) gave advice on areas of conservation in the Preston Industrial Park, documented in Bulletin 1282. The report identified the vegetated portions of the subject site as being within 'Investigation Area 3' which is a regionally significant natural area of high value that should be retained within future planning.

The proposed LDP clearly depicts the area subject to Additional Use A22, being the areas outside the vegetated portions of the subject site. By limiting development to the existing cleared areas of the site, this ensures the high value vegetation that is identified as regionally significant is able to be retained and protected.

Precedents

Council at its meeting held on the 23rd of March 2022 [Res: 46-22] resolved to initiate Amendment 204 for the purpose of public advertising. Amendment 204 sought to apply Additional Use A22 to the subject site.

At its meeting held on the 28th of September 2022 [Res: 235-22] resolved to support Amendment 204 without modifications. Following assessment by the Department of Planning, Lands and Heritage and determination by the Minister for Planning, Amendment 204 was ultimately gazetted and became a part of the Scheme on the 17th of March 2023, and provides for the additional uses of Storage (D use) and Industry-mobile crushing plant (D use).

Consultation

The LDP was advertised in accordance with the deemed provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015* and Council Policy SDev CP505 – Public Consultation – Planning Matters.

The advertising period was for a minimum of 14 days and (concluding on 29 May 2023) and involved the following:

- A notice was placed on the Shire's website.
- A notice was displayed at the Eaton and Dardanup Administration buildings.
- A written notice was sent to the adjoining landowners.

- A written notice was sent to the following agencies for a minimum of 21 days and (concluding on 5 June 2023):
 - Aqwest
 - Department of Fire and Emergency Services (DFES)
 - Department of Biodiversity, Conservation and Attractions (DFCA)
 - Department of Planning, Lands and Heritage (DPLH)
 - Department of Primary Industries and Regional Development (DPIRD)
 - Department of Water and Environmental Regulation (DWER)
 - Main Roads Western Australia
 - Water Corporation
 - Harvey Water
 - Department of Health
 - Western Power

As a result of this consultation a total of eight responses were received from government/service agencies, and all with no objections with respect to the LDP. Some comments were provided with respect to the development application for the subject site, which was advertised concurrently with the LDP. These comments will be addressed through appropriate conditions on the forthcoming development approval, subject to the approval of the LDP. [Appendix ORD: 12.2.1B] contains a copy of the submissions, and [Appendix ORD: 12.2.1C] contains a schedule of submission. The key issues raised by the agencies are summarised below.

Water Corporation

Water Corporation advised that there is an open rural drain approximately 500m south of the development site, and approximately 1km east of the site (known as the 'Vindictive Main Drain'). Conditions should be placed on any development approval to ensure runoff is contained and infiltrated on the site and not discharged offsite into the local drainage network.

Officers recommend a modification to the LDP to insert a new clause detailing the matters to be addressed at the development application stage. Under the new heading "matters to be addressed at development stage" a condition is to be included for a stormwater management plan to be lodged for consideration and the plan is to demonstrate that run off is contained on site and not discharged offsite.

Department of Water and Environmental Regulation (DWER)

The Department has no objection to the Local Development Plan. Due regard is to be given to the Environmental Protection Authority (EPA) advice being implemented to mitigate potential impacts. In TPS3 there is specific and detailed guidance for development of the site, related to the preparation of management plans to address odour, noise, dust, landscaping, and stormwater management. More specifically, the EPA recommended that future development applications include management plans that manage potential edge effects where development abuts remnant vegetation and possible fauna habitat, to reduce disturbance to fauna.

Officers recommend a modification to the LDP. Under the new heading "matters to be addressed at development stage" a condition is to be included for an environmental management plan that addresses potential edge effects of activities capable of generating dust, noise, and pollutants (including light), where these activities abut remnant vegetation and possible fauna habitat. In addition, a dust management plan, odour management plan, acoustic report and noise management plan are also to be lodged for consideration of impacts on surrounding land.

Department of Fire and Emergency Services (DFES)

The Department has assessed the BMP against version 1.4 of the Guidelines, and notes that some references should be updated to reflect the current planning proposals. DFES previously reviewed a

Scheme Amendment on the site (DFES reference D25007), with comments provided to the Shire on 5 August 2022. The submitted BMP was prepared for the abovementioned Scheme Amendment and does not appear to have been updated to address the LDP and DA proposal.

Officers recommend a modification to the LDP. Under the new heading “matters to be addressed at development stage” a condition is to be included for a bushfire management plan to be lodged for consideration at development stage.

Department of Biodiversity, Conservation and Attractions (DBCA)

Development and bushfire protection and suppression measures at the edge of the bushland within Lot 10, should not impact the adjacent native vegetation. DBCA recommends that bushfire protection and suppression requirements are located outside the bushland to be retained. No wetland survey information was included with the application. Appropriate setbacks should also be provided to the wetland within the southern portion of Lot 10.

No modification to LDP is recommended. Under the LDP a 20m setback is applicable along the southern boundary of Lot 10 which provides a buffer to the wetland. In addition, based on the submission received from DWER, a condition has already been recommended requiring an environmental management plan to be prepared at development stage that addresses potential edge effects and this will also address the concerns raised by DBCA.

Budget Implications

The change in the valuation basis may result in additional rate revenue, dependent on how the change is introduced and whether any concessions are applied.

Budget – Whole of Life Cost

If the changes to valuation basis are phased in over a three-year period, there is potentially an increase in rates revenue in each of the three years and subsequently a higher rate revenue base for budgets beyond this period.

Council Policy Compliance

- SDev CP096 – *Local Planning Policy – Sea Containers*
- 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	Proposed Local Development Plan for Lot 10 Temple Road, Picton East
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	Environment Not required.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	Overall impacts will be minimal and will be managed through the imposition of appropriate conditions on any future development application.

Officer Comment

The proposed LDP has been assessed against the following planning framework applicable to the proposal as detailed below.

Greater Bunbury Region Scheme (GBRS)

The subject land is zoned ‘Rural’ under the GBRS. The additional uses introduced via Amendment 204 were considered at the time of the Scheme Amendment, and were deemed to be appropriate within the Rural and environmental context of the subject site.

Town Planning Scheme No. 3 (TPS3)

The subject site is zoned ‘General Farming’ under the current TPS3 and the objectives of the zone are:

- To provide for a wide variety of productive farming activities, ranging from broad acre grazing to horticulture, which are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect areas of significant agricultural value, particularly those in irrigation districts, from conflicting land uses.
- To facilitate low-key tourist development where it is incidental to the use of the land for farming purposes and where land use conflict can be minimised.

Portion of the site is subject to Additional Use A22, introduced via Scheme Amendment 204 to TPS3 gazetted in March 2023. The Additional Uses under Scheme Amendment 204 include:

Storage (D use)
Industry-mobile crushing plant (D use)

This means that development approval is required prior to the use of the land for any of these purposes or any works associated therewith.

The additional uses are currently subject to the following conditions under Appendix IV of TPS3:

1. *Wherever suitable alternatives exist, development is to be located outside of areas which would require the removal of vegetation.*
2. *Where suitable alternatives do not exist, vegetation and flora and fauna habitat surveys may be required to determine locations where development could occur with the least possible impact. Surveys should be undertaken in accordance with the applicable EPA technical guidance.*
3. *In considering any application the local government shall have due regard to the Guidance for the Assessment of Environmental Factors-Separation Distances between Industrial and Sensitive Land Uses (EPA) and may require the preparation of a management plan to address odour, noise, dust, landscaping and stormwater management*

4. *No further subdivision shall be supported unless it can be demonstrated that it is essential for the on-going effective management of any existing development or for demonstrable environmental benefit and / or protection.*
5. *Stored items must achieve the following setback distances:*
 - *An average of 5m from the Western boundary.*
 - *A minimum of 5m from Northern boundary*
 - *A minimum of 20m from Eastern and Southern boundaries.*
6. *In considering any application the local government shall have due regard to any relevant issues raised in the s16(e) Advice on areas of conservation significance in the Preston Industrial Parks, (EPA Bulletin 1282)*
7. *The local government will require the preparation of a local development plan that clearly identifies the spatial extent of the additional use area as shown on the Scheme map.*

Additional Use A22 facilitates limited industrial uses on the site. In accordance with Condition 7 of A22, the LDP clearly identifies the spatial extent of the additional use area as shown on the Scheme map, being the unencumbered portions of the site, ensuring the permissible industrial uses of 'Storage' and 'Industry-mobile crushing plant' are located to protect the conservation values of the site and rural landscape. The setback distances established under Condition 5 are also reflected on the LDP, which further minimises potential impacts on the environmental features of the site. Notwithstanding, it is recommended that additional provisions are included in the LDP to protect the environmental features of the site, as broadly set out under TPS3.

The submission of the LDP is generally in line with the requirements within LPS 3, however, Officers recommend by way of condition the requirement for an Environmental Management Plan be submitted that addresses potential edge effects of activities capable of generating dust, noise, and pollutants (including light), where these activities abut remnant vegetation and possible fauna habitat.

Draft Planning Scheme No. 9 (LPS9)

Draft LPS 9 has been advertised and is a seriously entertained document. Lot 10 is zoned "Rural" in draft LPS9 in line with the current "General Farming" zone.

Additional Use 22 was gazetted in the scheme text after LPS9 was advertised. It will therefore need to be presented to Council as a proposed modifications to draft LPS9, when the draft Scheme is considered by Council in October 2023.

The proposed LDP is generally consistent with LPS 9.

SDev CP096 – Local Planning Policy – Sea Containers

This Local Planning Policy (LPP) aims to regulate the use of sea containers for storage within the Shire to ensure that they:

- (a) *are located, screened and/or colour treated to appear visually integrated with the surrounding area; and*
- (b) *do not result in an adverse impact on amenity or streetscape.*

The LPP sets out a range of restrictions and requirements where sea containers are proposed, with sea container defined as:

A re-sealable metal transportable structure designed for the storage, unitized freight handling and/or transport of goods from one location to another by road and sea.

The proposed LDP includes a provision which states:

Any sea containers used at the site are to be stacked a maximum of three in height.

The LPP does not permit sea containers to be stacked on top of one another, except on lots zoned General Industry or Light Industry. Pursuant to the site's General Farming zoning under TPS3, the stacking of sea containers would not ordinarily be permitted on the subject site without such provisions as proposed under the LDP.

There are a range of additional conditions set out under the LPP which must be met where development approval is required for sea containers. As any proposal for sea containers on the subject site would require development approval from the Shire, it is considered the additional conditions under the LPP provide sufficient guidance to ensure the visual impact of sea containers, stacked up to three in height, is able to be appropriately mitigated.

The impact of sea containers on the subject site is likely to be minimal given its locational context adjoining the Preston Industrial Park to the south and east, and a mix of cleared land and vegetation to the north and west. The site is not in immediate proximity to any rural residential or other sensitive land uses that would be impacted by the potential sea container stacking to three in height as enabled under the proposed LDP.

Planning and Development (Local Planning Schemes) Regulations 2015

Part 6 of Schedule 2 of the Regulations applies to Local Development Plans. In accordance with Clause 51, the local government is to have due regard to the matters set out in clause 67(2) to the extent that, in the opinion of the local government those matters are relevant to the development to which the plan relates. An assessment of the proposed LDP against the relevant matters set out under clause 67(2) is contained in Appendix ORD: 12.2.1E.

Amenity

The additional uses for Storage and Industry-mobile crushing plant introduced via Amendment 204 has been included under TPS3 and require development approval.



X = Sensitive Land Use

The EPA Guidance for the Assessment of Environmental Factors recommends a 1km separation distances from an activity that involves the crushing of building material to a sensitive land use. As demonstrated in the image, there are several dwellings that are closer to the concrete crusher at approximately 800m. As there is a potential for noise and dust impacts to affect the nearby residents, modifications to the LDP are proposed to reduce any potential environmental impacts. As a result, it is recommended that the LDP specifically state that all applications for Development Approval must include the following information (where relevant):

- An environmental management plan that addresses potential edge effects of activities capable of generating dust, noise, and pollutants (including light), where these activities abut remnant vegetation and possible fauna habitat.
- A site-specific dust management plan where the development is considered to generate dust which will impact on surrounding land;
- An acoustic report and noise management plan prepared by a suitably qualified person;
- A stormwater management plan that demonstrates run off is contained on site and not discharged offsite;
- A transport impact report in accordance with the WAPC's Transport Impact Assessment guidelines; and
- A bushfire management plan prepared in accordance with the guidance provided by State Planning Policy 3.7 – Planning in bushfire prone areas".

Conclusion

The proposed LDP for Lot 10 Temple Road, Picton East is considered to be broadly consistent with the State and local planning framework, and locational context of the site. However, the LDP would benefit from further detail around the protection and consideration of environmental and other relevant matters at the development application stage, and as well as specifying some conditions of A22 on the LDP itself, and therefore modifications are recommended to the LDP.

There were no matters raised in the public advertising period that warrant any other modifications to the LDP. Officers therefore recommend that Council support the LDP, subject to modifications.

END REPORT

12.2.2 Title: Community and Event Grants Round 1 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 Team Leader</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.2.2A - SDev CP044 Community & Event Grants Policy & SDev CP038 – Educational Donations & Personal Development Grants Policy</i> <i>Appendix ORD: 12.2.2B - Risk Assessment</i> <i>Appendix ORD: 12.2.2C – Applications with Recommendations</i>

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared an Impartiality Interest in this item.
 Cr. S L Gillespie declared a Proximity Interest in this item and left the room [5.30pm].
 Please refer to Part 11 'Declaration of Interest' for full details.

Overview

This report summarises the round one 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.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

213-23 MOVED - Cr. T G Gardiner SECONDED – Cr. M R Hutchinson

THAT Council:

1. **Considers the applications received by the following groups under Community Grants Scheme Round 1 2023/24 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:**

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)		
APPROVE		
Burekup Cricket Club	Demountable changeroom upgrades	\$ 1,000.00
Eaton Cricket Club	Purchase tables and chairs for new clubroom	\$ 1,000.00
TOTAL		\$ 2,000.00

2. Considers the applications received by the following groups under Community Grants Scheme Round 1 2023/24 – Level 3 grants for funding between \$1,001 and \$5,000 and approves funding to the following organisation:

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)		
APPROVE		
Bunbury & Districts Softball Association	Purchase water fountains	\$ 5,000.00
Eaton Bowling & Social Club	Purchase bowling sets for social community bowls (partial funding only)	\$ 1,000.00
Our Lady of Lourdes Primary School P&F	Purchase height adjustable netball/basketball posts	\$ 5,000.00
TOTAL		\$ 11,000.00

3. Considers the applications received by the following groups under Community Grants Scheme Round 1 2023/24 – Level 3 grants for funding up to \$1,000 and declines funding to the following organisation:

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)		
DECLINE		
Eaton Family Centre	Facilitate local provider to deliver a range of wellness programs	\$ 2,500.00

4. Considers the applications received by the following groups under the Events Grants Scheme Round 2 2023/24 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:

EVENT GRANTS – LEVEL 2 (\$0 - \$1,000)		
APPROVE		
Bunbury & Districts Softball Association	Purchase grid screen shading for State Championships	\$ 1,000.00
Coastal Rowing WA	Community Kayak Workshop	\$ 1,000.00
Eaton Family Centre	Volunteering Expo	\$ 650.00
TOTAL		\$ 2,650.00

CARRIED
6/0

Background

SDev CP044 Community and Event Grants Policy [Appendix ORD: 12.2.2A] (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 2023/24 (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.

The breakdown for each of the rounds is as below:

GRANT STREAM	R1 FUNDING ALLOCATION	R2 FUNDING ALLOCATION	QR GRANTS
Community Grant GL 1119504	\$ 12,049.00	\$ 12,049.00	\$2,500.00
Minor Community Event J08714	\$ 4,000.00	\$ 4,000.00	\$2,000.00

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: 12.2.2B] for full assessment document.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Community and Events Grants Scheme – Round 1 2023/24
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 the 17th of July 2023 and closed on Friday, the 25th of August 2023.

The grants were advertised on the Council website, Council Facebook and Instagram. 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	2
L3 Community Grant	4
L2 Events Grant	3
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: 12.2.2C].

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)			
APPLICANT NAME	AMOUNT REQUESTED (\$)	PURPOSE	OFFICER RECOMMENDED
Burekup Cricket Club	\$ 1,000.00	Demountable changeroom upgrades	Yes
Eaton Cricket Club	\$ 1,000.00	Purchase table and chairs for new clubroom	Yes
TOTAL APPLICATIONS	\$ 2,000.00		
TOTAL RECOMMENDED	\$ 2,000.00		

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000)			50% MATCHING COMPONENT REQUIRED
APPLICANT NAME	AMOUNT REQUESTED (\$)	PURPOSE	OFFICER RECOMMENDED
Bunbury & Districts Softball Association	\$ 5,000.00	Purchase water fountains	Yes
Eaton Bowling & Social Club	\$ 5,000.00	Purchase new bowling sets for social bowls	Yes – partial funding \$1,000
Eaton Family Centre	\$ 2,500.00	Facilitate local provider to deliver a range of wellness programs	No
Our Lady of Lourdes Primary School P&F	\$ 5,000.00	Purchase height adjustable netball/basketball posts	Yes
TOTAL APPLICATIONS	\$ 17,500.00		
TOTAL RECOMMENDED	\$ 11,000.00		

EVENT GRANTS – LEVEL 2 (\$0 - \$1,000)			
APPLICANT NAME	AMOUNT REQUESTED (\$)	PURPOSE	OFFICER RECOMMENDED
Bunbury & Districts Softball Association	\$ 1,000.00	Purchase grid screen shading for State Championships event	Yes
Coastal Rowing WA	\$ 1,000.00	Community Kayak Workshop	Yes
Eaton Family Centre	\$ 650.00	Volunteering Expo	Yes
TOTAL APPLICATIONS	\$ 2,650.00		
TOTAL RECOMMENDED	\$ 2,650.00		

It is requested that Council partially fund the grant request from the Eaton Bowling & Social Club (fund \$1,000 rather than the requested \$5,000). The suggestion to partially fund rather than fully fund the application amount is to allow a reasonable amount of funds to remain for Round 2 of Community Grants in 2023/24. The Club is eligible to submit a grant application for funding in Round 2 of the grants process.

END REPORT

Note: Cr. S L Gillespie returned to the room [5.31pm].

12.2.3 Title: CRAVE Mountain Bike Challenge 2023 Sponsorship Request

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 Team Leader</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Absolute Majority.</i>
	<i>Appendix ORD 12.2.3A - Sponsorship Request and additional information from Event Organiser</i>
Attachments	<i>Appendix ORD 12.2.3B – Council Policy SDEV CP044 Community and Event Grants</i>
	<i>Appendix ORD 12.2.3C – Risk Assessment Tool</i>

Overview

The purpose of this report is for Council to consider a sponsorship request [Appendix ORD: 12.2.3A] made to the Shire by Happy Willmore Adventures for the CRAVE Mountain Bike Challenge to be held in October 2023.

The relevant funding allocation for the year under the 'Tourism and Events Grants' has already been expended for this financial year. As such, if Council choose to support the request, a budget amendment will be required which will impact the end of year estimated surplus.

Officers recommend that Officer Recommended Resolution A be supported.

OFFICER RECOMMENDED RESOLUTION "A"

THAT Council:

1. Approves the request from Happy Willmore Adventures for sponsorship of \$5,000 under the Shire's Regional Events Grants to go towards the 'CRAVE Mountain Bike Challenge' event scheduled for October 2023.
2. Supports a budget amendment to increase GL 1312501 by \$5,000.
3. Encourages Happy Willmore Adventures to make a submission to the 24/25 Annual Budget Process in February 2024.
4. Advises that should the event not go ahead that the funds will not be paid.

OR

ALTERNATIVE RECOMMENDED RESOLUTION "B"

THAT Council does not support the request as all funds within the Tourism and Events Grants have been expended for the 2023 / 2024 Financial year.

Change to Officer Recommendation -

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

- *Council resolved to Resolution B with an amendment to include the words: "Encourages Happy Willmore Adventures to make a submission to the 24/25 Annual Budget Process in February 2024. And make a presentation to Council regarding event."*

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

214-23 MOVED - Cr. M R Hutchinson SECONDED – Cr. P R Perks

THAT Council:

1. **Does not support the request as all funds within the Tourism and Events Grants have been expended for the 2023 / 2024 Financial year.**
2. **Encourages Happy Willmore Adventures to make a submission to the 24/25 Annual Budget Process in February 2024 and make a presentation to Council regarding the event.**

CARRIED
7/0

Background

The CRAVE Mountain Bike Challenge is held in the Ferguson Valley and utilises the Wambenger trail system. Mountain biking is a popular past time and sport for not only residents of the South West, but many mountain bike enthusiasts travel to the Ferguson Valley for the spectacular trails. The event organiser expects the event to attract up to 1,500 riders and spectators to this year's event.

The event first ran in 2017 and was extremely successful amongst the mountain bike community, with 600 riders participating in the event. Due to the event organiser's personal circumstances, the event organiser had to step down. Last year, the event organiser was contacted and requested to re-establish the event as another state mountain bike challenge had been cancelled which was an all-too-common occurrence for the mountain bike community.

The 2022 event was held successfully with 600 riders taking part. The event was capped at 600 riders in 2022.

Happy Willmore Adventures plans to focus on growing the event each year and hopes that the support for this to continue will stem from the competitors, local businesses and the Shire of Dardanup. The event offers five different distance events and trail types ranging from 6kms to 90kms. This event caters for all ages and abilities with a plan over the next five to seven years of aiming for the event to be a National and World Championship Marathon Event.

The event supports tourism within the region leading up to the event, as riders often travel to the Ferguson Valley to practice prior to the event to become familiar with the trail and the surroundings.

Legal Implications

Local Government Act 1995

2.7. Role of Council

- (1) *The Council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
 - (2) *Without limiting subsection (1), the Council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*
- [Section 2.7 amended: No. 17 of 2009 s. 4.]*

6.2. Local government to prepare annual budget

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

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
 - (a) *the expenditure by the local government; and*
 - (b) *the revenue and income, independent of general rates, of the local government; and*
 - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) *the amount it is estimated will be yielded by the general rate; and*
 - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*
 - and*
 - (c) *the fees and charges proposed to be imposed by the local government; and*
 - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
 - (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*
 - (c) *the information to be contained in or to accompany the annual budget.*

Council Plan

- 2.2 - Increase participation in sport, recreation and leisure activities.
- 3.1 - Grow participation in arts, culture and community events.
- 4.3 - Increase involvement in volunteering.
- 12.1 - Grow visitor numbers by Improving tourism infrastructure, experiences and marketing.

Environment - None.

Precedents

Event was supported by Council first in 2017. Council also supported the 2022 event outside the 22/23 annual budget allocation.

Budget Implications

Funding by the Shire has been provided on two previous occasions to the event since 2017 (2017 and 2022). A total of \$15,000 has been provided to the event organiser to assist with the running of the event. The event last year was the first event for CRAVE post pandemic and was very much a successful event and appreciated amongst the mountain bike enthusiasts and community.

The relevant funding allocation for this sponsorship event application would be the *Tourism and Events Grants* (GL 1312501 = \$35,000 for 2023/2024), which has been expended already for this Financial Year as follows:

Bull and Barrel	\$10,500.00
Dardanup Art Spec	\$11,500.00
Eaton Foreshore Festival	\$ 3,000.00
Lost & Found - Ahoy	\$10,000.00
	\$35,000.00

The sponsorship request for the event is \$5,000. Should Council wish to sponsor the event, the funding will reduce the end of year surplus.

The event organiser is not eligible for a Community Event Grant, therefore the funds allocated to Community Event Grants J08714 should remain contestable and accessible through the grant process and adhering to policy (SDEV CP044 Community & Event Grants) which states funding is only available to not-for-profit clubs and groups.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Under *SDev CP044 Community & Event Grants Policy* [Appendix ORD: 12.2.3B] Regional Event Grants are available for events that:

- Result in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attract media coverage that raises the profile of the region as a tourist destination;
- Involve and inspires the local community;
- Improve the vibrancy and vitality of the Shire of Dardanup;
- Support job creation; and
- Highlight and profile the unique features of the place and/or Shire.

Funding is available up to \$10,000 per application and a maximum 50% of the total event cost. This grant is advertised and marketed through Shire website, social media releases and with event organisers.

The 2023 CRAVE event, was very successful with many riders keen to return to the Shire for the event.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Sponsorship Request – CRAVE Mountain Bike Event 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	Reputational	Council’s reputation could be impacted dependant on their decision on the sponsorship/grant funding application.

Officer Comment

The 2023 event proved to be a favourite amongst the mountain bike enthusiasts and community. The trails are well looked after and many volunteers provide sizeable hours of their personal time to assist the event and ensure a great weekend for all those involved.

If sponsorship was to be provided to the event, the event organiser has committed to use the funds to support participant safety, using the Shire of Dardanup sponsorship to pay for the St Johns Ambulance to be in attendance.

Further, this event promotes active participation in health and wellbeing, recreation and creates an opportunity for riders to see our wonderful mountain bike trails, facilities and region all of which align with our Council plan and strategies.

By sponsoring this event, the organiser will be including the Shire’s logo being prominently placed on all promotional material, media releases, video productions plus a central presence at the Event Village and Start/Finish area.

Officers consider that the event provides economic benefits to the region and also has flow on ancillary benefits from a tourism promotional perspective. It is likely that the event will increase spending in the Shire and region associated with accommodation, dining and shopping. This in line with the Council’s broader objectives outlined in the Council plan and also aligned with Council’s policy. As such, it is the Officer’s recommendation that \$5,000 is allocated to sponsor the 2023 CRAVE Mountain Bike Challenge.

END REPORT

12.2.4 Title: Consideration of Submissions and Adoption of Local Planning Scheme No. 9

Reporting Department	Sustainable Development Directorate
Responsible Officer	Michelle Dennis- Acting Manager Development Services
Reporting Officer	Mrs Suzanne Occhipinti - Strategic Planning Officer
Legislation	Local Government Act 1995
Council Role	Legislative.
Voting Requirement	Absolute Majority.
Attachments	12.2.4A Advertised draft Local Planning Scheme No. 9 (LPS9)
	12.2.4B - Schedule of submissions
	12.2.4C - Submissions
	12.2.4D - Schedule of Modifications
	12.2.4E - Risk Assessment Tool

DECLARATION OF INTEREST

Cr. M R Hutchinson and Cr. L W Davies declared a Financial Interest in this item.
 Cr. T G Gardiner and Cr. P R Perks declared a Financial Interest and a Proximity Interest in this item.
 Please refer to Part 11 'Declaration of Interest' for full details.

Cr. M R Hutchinson advised that he has a letter of participation approval from the Department of Local Government, Sport & Cultural Industries (A/DLGSC) Executive Director – Local Government dated 26th of September 2023 to remain in the meeting and fully participate in the discussion and decision making relating to Item 12.2.4. Refer below:

The Deputy Director General Regulation, Suleila Felton has, under delegated authority from the Minister, approved the application under section 5.69(3)(b) of the Local Government Act 1995 (the Act) for Cr. M T Bennett and Cr. M R Hutchinson to fully participate in the discussion and decision making relating to the following agenda item at the shire's Ordinary Council Meeting of 27th September 2023 Consideration and Submissions and Adoption of Local Planning Scheme No. 9.

The following conditions were placed on the approval:

- 1. The approval is only valid for the 27 September 2023 Ordinary Council Meeting when agenda item 12.2.4 is considered;*
- 2. The abovementioned Councillors must declare the nature and extent of their interests at the abovementioned meeting when the matter is considered, together with the approval provided;*
- 3. The CEO is to provide a copy of the Department of Local Government, Sport and Cultural Industries (DLGSC) letter of approval to the abovementioned Councillors;*
- 4. The CEO is to ensure that the declarations, including the approval given and any conditions imposed, are recorded in the minutes of the abovementioned meeting, when the item is considered;*
- 5. The CEO is to provide a copy of the confirmed minutes of the abovementioned meeting to the DLGSC, to allow DLGSC to verify compliance with the conditions of this approval; and*

DECLARATION OF INTEREST

- 6 *The approval granted is based solely on the interests disclosed by the abovementioned Councillors, made in accordance with the application. Should other interests be identified, these interests will not be included in this approval and the financial interest provisions of the Act will apply.*

Overview

The purpose of this report is for Council to consider the submissions made to the Shire of Dardanup (draft) Local Planning Scheme No 9 (LPS9), and to determine support for LPS9. Officers recommend that Council resolves to support the draft LPS9 with modifications and advise the Western Australian Planning Commission (WAPC) accordingly.

OFFICER RECOMMENDED RESOLUTION "A"

THAT Council:

1. Pursuant to Regulation 25(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the recommendations as outlined in (Appendix ORD: 12.2.4B).
2. Pursuant to Regulation 25(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Dardanup Local Planning Scheme No. 9 subject to the modifications contained in (Appendix ORD: 12.2.4D).
3. Pursuant to Regulations 28(1)-(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, forwards notice of this resolution, together with the advertised Shire of Dardanup Local Planning Scheme No. 9, Schedule of Submissions, and Schedule of Modifications, to the Western Australian Planning Commission for final consideration.
4. Authorises the Chief Executive Officer to make additional minor modifications to the maps and text as may be required for spelling/grammar/legibility by the Commission or authorised person.

By Absolute Majority

OR

ALTERNATIVE RECOMMENDED RESOLUTION "B"

THAT Council:

1. Authorises the Chief Executive Officer to amend the Schedule of Submissions (Appendix ORD: 12.2.4B) to the extent that, where Council's recommendation to any submission is different from the Officer's recommendation, Council's recommendations are added as provided for in the schedule.
2. Pursuant to Regulation 25(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, endorses the recommendations as outlined in part 1 above in.

3. Authorises the Chief Executive Officer to amend the Schedule of Modifications (Appendix ORD: 12.2.4D) to the extent that, where Council's recommended modifications are different from the Officer's recommended modifications, Council's modifications are added as provided for in the schedule.
4. Pursuant to Regulation 25(3)(b) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, adopts the Shire of Dardanup Local Planning Scheme No. 9 subject to the modifications outlined in part 3 above.
5. Pursuant to Regulations 28(1)-(2) of the *Planning and Development (Local Planning Schemes) Regulations 2015*, forwards notice of this resolution, together with the advertised Shire of Dardanup Local Planning Scheme No. 9, Schedule of Submissions, and Schedule of Modifications, to the Western Australian Planning Commission for final consideration.
6. Authorises the Chief Executive Officer to make additional minor modifications to the maps and text as may be required for spelling/grammar/legibility by the Commission or authorised person.

By Absolute Majority

Chief Executive Officer Comment

Elected Members have advised of Financial/Proximity Declarations of Interest in Item 12.2.4 – Consideration of Submissions and Adoption of Local Planning Scheme No. 9. These Declarations of Interest relate to submissions made in Appendix ORD: 12.2.4B and modifications made in Appendix ORD: 12.2.4D.

As Elected Members will need to leave the room Officers have provided an Alternative Resolution to separate the items so that they may be dealt with individually. The proposed Alternative Resolutions are provided below.

Change to Officer Recommendation -

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

Due to the high number of Declarations of Interest in this item, to maintain a quorum the resolution was separated into several smaller resolutions to accommodate the Councillors being able to remain in the room and vote.

The resolutions, although separated, were not changed in intent.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "A"

215-23 MOVED - Cr. T G Gardiner SECONDED – Cr. P S Robinson

THAT Council:

1. Pursuant to Regulation 25(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the recommendations as outlined in (Appendix ORD: 12.2.4B) excluding the following submissions:
 - a) Submission Number 12 Graham Houghton – Consultant for Leonard Waste Pty Ltd – Wastewater Treatment and Refining Plant Lot 89 (205) Lennard Road, Burekup WA 6227.
 - b) Submission Number 16 – Kylie Shaw Harley Dykstra for Peter and Margaret Giumelli.
 - c) Submission Number 19 – Eaton Fair Shopping Centre, Lots 601, 606, 607 and 1110(2) Recreation Drive, Eaton WA 6232.
 - d) Submission Number 37 – Kanella Hope – Planned Focus for Bush Shack Brewery – 791 Ferguson Road Ferguson Valley

CARRIED

7/0

By Absolute Majority

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "B"

216-23 MOVED - Cr. P S Robinson SECONDED – Cr. M R Hutchinson

THAT Council:

1. Pursuant to Regulation 25(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Dardanup Local Planning Scheme No. 9 subject to the modifications contained in (Appendix ORD: 12.2.4D) excluding the following modifications:
 - a) Modification Number: 15 – Submission Number 12 – Lot 89 Lennard Road;
 - b) Modification Number: 29 – Submission Number 12 – Lot 89 Lennard Road;
 - c) Modification Number: 30 – Submission Number 12 – Lot 89 Lennard Road;
 - d) Modification Number: 31 – Submission Number 12 – Lot 89 Lennard Road;
 - e) Modification Number 7 – Submission Number 19 – Eaton Fair Shopping Centre;
 - f) Modification Number 8 – Submission Number 19 – Eaton Fair Shopping Centre;
 - g) Modification Number 24 – Submission Number 19 – Eaton Fair Shopping Centre;

- h) **Modification Number 26 – Submission Number 19 – Eaton Fair Shopping Centre;**
- i) **Modification Number 36 – Submission Number 19 – Eaton Fair Shopping Centre;**
- j) **Modification Number 34 – Submission Number 37 – Bush Shack Brewery – Lot 791 Ferguson Road, Ferguson Valley;**

CARRIED

7/0

By Absolute Majority

DECLARATION OF INTEREST

Having Declared an Interest in this part of the resolutions, Cr. T G Gardiner and Cr. P R Perks left the room [5.38pm].

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

GOVERNANCE

Chief Executive Officer, Mr André Schönfeldt advised that as there was no Presiding member remaining in the room, Section 5.14 of the Local Government Act 1995 applies. The members remaining present at the meeting are to choose one of themselves to preside at the meeting.

COUNCIL RESOLUTION

217-23 MOVED - Cr. S L Gillespie SECONDED – Cr. E P Lilly

THAT Cr. P S Robinson presides at this meeting when no Presiding Member remains in the room.

CARRIED

5/0

Note: Cr. P S Robinson assumed the Chair [5.38pm].

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "C"

218-23 MOVED - Cr. M R Hutchinson SECONDED – Cr. S L Gillespie

THAT Council:

1. Pursuant to Regulation 25(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the recommendations as outlined in (Appendix ORD: 12.2.4B) pertaining to the following submission
 - a) Submission Number 12 Graham Houghton – Consultant for Leonard Waste Pty Ltd – Wastewater Treatment and Refining Plant Lot 89 (205) Lennard Road, Burekup WA 6227.
2. Pursuant to Regulation 25(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Dardanup Local Planning Scheme No. 9 subject to the modifications contained in (Appendix ORD: 12.2.4D) pertaining to the following modifications:
 - a) Modification Number 15 – Submission Number 12 – Lot 89 Lennard Road;
 - b) Modification Number 29 – Submission Number 12 – Lot 89 Lennard Road
 - c) Modification Number 30 – Submission Number 12 – Lot 89 Lennard Road;
 - d) Modification Number 31 – Submission Number 12 – Lot 89 Lennard Road;

CARRIED

5/0

By Absolute Majority

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "D"

219-23 MOVED - Cr. M R Hutchinson SECONDED – Cr. E P Lilly

THAT Council:

1. Pursuant to Regulation 25(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the recommendations as outlined in (Appendix ORD: 12.2.4B) pertaining to the following submission
 - a) Submission Number 16 – Kylie Shaw Harley Dykstra for Peter and Margaret Giumelli.

CARRIED

5/0

By Absolute Majority

Note: Cr. T G Gardiner and Cr. P R Perks returned to the room [5.40pm]. Cr. T G Gardiner resumed the Chair.

DECLARATION OF INTEREST

Having Declared an Interest in this part of the resolutions, Cr. L W Davies left the room [5.40pm].
Please refer to Part 11 'Declaration of Interest' for full details.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "E"

220-23 MOVED - Cr. S L Gillespie SECONDED – Cr. P R Perks

THAT Council:

1. Pursuant to Regulation 25(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the recommendations as outlined in (Appendix ORD: 12.2.4B) pertaining to the following submission
 - a) Submission Number 19 – Eaton Fair Shopping Centre, Lots 601, 606, 607 and 1110(2) Recreation Drive, Eaton WA 6232.
2. Pursuant to Regulation 25(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Dardanup Local Planning Scheme No. 9 subject to the modifications contained in (Appendix ORD: 12.2.4D) pertaining to the following modifications:
 - a) Modification Number 7 – Submission Number 19 – Eaton Fair Shopping Centre
 - b) Modification Number 8 – Submission Number 19 – Eaton Fair Shopping Centre
 - c) Modification Number 24 – Submission Number 19 – Eaton Fair Shopping Centre
 - d) Modification Number 26 – Submission Number 19 – Eaton Fair Shopping Centre
 - e) Modification Number 36 – Submission Number 19 – Eaton Fair Shopping Centre

CARRIED

6/0

By Absolute Majority

Note: Cr. L W Davies returned to the room [5.41pm].

DECLARATION OF INTEREST

Having Declared an Interest in this part of the resolutions, Cr. T G Gardiner and Cr. P R Perks left the room [5.41pm].

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

Note: Cr. P S Robinson assumed the Chair [5.41pm].

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "F"

221-23 MOVED - Cr. M R Hutchinson SECONDED - Cr. S L Gillespie

THAT Council:

1. Pursuant to Regulation 25(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, endorses the recommendations as outlined in (Appendix ORD: 12.2.4B) pertaining to the following submission
 - a) Modification Number 34 – Submission Number 37 – Bush Shack Brewery – Lot 791 Ferguson Road, Ferguson Valley.
2. Pursuant to Regulation 25(3)(b) of the Planning and Development (Local Planning Schemes) Regulations 2015, adopts the Shire of Dardanup Local Planning Scheme No. 9 subject to the modifications contained in (Appendix ORD: 12.2.4D) pertaining to the following modifications:
 - a) Modification Number 34 – Submission Number 37 – Bush Shack Brewery – Lot 791 Ferguson Road, Ferguson Valley.

CARRIED

5/0

By Absolute Majority

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "G"

222-23 MOVED - Cr. S L Gillespie SECONDED - Cr. M R Hutchinson

THAT Council:

1. Pursuant to Regulations 28(1)-(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, forwards notice of Resolutions A, B, C D, F & G, together with the advertised Shire of Dardanup Local Planning Scheme No. 9, Schedule of Submissions, and Schedule of Modifications, to the Western Australian Planning Commission for final consideration.
2. Authorises the Chief Executive Officer to make additional minor modifications to the maps and text as may be required for spelling/grammar/legibility by the Commission or authorised person.

CARRIED

5/0

By Absolute Majority

Note: Cr. T G Gardiner and Cr. P R Perks returned to the room [5.45pm]. Cr. T G Gardiner resumed the Chair.

DECLARATION OF INTEREST

Having Declared an Interest in this part of the resolutions, Cr. L W Davies left the room [5.45pm].
Please refer to Part 11 'Declaration of Interest' for full details.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "H"

223-23 MOVED - Cr. S L Gillespie SECONDED – Cr. P S Robinson

THAT Council:

1. Pursuant to Regulations 28(1)-(2) of the Planning and Development (Local Planning Schemes) Regulations 2015, forwards notice of Resolutions E & H, together with the advertised Shire of Dardanup Local Planning Scheme No. 9, Schedule of Submissions, and Schedule of Modifications, to the Western Australian Planning Commission for final consideration.
2. Authorises the Chief Executive Officer to make additional minor modifications to the maps and text as may be required for spelling/grammar/legibility by the Commission or authorised person.

CARRIED
6/0

Background

The Shire's current Town Planning Scheme No.3 (TPS3) was gazetted in 1979 and is no longer consistent with the model provisions contained in the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations). At its 13 September 2013 Ordinary Council Meeting, Council resolved to prepare a new planning scheme (the Scheme) for the Shire of Dardanup area, to replace TPS3. Pursuant to the resolution, Officers prepared draft Local Planning Scheme No. 9 (LPS9) which will apply to all land contained within the Shire of Dardanup.

In accordance with cl. 65(2) the Regulations which came into operation on 19 October 2015, a review of TPS3 was due to be commenced by 19 March 2018 and completed by 19 September 2018. However, as draft LPS9 was already under preparation, a review of TPS3 was not considered necessary.

At its 29 July 2020 Ordinary Council Meeting, Council resolved to advertise draft LPS9 for public comment. Council also resolved at the same time to refer draft LPS9 to the Western Australian Planning Commission (WAPC) and the Environmental Protection Authority (EPA), in accordance with Part 4 Divisions 2 r.21(1) of the Regulations, and Part 5 Division 3 s.81 of the *Planning and Development Act 2005* respectively.

On 9 February 2022, the EPA advised that it had carried out some investigations and enquiries before deciding not to further assess draft LPS9 under Part IV of the *Environmental Protection Act 1986*.

The WAPC reviewed draft LPS9 and directed the Shire to make modifications to the draft Scheme, which the Shire complied with. On 10 January 2023, WAPC consented to the Shire advertising draft LPS9 for public comment. Advertising of the draft Scheme attached in (Appendix ORD: 12.2.4A) was undertaken as described in the consultation section of this report.

The advertising period has closed and the Shire is now required to consider the submissions received. The Shire is required to inform the WAPC of the outcome of the advertising and consideration of the submissions by 13 October 2023.

Legal Implications

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015
- Environmental Protection Act 1986

Council Plan

8.1 - Support responsible planning and development.

13.1 - Adopt best practice governance.

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

Environment

The draft scheme was provided to the EPA for consideration, which determined that no assessment under the *Environmental Protection Act 1986* was necessary. Officers maintain that LPS9 provides the Shire with significant opportunity to consider and protect its environment.

Precedents

Town Planning Scheme No.3 (TPS3) was gazetted in 1979, and has since had 85 gazetted amendments.

Consultation

Public Consultation

In accordance with the Regulations, draft LPS9 was advertised for a period of 90 days not including the Easter holiday period (defined as the 'excluded holiday period' in the Regulations), from 16 February 2023 - 23 May 2023, as follows:

1. Postal notices sent to the owners of lots proposed to be zoned 'Commercial' in Burekup and Dardanup;
2. Postal notices sent to the owners of all lots proposed to be zoned 'Tourism';
3. News article published on the Shire's web site;
4. Shire of Dardanup Community Newsletter published 15 February 2023; and
5. Public Notice in the South Western times published on 16 February 2023.

Draft LPS9 was also made available for the public at the community meetings held in the week commencing 13 February.

Consultation with Government/Service Agencies/Consultants

In accordance with the Regulations, draft LPS9 was advertised for a period of 90 days not including the Easter excluded holiday period, from 16 February 2023 - 23 May 2023 by email notification to following agencies and organisations:

- Department of Biodiversity, Conservation and Attractions
- Department of Communities
- Department of Education and Training
- Department of Fire & Emergency Services
- Department of Health
- Department of Jobs, Tourism, Science and Innovation
- Department of Local Government, Sport and Cultural Industries
- Department of Mines, Industry Regulation and Safety
- Department of Planning, Lands and Heritage
- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Environmental Protection Authority
- Alinta Energy
- Aqwest
- ATCO Australia
- Telstra
- Western Power
- Water Corporation
- Harvey Water
- Main Roads Western Australia
- National Trust WA (NTWA) Conservation Covenants
- Public Transport Authority (PTA)
- State Heritage Office
- City of Bunbury
- Shire of Harvey
- Shire of Collie
- Shire of Donnybrook
- Shire of Capel
- Dardanup Environmental Action Group
- Cleanaway
- Graham Houghton
- Larry Guise
- Across Planning
- Citygate
- Harley Dykstra
- Urbis
- Planning solutions
- Taylor Burrell Barnett
- Southern Ports Authority
- South West Native Title Settlement
- South West Development Commission
- South West Catchment Council
- South West Aboriginal Land and Sea Council
- Development WA
- Ardross Group of Companies
- Parkridge Group Pty Ltd

During the consultation period 24 public submissions were received, as well as 12 submissions from government/service agencies. In addition, two late public submissions were received after the consultation period but prior to this report being drafted as well as three modifications identified by officers, and these are also included for Council's consideration.

The submissions have been considered by officers. A number of modifications to draft LPS9 are recommended to address the matters raised, where considered appropriate. A Schedule of submissions with officer comments is attached in (Appendix ORD: 12.2.4B), and a complete set of submissions is attached in (Appendix ORD: 12.2.24C)

The Officer recommended modifications are detailed in a Schedule of Modifications, attached in (Appendix ORD: 12.2.4D).

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Local Planning Policy

The Shire's Local Planning Policy 'SDev CP505 - Public consultation - Planning matters' requires the Shire to advertise a review of a Local Planning Scheme for a period of 90 days, by (as a minimum) newspaper advertising, letter/mail box drops or Council notices, signage and displays in relevant locations, and notice displayed on Council's website. These requirements are consistent with the public consultation requirements in the Regulations. These requirements have been complied with as outlined in the Public Consultation section of this report.

A review of Council's Local Planning Policies will be required following gazettal of LPS9 to ensure they are compliant with the approved Scheme.

Risk Assessment

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

TIER 3 – 'High' or 'Extreme' Inherent Risk.		
Risk Event	Consideration of Submissions and Adoption of Local Planning Scheme No. 9	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	Financial risk managed by avoiding the reservation of private land for public purpose. Environmental risk managed through the implementation of a Special Use Zone.	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Financial	Potential for claims for injurious affection.
	Legal and Compliance	Failure to comply with statutory requirements.
	Reputational	Community dissatisfaction with Scheme outcomes.
	Environment	Failure to adequately protect the environment.

Officer Comment

- *Statutory Environment*

A Local Planning Scheme (Scheme) is prepared with the objective of making suitable provisions for the improvement, development and use of land within the Scheme area. Schemes provide a statutory mechanism for the control of land use and development, in order to implement the Local Planning Strategy. Matters addressed by Schemes include their aims, the zoning and reservation of land, the permissibility of land uses, development requirements, and special control areas.

The Regulations include 'Model Provisions' which are intended to standardise Schemes across the State, providing greater certainty to government, land owners and developers. All new Schemes are required to comply with the form/structure, standard zoning, definitions, and land use classifications of the Model Provisions.

Schemes must also be consistent with the aims of the State Planning Framework, which includes relevant State Planning Policies and (state) Operational Policies, the overarching State Planning Strategy, and the region scheme where one exists for the locality. The relevant region scheme for the Shire is the Greater Bunbury Region Scheme (GBRS).

- *Compliance with higher order documents*

Officers have been working closely with DPLH in the preparation of the draft scheme to ensure it meets the aims of LPS9 as well as the relevant, overarching local, regional and state planning frameworks discussed above. The draft Scheme is consistent with the Model Provisions in the Regulations, which all new Schemes in Western Australia are required to comply with.

- *Technical Advice - Waste Disposal/Processing Precinct*

Prior to officers seeking support to advertise, draft LPS9 was peer reviewed by planning consultancy Taylor Burrell Burnett (TBB) and modified as considered appropriate. The Shire also engaged consultancy Urbaqua to provide technical advice on a proposed 'Special Use Zone 1' (SUZ1), prior to advertising. The SUZ1 is proposed to apply to two lots within the Waste Disposal/Processing Precinct, being Lot 4580 Panizza Rd and Lot 2 Banksia Rd, Crooked Brook, as identified in the Shire's adopted Local Planning Strategy. The image below shows the location of the two proposed SUZ1 lots.



Special Use zones allow the Local Government to control specific land uses and development that do not fit comfortably within any other land use category or zone, through the use of particular conditions. They allow site- specific land use and development controls.

The majority of properties surrounding the SUZ1 in the broader landscape are intended to be zoned 'Rural', which is consistent with their agricultural uses and is generally equivalent to the TPS3 General Farming zone. However, the two proposed SUZ1 lots both have various planning approvals associated with waste disposal/processing and extractive industries. The specific provisions of the SUZ1 will provide the Shire with significantly greater ability to control the use and development of these lots into the future than what the Rural zone can provide. In considering the adopted Local Development Plan (LDP) for this lot, and its implementation, officers recommend including the provisions of the LDP into the SUZ1 provision, as well as the LDP plan itself.

- *Recommended modifications*

Officers have analysed each of the submissions received and provided comments in the Schedule of Submissions. Modifications recommended by officers are detailed in the Schedule of Modifications and are in line with the above mentioned documents. Modifications are only supported where they do not circumvent the need for more rigorous investigation and/or environmental studies, and where they align with the intent of the Local Planning Strategy. Where these matters are not addressed, and therefore careful consideration and consultation through the Planning Scheme Amendment process is needed, the submission is not supported.

The Shire is now required under the Regulations to determine whether it will support the draft LPS9, with or without modifications, or will not support the draft Scheme. The recommendation of Council is required to be made and provided to the WAPC by 13 October 2023.

If the draft Scheme is supported by Council (either with or without modifications), Council's resolution and the documents discussed in this report will be forwarded to the WAPC for consideration. Within 120 days of receiving the documents, the WAPC must make a recommendation to the Minister for Planning in respect of draft LPS9, and the Minister is the final decision maker. Under Section 87 of the Planning and Development Act 2005, the Minister may approve the Scheme, or require the Shire to modify the Scheme prior to approval, or refuse to approve the local planning scheme. There is no statutory timeframe for the Minister to make a determination.

The four options and associated implications available for to Council consider are outlined below:

- *Option 1 - Resolve to adopt LPS9 with modifications.*

Implication - This option allows the Council to adopt draft LPS9 subject to the modifications recommended by officers in the Schedule of Modifications appended to this report, or subject to any other modifications. The advertised draft Scheme would need to be submitted to the WAPC, along with the submissions and a Schedule of Modifications, seeking final approval subject to those modifications. WAPC would need to consider whether it supports the Scheme and modifications, and/or may require further modifications, prior to seeking approval from the Minister for Planning. Officers are recommending this option.

- *Option 2 - Resolve to advertise modifications.*

Implication - This option allows the Shire to re-advertise draft LPS9 with modifications for a period of 60 days, if it considers the modifications to be significant, but is not required to do so. The Shire may advertise the modifications in any manner it considers appropriate. Any advertising must specify what the modifications are. Following advertising, the draft Scheme and any subsequent submissions on the modifications would need to be brought back to Council for consideration.

Officers do not recommend this option as it is not a requirement of the Regulations, and will delay the progress of LPS9. However, should Council prefer to take this option, officers recommend that the modifications are advertised via a public notice on the Shire's website and in the South Western

times from 9 October 2023 until 8 December 2023 inclusive. Following the close of advertising, officers would need to consider any submissions to the proposed modifications and prepare a report to Council for final adoption of the Scheme. At the time of writing, the next available Council meeting for final consideration of the submissions and draft Scheme would be the Ordinary Council Meeting on 31 January 2024, and extension of time would also be required to be obtained from the WAPC for this to occur.

- *Option 3 - Resolve to adopt LPS9 without modifications.*

Implication – This option would result in Council adopting draft LPS9 contained in the attachments to this report. The draft Scheme would be submitted to the WAPC without modification, to seek final approval. WAPC would need to consider whether it supports the Scheme and may or may not require modifications prior to seeking approval from the Minister for Planning. Officers do not recommend this option for the reasons outlined in the officer comments in the Schedule of Submissions.

- *Option 4 - Resolve not to adopt LPS9.*

Implication - Should Council resolve not to adopt draft LPS9, planning proposals would continue to be considered under TPS3 which is out of step with the requirement for current schemes and with the Regulations also, and which was otherwise due for review in March 2018. The Shire has spent a considerable amount of time preparing draft LPS9 to this stage, and there is a community expectation that LPS9 will be progressed. Officers do not recommend this option.

Conclusion

The submissions to the advertised Scheme put forward in this report have been assessed by Officers, having regard to the State Planning Framework. Modifications to the draft Scheme text and/or maps are recommended where they are considered appropriate. Council is requested to consider five additional modifications that have been identified by Officers and are considered appropriate.

Staff are recommending that Council resolves to support draft Shire of Dardanup Local Planning Scheme No. 9 (LPS9), subject to the modifications presented in the Schedule of Modifications to this report, and advise the Western Australian Planning Commission (WAPC) accordingly.

DPLH requires the Schedule of Submissions and Schedule of Modifications to clearly show both the Officer and the Council recommendations.

END REPORT

Note: Cr. L W Davies returned to the room [5.48pm].

12.2.5 Title: Child Safety Awareness Policy Adoption

Reporting Department	Sustainable Development Directorate
Responsible Officer	Ms Cassandra Budge - Manager Community Development
Reporting Officer	Ms Cassandra Budge - Manager Community Development
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	12.2.5A – [SDev] CP508 Child Safety Awareness Policy Draft
	12.2.5B – Policy Implementation Checklist
	12.2.5C – Responding to disclosure – Resource for staff
	12.2.5D – Resources for Child Safe Organisations
	12.2.5E – Referral Pathways information for staff
	12.2.5F – Guidelines for Promoting Child Safe Messages
	12.2.5G – FAQs Policy Template
	12.2.5H – Child Safety Awareness Policy Risk Matrix

Note: Senior Planning Officer, Mrs Cecilia Muller left the meeting [5.49pm].

Overview

This report seeks for Council to consider and adopting new Council Policy [SDev] CP508 Child Safety Awareness Policy (Appendix 12.2.5A) in line with the recent recommendations by the Western Australia Local Government Association (WALGA), the Department of Local Government Sport and Cultural Industries (DLGSC) and the Department of Communities (DoC).

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

224-23 MOVED - Cr. P R Perks SECONDED – Cr. S L Gillespie

THAT Council considers and adopts the new Council Policy ‘SDev CP508 Child Safety Awareness Policy’ (Appendix ORD: 12.2.5A) as follows:



POLICY NO:-
SDev CP508 – Child Safety Awareness Policy

GOVERNANCE INFORMATION					
Procedure Link:		NA		Administrative Policy Link: NA	
ADMINISTRATION INFORMATION					
Version:		New	OCM 27/09/23	Res: 224-23	Synopsis: Policy created.
Version:					

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

This policy was developed in response to Recommendation 6.12 from the Royal Commission into Institutional Responses to Child Sexual Abuse and the Royal Commissions recognition of the important role of local governments in community development and community safety, particularly roles that impact on child safety. The Royal

Commission identified the opportunity to integrate their direct responsibilities to children and young people within their wider role in the community.

3. DEFINITIONS

Abuse: Abuse is an act, or a failure to act, towards or on behalf of a child that may result in harm. It can occur on one occasion or multiple occasions. Sometimes the impact of multiple events leads to harm that becomes cumulative in nature. Types of abuse include physical, emotional and sexual abuse, and neglect.

Child/Children: Means a person under 18 years of age, and in the absence of positive evidence as to age, means a person who appears to be under 18 years of age.

Child Safe Organisation: is defined in the Royal Commission Final Report as one that:

- Creates an environment where children's safety and wellbeing are at the centre of thought, values, and actions
- Places emphasis on genuine engagement with and valuing of children and young people
- Creates conditions that reduce the likelihood of harm to children and young people
- Creates conditions that increase the likelihood of identifying any harm, and
- Responds to any concerns, disclosures, allegations, or suspicions of harm.

Note: in the context of local governments, this would involve referring concerns to the Department of Communities or WA Police to respond as appropriate.

Implementation of the National Principles for Child Safe Organisations give effect to the above.

Child safe: For the purpose of this policy, child safe means protecting the rights of children and young people to be safe by taking actions that can help prevent harm and abuse.

Harm: Harm, in relation to a child, means any detrimental effect of a significant nature on the child's wellbeing, whether caused by a single act, omission or circumstance; or a series or combination of acts, omissions or circumstances.

Wellbeing: Wellbeing of children and young people includes the care, development, education, health and safety of children and young people.

4. POLICY

The Shire of Dardanup supports and values all children and young people. The Shire of Dardanup makes a commitment to support the safety and wellbeing of all children and young people, including protection from abuse. This Child Safe Awareness policy is one of the ways the Shire of Dardanup demonstrates its commitment to being child safe and a zero-tolerance approach to child abuse.

This policy aims to reduce the risk of harm and child sexual abuse in our communities by encouraging child safe environments to be created and maintained. The Shire of Dardanup is committed to encouraging local organisations to be child safe and ensure children are safe and empowered.

This Child Safe Awareness policy has been developed in response to recommendation 6.12 of the Royal Commission into Institutional Responses to Child Sexual Abuse and recognises that the Shire of Dardanup is uniquely placed within the local community to demonstrate leadership by supporting organisations to be child safe and to protect children and young people from harm and/or abuse. The Shire of Dardanup will promote the safety and wellbeing of children across the community.

Consistent with the [National Principles for Child Safe Organisations](#) and [Commonwealth Child Safe Framework](#), this policy provides a framework that outlines the role of The Shire of Dardanup in supporting local organisations to be child safe through access to resources, awareness raising and sharing relevant information.

4.1 Policy Principles

- The rights of children and young people are upheld.
- Children and young people are respected, listened to, and informed about their rights.
- Children and young people have the fundamental right to be safe and cared for.
- Children and young people have the right to speak up, be heard and taken seriously without the threat of negative consequences.

- *The safety and best interests of children and young people are a primary consideration when making decisions that concern them.*
- *Access to trusted and reliable information, including the National Principles for Child Safe Organisations, helps support organisations to understand what they must do to help reduce the risk of harm and abuse.*
- *Communities are informed and involved in promoting the safety and wellbeing of children and young people including protection from harm.*
- *Collaboration with the community and our partners promotes the safety, participation and empowerment of all children and young people.*

4.2 Policy Functions

The Shire of Dardanup will ensure the following functions of this policy are resourced and assigned to the relevant officers for implementation.

- *Developing a process to deliver child safe messages (for example at venues, grounds and facilities or events).*
- *Connecting and supporting local community groups, organisations, and stakeholders to child safe resources (including culturally safe and inclusive resources).*

4.3 Responsibilities

The Shire of Dardanup has a leadership role in our community to support relevant organisations to be child safe and promote child safe practices.

Although the Shire of Dardanup is not legally responsible for providing oversight of compliance with child safe practices, it will take any reasonable steps to engage with persons who utilise Shire of Dardanup facilities to operate in alignment with the Child Safe Awareness policy.

The Shire of Dardanup will determine which roles across the organisation will directly support the implementation of the Child Safe Awareness policy.

5. REFERENCE DOCUMENTS

- *Local Government Act 1995*
- *Children and Community Services Act 2004*
- *Corruption, Crime and Misconduct Act 2003*
- *Equal Opportunity Act 1984*
- *National Principles for Child Safety Organisations*
- *Work Health and Safety Act 2020*

CARRIED
7/0

Background

The policy was written by officers using the Child Safe Awareness Policy for Local Government template. The template has been developed in response to the Royal Commission into Institutional Responses to Child Sexual Abuse which concluded in 2017 after a five (5) year investigation. It responds specifically to Recommendation 6.12 of the inquiry.

The recommendation commits Local Governments in Western Australia (WA) to build and maintain child safety awareness and knowledge by providing information for the organisations and individuals that operate in their communities and promoting child safe messages.

The policy seeks to guide staff on promoting key messages as outlined by the associated supporting implementation documentation. It also aims to provide a framework for Council and officers to support community organisations to create safe environments for children and young people by ensuring child safe messages, information and resources are accessible to them.

This policy (Appendix ORD: 12.2.5A) will be implemented and reviewed by the Place and Community Team (PACE) using the resources developed by the DLSGC (Appendix ORD: 12.2.5B – G). The PACE team is already responsible for Youth, Library Services, Community Engagement, Promotions and Events.

The Royal Commission into Institutional Responses to Child Sexual Abuse commenced in 2012 and concluded in 2017. The State Government in 2018 accepted in-principle, all 310 Royal Commission recommendations applicable to WA, including Recommendation 6.12 which states as follows:

“Recommendation 6.12

With support from governments at the national, state and territory levels, local governments should designate child safety officer positions from existing staff profiles to carry out the following functions:

- a. developing child safe messages in local government venues, grounds and facilities*
- b. assisting local institutions to access online child safe resources*
- c. providing child safety information and support to local institutions on a needs basis*
- d. supporting local institutions to work collaboratively with key services to ensure child safe approaches are culturally safe, disability aware and appropriate for children from diverse backgrounds”.*

The findings of the Royal Commission identified the opportunity to utilise the established responsibilities of Local Government within their broader role of supporting their community to protect the safety and wellbeing of children and young people.

The Child Safe Awareness Policy (Appendix ORD: 12.2.5A) has been developed in response to Recommendation 6.12 of the Royal Commission and has been prepared using the ‘Safe Awareness Policy for Local Government’ template prepared by the State Government.

Legal Implications

Local Government Act 1995

At present, the National Principles are not mandatory. However, organisations that implement them will be demonstrating their leadership and commitment to child safety and wellbeing.

Council Plan

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

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - New Policy

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Child Safety Awareness Policy Adoption	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Reputational	Failure to implement the Child Safety Awareness Policy may impact the reputation of the organisation whereby it is seen that the organisation is not committed to the National Principles of Child Safe Organisations or protecting the children in the community.
	Financial	To be eligible for many national funding rounds, the organisation must demonstrate that it has implemented a Child Safety Policy. Failure to do so could directly impact outcome of funding applications.
	Reputational	By not following the process outlined by these resources, staff could give incorrect information to the community / organisations within the community.
	Health	Health and Safety of children in the community will be better protected by implementation and promotion of child safe messages.

Officer Comment

The intent of the Child Safety Awareness Policy (Appendix ORD: 12.2.5A) is not to make Local Governments liable for the actions or behaviour of community, contracted parties or local organisations. The purposes, however, is for Local Governments to be responsible for maintaining child safety awareness and knowledge by providing information for organisations and individuals that operate in their communities.

The DLGSC has also developed a number of resources (Appendix ORD: 12.2.5B – G) to support Local Governments in adopting the template and implementing their child safe awareness policies. The resources can be downloaded and adapted as required to suit each Local Government and the community they serve. The resources in the toolkit include (Appendix ORD: 12.2.5B – G):

- An implementation checklist;
- A list of online child safety resources that Local Government staff can direct organisations to use;
- Information on referral pathways for Local Government staff if they receive complaints, concerns or disclosures of child abuse; and
- Communications tools including website material and social media tiles to promote a Local Government's implementation of the Policy.

The DLGSC can provide advice, support and guidance as required to implement the Policy through its Child Safeguarding Implementation Unit (childsafeguarding@dlgsc.wa.gov.au).

The resources may be updated over time and Local Governments are encouraged to ensure they are equipped with the most up-to-date versions.

Officers support the policy in line with the recommendations made through the Royal Commission.

END REPORT

12.2.6 Title: Public Art Policy

Reporting Department	<i>Sustainable Development Directorate</i>
Responsible Officer	<i>Ms Cassandra Budge - Manager Community 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>12.2.6A – [SDev] CP509 Public Art Policy Draft 12.2.6B – Public Art Policy Risk Matrix</i>

Overview

This report requests that Council receive and consider endorsement of the new policy [SDev] CP509 Public Art Policy (Appendix ORD: 12.2.6A) for inclusion in the Council Policy Manual.

This policy seeks to guide the delivery, registration, replacement and maintenance of public art projects. The policy will guide officers on the operational processes needed for all public artworks including capitalisation versus operational delivery of public art and the need for further insurance or registration and inclusion on the asset management systems.

This policy will be implemented and reviewed by the Place and Community Team as this team is responsible for Art and Culture, Community Engagement, Promotions and Events.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

225-23 MOVED - Cr. T G Gardiner SECONDED – Cr. E P Lilly

THAT Council considers and adopts the new Council Policy 'SDev CP509 Public Art Policy' as follows:



COUNCIL POLICY NO:-

SDev CP509 – PUBLIC ART POLICY

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA
ADMINISTRATION INFORMATION			
Version:	New	OCM 27/09/23	Res: 225-23
Version:			Synopsis: Policy created.

1. RESPONSIBLE DIRECTORATE

Sustainable Development – Place and Community Engagement Department.

2. PURPOSE OR OBJECTIVE

The Public Art Policy seeks to guide the delivery and maintenance of public art projects that contribute to creating a sense of place, promote the expression of local identity, and reflect on the shared values of the community.

3. DEFINITIONS

<i>Public art:</i>	<i>Refers to an artistic creation that is developed and located for public accessibility. The defining principle of public art is that the work has been designed by an artist for enrichment of a public realm and is usually permanent or semi-permanent. Public art may take many forms or style; from traditional media to contemporary approaches; functional objects; multimedia installations; or interactive works. The Shire extends this definition to its Public Art Collection as approved art created by professional artists for public spaces.</i>
<i>Public artist:</i>	<i>Means an artist that is involved in the design, planning, making and/or installation of public artworks. Responsibilities include site research and project development, often involving consultation and involvement with stakeholders.</i>
<i>Professional artist:</i>	<i>Refers to a person who is actively engaged in and conducts a professional artistic practice, and has industry recognition and remuneration for their work.</i>
<i>Public space:</i>	<i>Includes places such as parks, scenic stops, foreshores, town squares and precincts, streets, indoor spaces of public buildings such as entrance halls, meeting rooms and outdoor spaces of public buildings such as courtyards and forecourts.</i>
<i>Commissioning:</i>	<i>Means the act of procuring the services of an artist or service provider to fulfil a brief for an art project for the payment of a fee.</i>
<i>Ephemeral art:</i>	<i>Ephemeral art is art that lasts a short time. Some examples of ephemeral art are: paper pieces, chalk drawings, ice / sand sculptures, projections and performance art.</i>
<i>Non-ephemeral art:</i>	<i>Non-ephemeral art is art that lasts a medium to long period of time. Some examples of ephemeral art are: painted murals, sculptures, display panels, etc.</i>
<i>Community art:</i>	<i>Community art is a collaboration between professional artists and non-professional artists, often around dealing with a social issue, community building initiative, or as a form of community consultation.</i>

4. POLICY

The Shire of Dardanup acknowledges the important role played by public art in the growing of participation in arts and culture. Public art projects and installations help to develop a sense of community identity that is uniquely Dardanup. The Shire of Dardanup is committed to adopting best-practice and operational standards advice on the implementation, commissioning and on-going maintenance of public art works.

4.1 Public Art Projects

Council will fund the commissioning or development of new public art projects through an annual budget allocation which may be permanent (capital), semi-permanent (operating) or temporary in nature. Further project specific funding may be applied for within appropriate sponsorship, grants and community partnership avenues.

4.2 Percent for Art

Public art may be required to be installed in the instance of a Council-owned refurbishments of properties or new developments where the overall project costs are over \$1,000,000. This consideration may include an artwork budget allocation of one percent, with the final decision made by Council.

4.3 Commissioning Artworks

The commissioning process for public art projects are guided by the overall budget and specifics of the project. The overall project budget may include artist fees, fabrication costs, materials, installation costs (including landscaping or any additional operational requirements) consultation fees, selection panel costs or any other costs directly arising from the project such as unveiling events, workshops, activations, directional signage or plaques.

For projects that require significant specialist knowledge and expertise, it is acknowledged that there may be a limited number of artists that can respond to the project brief. Council reserves the right to cancel or reconsider the project brief of a public art project where it considers there have not been a substantial number of responses to the project brief or inadequate response to the project or site.

4.4 Community Art

The Shire is committed to supporting opportunities for community and / or ephemeral art and may make budgetary allocations and/or project specific allocation for these initiatives.

4.5 Donations and Gifts

Council will consider suitable donations and gifts of artworks intended for public display at Shire places and facilities. Considerations will be made to the quality, materials, subject matter and appropriateness

prior to addition to the Council art collections database. Council reserves the right to respectfully decline the addition of any art work to the database.

4.6 Capitalisation of Art

In determining whether to capitalise or expense costs associated with a non-ephemeral artwork, it must first be determined whether or not the artwork meets the 'asset' definition. An 'asset' is defined as "future economic benefits controlled by the entity as a result of past transactions or other past events" (SAC 4).

An asset should be recognised and recorded when "(a) it is probable that future economic benefits associated with the item will flow to the entity; and (b) the cost of the item can be measured reliably" (AASB 116 para. 7).

Future economic benefits are not limited to situations involving future cash inflows, as they are also synonymous with the notion of service potential. Future economic benefits refer to the capacity to provide goods and services in accordance with the entity's objectives, including the provision of goods or services to the public e.g. provision of facilities to sporting clubs or groups.

Public artworks on Shire owned or managed land will be valued and capitalised by the Shire of Dardanup where it meets the following criteria:

- i.) The art piece is a new item that meets the definition of an asset, subject to the following:

 - a. the artwork has a capital value greater than \$5,000.00 in accordance with CP127 – Asset Capitalisation Threshold Policy; and*
 - b. the artwork meets the capitalisation criteria defined in CP306 – Accounting Policy for Capital Works.**
- ii.) Where the art piece has a capital value greater than \$300 but less than \$5,000.00, then this item must be recorded in the Portable & Attractive Items Asset Register in accordance with CP127 – Asset Capitalisation Threshold Policy.*

Where the art piece has been capitalised, then this item is to be recorded on the Parks & Reserves Asset Register and maintained in accordance with CP074 – Asset Management Policy. Capitalised public art pieces are to be recorded within the "Parks & Reserves" Asset Class, "Other Structures" sub-class.

Murals painted on building walls are not recorded as separate assets, but may be included in the original building construction/upgrade or maintenance painting costs. When the building that the mural is on is revalued at a future date, any mural cost would not be considered in the building asset revaluation.

Sculptures created when a new building is constructed are to be recorded as separate assets if they meet the asset capitalisation criteria.

Public artworks on private land will be the responsibility of the land owner.

4.7 Insurance

Public artworks on Shire owned or managed land will be insured by the Shire of Dardanup where it meets the Capitalisation of Art criteria in Clause 4.6.

Insurance of public artworks on private land will be the responsibility of the land owner.

4.8 Installation and Maintenance

Artists will be responsible for the installation of the art works, and in the case of ephemeral art works, they will also be responsible for the removal and clean up.

In relation to non-ephemeral art works, artists will also be required to outline a maintenance program, estimated useful life of the artwork, and provide an estimate of yearly maintenance costs.

Non-ephemeral artworks will not be replaced at the end of their useful life, or if they are damaged during their useful life. However, in some circumstances and subject to available financial resources (ie: insurance claim, new grant), Council may recommission an artist to develop a similar ephemeral artwork as a replacement to an existing artwork.

4.9 Documentation

The Shire will maintain an art collection database which Council and staff can access for information about the artworks.

4.10 De-accessioning and Disposal

Should the artworks deteriorate to the point that Council agree they cannot be feasibly maintained or they no longer fulfil the objectives of this Policy, or are not in the best interests of the community, they may be deaccessioned and will be disposed of in accordance with the requirements of Section 3.58 of the Local Government Act 1995.

Where possible and appropriate, the artist responsible for the original artwork will be consulted on the procedures for removal. For artworks located on public land, the Shire will be responsible for the cost of deaccessioning and disposal. For artworks on private land, the landowner will be responsible for this cost.

5. REFERENCE DOCUMENTS

- The Western Australian State Government Percent for Art Scheme Guidelines
- Community Development Policy Exec CP090– Community Engagement.
- SDev CP507 - CORPORATE SPONSORSHIP (INCOMING)
- The Local Government Act 1995
- Heritage of Western Australia Act 1990
- National Trust of Australia (WA) Act 1964
- Aboriginal Heritage Act 1972

CARRIED
7/0

Background

Following the endorsement of the Ferguson Valley Art Trail and subsequent installation of the Pile Road Sculpture, the need for a guiding overarching Public Art Policy (Policy) was identified.

Public art contributes to creating a sense of place, promote the expression of local identity, and reflect on the shared values of the community. Furthermore, public artwork can achieve desired strategic outcomes for an organisation which include:

- Supporting local businesses;
- Attracting external investment in the area;
- Partnering and connecting with neighbouring Shires;
- Contributing to the development of the local economy;
- Increasing visitor numbers in Tourism focused areas (think Mandurah Giants!);
- Creating positive community engagement opportunities; and
- Assist with place activation goals.

More broadly, investment in public artwork, however, can be significant, so ensuring best practice management of these assets is critical. The way in which the artwork is treated from concept to installation, as an organisation will depend on its value, asset classification, artistic function, purpose, timeframe for display and location.

A Policy has been prepared which is subject to this report, which seeks to guide the delivery and maintenance of public art and also provide a framework for art when considered an asset.

Legal Implications

Local Government Act 1995

Council Plan

13.2 - Manage the Shire's resources responsibly.

3.1 - Grow participation in arts, culture and community events.

9.1 - Strengthen the vibrancy of our town centres.

13.1 - Adopt best practice governance.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - New Policy.

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Adoption of the Public Art Policy	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Reputational	Failure to implement the Policy could damage reputation if there is no guiding policy but significant investment into projects.
	Financial	Failure to implement policy could result in financial detriment via insurance or value due to projects not being guided by necessary asset classification.
	Financial	Policy guides registration on asset database, failure to register could result in damage due to no maintenance of assets.
	Health	Health and Safety could be at risk if no registration of assets / maintenance.

Officer Comment

- *General Public Art Policy Provisions*

The definition 'Public Art' (Appendix ORD: 12.2.6A) within the Policy is as follows:

'an artistic creation that is developed and located for public accessibility. The defining principle of public art is that the work has been designed by an artist for enrichment of a public realm and is usually permanent or semi-permanent. Public art may take many forms or style; from traditional media to contemporary approaches; functional objects; multimedia installations; or

interactive works. The Shire extends this definition to its Public Art Collection as approved art created by professional artists for public spaces.

The opportunity for public art for Council may be triggered where refurbishments of Council-owned properties or where new Council development occurs where the overall project costs are over \$1,000,000. The total value of the public art to be considered may be 1 percent of the total project cost. The budget to be allocated for the delivery of public art is to consider the following:

‘artist fees, fabrication costs, materials, installation costs (including landscaping or any additional operational requirements) consultation fees, selection panel costs or any other costs directly arising from the project such as unveiling events, workshops, activations, directional signage or plaques’

In terms of the commissioning process for artwork, this may be subject to a selection panel which will be based on the size, budgetary impact, purpose and location of the art piece. For example, all artworks over \$5,000.00 should have Council endorsement and therefore require an endorsed selection panel.

- *Installation and Maintenance*

The Policy requires that artists are responsible for the installation of the art works, and in the case of ephemeral art works, they will also be responsible for the removal and clean up.

Artists will also be required to outline a maintenance program, estimated useful life of the artwork, and provide an estimate of yearly maintenance costs. Non-ephemeral artworks will not be replaced at the end of their useful life, or if they are damaged during their useful life. However, in some circumstances and subject to available financial resources (ie: insurance claim, new grant), Council may recommission an artist to develop a similar ephemeral artwork as a replacement to an existing artwork.

- *Capitalisation of Art*

The Policy further provides guidance in determining whether to capitalise or expense costs associated with non-ephemeral artwork. This is primarily based on whether or not the artwork meets the definition of ‘asset’ which is defined as:

“Future economic benefits controlled by the entity as a result of past transactions or other past events”.

In this regard, public artwork on Shire owned or managed land will be valued and capitalised by the Shire of Dardanup where it meets the following criteria:

- iii.) The art piece is a new item that meets the definition of an asset, subject to the following:
 - a. the artwork has a capital value greater than \$5,000.00 in accordance with CP127 – Asset Capitalisation Threshold Policy; and
 - b. the artwork meets the capitalisation criteria defined in CP306 – Accounting Policy for Capital Works.
- iv.) Where the art piece has a capital value greater than \$300 but less than \$5,000.00, then this item must be recorded in the Portable & Attractive Items Asset Register in accordance with CP127 – Asset Capitalisation Threshold Policy.

Where the art piece has been capitalised, then this item is to be recorded on the Parks & Reserves Asset Register and maintained in accordance with CP074 – Asset Management Policy. Capitalised public art pieces are to be recorded within the “Parks & Reserves” Asset Class, “Other Structures” sub-class.

Murals painted on building walls are not recorded as separate assets, but may be included in the original building construction/upgrade or maintenance painting costs. When the building that the mural is on is revalued at a future date, any mural cost would not be considered in the building asset revaluation.

Sculptures created when a new building is constructed are to be recorded as separate assets if they meet the asset capitalisation criteria. Council must note that public artworks on private land will be the responsibility of the land owner.

Following the endorsement of this policy further operational and administration procedures will be implemented.

- *Insurance*

Public artworks on Shire owned or managed land will be insured by the Shire of Dardanup where it meets the Capitalisation criteria in Clause 4.6.

- *De-accessioning and Disposal*

Where artwork has deteriorated to the point that Council agree they cannot be feasibly maintained or they no longer fulfil the objectives of this Policy, or are not in the best interests of the community, they may be deaccessioned and will be disposed of in accordance with the requirements of Section 3.58 of the *Local Government Act 1995*.

Where possible and appropriate, the artist responsible for the original artwork will be consulted on the procedures for removal. For artworks located on public land, the Shire will be responsible for the cost of deaccessioning and disposal.

Officers support the adoption of the Policy as it will provide for a framework for the delivery and maintenance of public art for Shire developments above \$1,000,000.

END REPORT

12.2.7 Title: Dardanup Heritage Collective War Memorial Proposal

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>Review.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>12.2.7A – Dardanup Heritage Collective Request and Supporting Documents</i> <i>12.2.7B – DHC War Memorial Risk Matrix</i> <i>12.2.7C – Location images</i>

Overview

The purpose of this report is for Council to consider a proposal for the installation of an additional War Memorial at Palmer Park located Lot 34 (3) Little Street, Dardanup. The memorial will commemorate war service personnel born or enlisted in Dardanup and surrounding areas who were involved in various conflicts around the world and returned.

The construction of the additional memorial will be built south of the main War Memorial and mirror the current Diggers Memorial onsite which commemorates those war service personnel from the locality who served and gave their lives for their country during World War I and II.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

226-23 MOVED - Cr. M R Hutchinson SECONDED – Cr. E P Lilly

THAT Council

- 1. Receives unbudgeted income donation of approximately \$4,500.00 from the Dardanup Heritage Collective to the Minor Assets GL0817504 for the construction of the new memorial.**
- 2. Endorses the proposal from the Dardanup Heritage Collective and approves the construction of the proposed memorial as detailed in (Appendix 12.2.7C).**

CARRIED
7/0
By Absolute Majority

Background

Palmer Park is owned and managed by the Shire and is located at Lot 34 (3) Little Street, Dardanup. The site is approximately 1.23ha in size and comprises of several buildings including the historic Dardanup Administration Building, car parking and circulation areas. Image of site below:



Image 1. - Lot 34 (3) Little Street, Dardanup

The site also comprises of the existing main War Memorial and the Diggers Memorial to the west of the site. The Diggers Memorial commemorates those war service personnel from the locality who served and gave their lives for their country during World War I and II.

On the 28th of June 2023, officers met with the Dardanup Heritage Collective (DGC) to discuss a proposal to construct an additional memorial to be placed onsite. The second memorial to commemorate war service personnel who were born or enlisted in Dardanup, Paradise, Wellington Mills, Burekup, Waterloo or Ferguson or known to be from the Dardanup Shire and returned from the following conflicts:

- World War I;
- World War II;
- Women who served in World War II;
- Borneo;
- Korea; and
- Vietnam

Following the discussion, a proposal (Appendix ORD: 12.2.7A) was received seeking Council support for the construction of an additional memorial at Palmer Park.

Legal Implications

Local Government Act 1995

Council Plan

- 4.3 - Increase involvement in volunteering.
- 3.1 - Grow participation in arts, culture and community events.
- 9.1 - Strengthen the vibrancy of our town centres.
- 13.1 - Adopt best practice governance.

Environment - None.

Precedents - Existing Diggers Memorial

Budget Implications

There will be no capital cost to Council as Mr Danny and Mrs Pam Harris have agreed to cover the full cost of this project. The funds will be donated to the Shire of Dardanup through the Dardanup Heritage Collective and Shire officers will oversee and administer the project.

Budget – Whole of Life Cost

The Dardanup War Memorial and associated shelters are Council assets and the Council is therefore responsible for the associated ongoing maintenance costs.

The future renewal of the assets will be incorporated in the Parks, Pathway and Lighting Asset Management Plans.

As there is no maintenance plan associated with this works, it is assumed that maintenance will be 2% of the acquisition cost per annum. Renewal cost as an annualised amount will be the acquisition cost divided by the expected useful life of the assets. This whole of life cost indicates the ongoing cost as a result of the acquisition of the new assets.

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: 12.2.7B) for full assessment document.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Risk Event	Dardanup Heritage Collective War Memorial Proposal	
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	Failure to follow guidelines and correct research for War Memorials may result in incorrect or incomplete information being displayed on site.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
	Reputational	Relations with community groups may be damaged if not approved for significant reason.
	Health	Structure integrity causing injury if not designed / engineered / Installed correctly.

Officer Comment

The construction of the additional memorial will mirror the current Diggers Memorial and will be built south of the main War Memorial. Four lists of war service personnel from the aforementioned areas will be printed on thin metal coated signs and will be attached to the east and west faces of the rammed earth pillar. Image of proposal and elevations can be seen in(Appendix 12.2.7C) and below:



Image 2. - Location of Second memorial

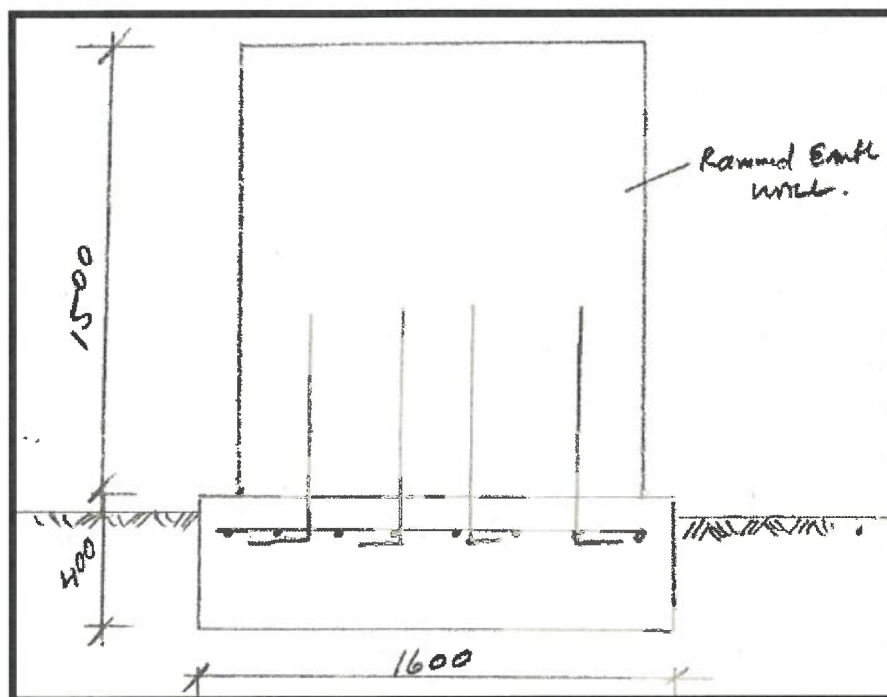


Image 3. -Elevation

Officers consider that as a result of the materials proposed to be used and when considering the scale and siting of the additional memorial, it would appear complementary to the existing development onsite and at harmony with the broader amenity of the area.

Council should note that the cost of the memorial to be constructed will be entirely borne by the applicant by way of donation through the Dardanup Heritage Collective. It has been noted that the applicant has undergone significant research, collaboration with relevant organisations to ensure the collation of names to be included are correct and comprehensive.

The proposal was also presented to the Dardanup Advisory Group on the 5th of September 2023, where no objections were received from the group.

Officers support the construction of the additional memorial onsite and thank Mr Danny and Mrs Pam Harris and the Dardanup Heritage Collective for their generous contribution.

END REPORT

Note: Manager Community Development – Mrs Cassandra Budge left the meeting [5.50pm].

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: BORR Road Closure Staging Options

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.3.1A – Risk Assessment Tool</i> <i>12.3.1B – Road Closure Staging Options</i> <i>Confidential attachment A [Tardis link R1448712]</i>

Overview

The Shire received a request from the South West Gateway Alliance (SWGA) to further extend the closure of Harris Road until June 2024. Furthermore, SWGA provided a number of options of other temporary road closures in the vicinity to facilitate the completion of construction of the Bunbury Outer Ring Road (BORR).

The options have been discussed and workshopped with Council and the preferred option is brought to Council for formal endorsement.

OFFICER RECOMMENDED RESOLUTION “A”

THAT Council:

1. Receives the request for road closures and the staging options provided by SWGA as per (Appendix ORD: 12.3.1C);
2. Does not support any temporary road closures and requires all SWGA traffic management plans and road closures to be presented to Council for consideration, given the considerable impact on local roads and in order for Council to reduce the costs to ratepayers to address these impacts.
3. Resolves to not accept the SWGA contribution in which it offers a funding contribution and maintenance works component towards rectification of Dowdells Line.

OR

OFFICER RECOMMENDED RESOLUTION “B”

THAT Council:

1. Receives the request for road closures and the staging options provided by SWGA as per (Appendix ORD: 12.3.1C);

2. Supports the temporary road closures as detailed in Option 1 of (Appendix ORD 12.3.1 C).
3. Accepts the SWGA final offer as detailed in Confidential Appendix A, in which it offers a funding contribution for maintenance works towards rectification of Dowdells Line.
4. Submits Dowdells Line renewal and repair works to the South West Regional Road Group seeking urgent funding to improve road user safety
- 5 Submits the intersection upgrade required at the corner of Moore Road and Busher Road to the South West Regional Road Group seeking urgent funding to allow full movement of heavy vehicles at this intersection to be possible as required by Main Roads WA once the Bunbury Outer Ring Road is opened.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

227-23 MOVED - Cr. T G Gardiner SECONDED – Cr. E P Lilly

THAT Council:

1. Receives the request for road closures and the staging options provided by SWGA as per (Appendix ORD: 12.3.1C);
2. Supports the temporary road closures as detailed in Option 1 of (Appendix ORD 12.3.1 C).
3. Accepts the SWGA final offer as detailed in Confidential Appendix A, in which it offers a funding contribution for maintenance works towards rectification of Dowdells Line.
4. Submits Dowdells Line renewal and repair works to the South West Regional Road Group seeking urgent funding to improve road user safety
- 5 Submits the intersection upgrade required at the corner of Moore Road and Busher Road to the South West Regional Road Group seeking urgent funding to allow full movement of heavy vehicles at this intersection to be possible as required by Main Roads WA once the Bunbury Outer Ring Road is opened.

CARRIED
7/0

Background

The Shire received a request from the South West Gateway Alliance (SWGA) to further extend the closure of Harris Road until June 2024. Furthermore, SWGA has provided a number of options of other temporary road closures in the vicinity to facilitate the completion of construction of the Bunbury Outer Ring Road (BORR).

The options have been discussed and workshopped with Council and officers recommend that Council formally endorses that no further road closures associated with the BORR be supported.

Legal Implications

Section 3.50 and 3.50A of the Local Government Act 1995 are applicable for any closures of vehicle thoroughfare.

Council Plan

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

10.3 - Improve road safety, connectivity and traffic flow.

Environment - None.

Precedents

Road closures of varying durations have occurred in the past on many occasions in the Shire.

Budget Implications -

The SWGA has made an offer to Council to assist with the urgent repairs required to Dowdells Line, that was caused over the last 12-18 months as a direct result of traffic management along South Western Highway and Waterloo Road. This has resulted in a significant increase in traffic and particularly heavy vehicles on Dowdells Line.

If Council accepts the offer, it will be used to urgently repair the pot holes and edge breaks on Dowdells Line, it is recommended that Council also seek Regional Road Group (RRG) funding to reconstruct the shoulders and undertake a wider seal in order to protect the road and limit further damage.

In addition to Dowdell Line the shire have also been made aware that as a result of the intended closure of the Moore Road BORR intersection heavy vehicles will be diverted further to the west and will connect to Moore Road via the new proposed Timber Road. As a result heavy vehicles will no longer approach Busher Road from the north but instead will be approaching from the south. This will require an intersection upgrade that is not currently in Council's road asset management plan, long term financial plan or annual budget. It is recommended that Council requests RRG funding for this intersection upgrade. As the BORR is intended to be completed by the end of 2024 this intersection upgrade has become urgent and therefore the RRG's urgent approval should be sort.

Should RRG funding be forthcoming for either or both of these road projects Council would be required to contribute one third of the total cost. Once a decision is received from RRG a further report will be presented to Council in this regard.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	BORR Road Closure Staging Options
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Road closures have significant impacts on residents in the Shire and can cause frustration of road users. Try to maximise connections for road users and also minimise interruptions to traffic flow.

Officer Comment

The SWGA contacted the Shire in July 2021 with a number of proposed road closures for construction of the BORR, which Council considered at its Ordinary Council Meeting on 25 August 2021. The originally proposed temporary closure of Harris Road was from January 2022 to April 2023.

In December 2021 the Shire received a request from the South West Gateway Alliance (SWGA) to temporarily close Harris Road (from Damiani-Italiano Road to Dowdells Line) for the period February 2022 to March 2023. The proposal was advertised and the Shire approved the temporary closure. In March 2023 the Shire a request was received to extend the closure of Harris Road until June 2023.

Shire officers met with representatives of the SWGA on 22 June 2023 to discuss their request to further extend the temporary closure of Harris Road until June 2024. On 28 June 2023, the Shire formally received a request to further extend the closure, which was followed by staging maps of other temporary road closures in the vicinity.

A copy of the letter correspondence is included in (Appendix ORD: 12.3.1B).

On 30 August 2023, SWGA presented and discussed with Shire officers and Councillors a number of options of associated temporary road closure stages to allow completion of the BORR. It included a set of guiding principles that were used in developing the options as well as advantages and disadvantages of each option.

A copy of the staging options presented is included in (Appendix ORD: 12.3.1C). The respective advantages and disadvantages are included in this document:

- Option 1 is a full closure of Martin-Pelusey Road to achieve earlier opening of local roads;
- Option 2 is a north-south approach to the closure of Martin-Pelusey Road with local roads opening December 2024; and
- Option 3 is a three-staged approach with final opening of Martin-Pelusey Road delayed to February 2025 (subject to approval of Main Roads).

The options presented by the SWGA have been discussed and workshopped with Council, and given the damage experienced on Shire roads and the lack of adequate contribution from SWGA towards

maintaining these roads it was initially recommended that no further roads closures be accepted by Council in an effort to protect the Shire roads and maintain it in a safe manner for its community and road users.

It was anticipated that Dowdells Line may attract additional traffic as a result of the BORR works. Dowdells Line is an important intra-regional road link within the Shire, however with the significant number of road closures and traffic management in the area, the road had become more of an interregional route that includes a significant increase in heavy vehicles, in many instances construction vehicles associated with the BORR works that has far reaching implications.

During discussions with the SWGA the Shire expressed its concern with the increase of traffic and especially heavy and construction vehicles on Dowdells Line and the associated damage it does to the road since the BORR construction works started. Dowdells Line consists of sections of narrow carriage way that acts as a single lane road that was sufficient for the pre-BORR traffic volumes. The significant added traffic and loads on the road and road shoulders have exponentially accelerated the deterioration of the road, mostly resulting in edge break, shoulder wear and potholing of the road surface.

The SWGA in discussion with the Shire indicated that it would be willing to contribute towards the upkeep and maintenance of the road in an effort to retain the road in a safe and trafficable condition. In a recent offer from the SWGA it offers a contribution towards the repair works that are required as a result of the ongoing damage. This is presented to Council in confidential attachment for Council's consideration.

The funding from SWGA will be prioritised to assist with dealing with the pot holes and edge breaks and to bring the road condition back to an appropriate standard. In addition it is recommended that Council applies for Regional Road Group funding to assist with reconstructing the shoulders and widening the seal of Dowdell's line as a matter of urgency in order to reduce future damage.

Officers were also made aware of the need for an intersection upgrade at Moore Road and Busher Road which will be required as a direct result of the BORR works and the closure of access from Moore Road directly onto the existing BORR section. Effectively the changed heavy vehicle movement will require the intersection to be upgraded to allow for vehicles to turn right into Busher and left into Moore from Busher Road. It is recommended that Council applies for Regional Road Group funding to assist with undertaking these works.

END REPORT

12.3.2 Title: BORR Additional Land Requirements

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr Theo Naudé – Director Infrastructure</i>
Reporting Officer	<i>Mr Nathan Ryder – Manager Infrastructure Planning & Design</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.3.2A – Correspondence from MRWA dated 16th of August 2023</i> <i>12.3.2B – Risk Assessment Tool</i>

Overview

Main Roads WA is seeking Council approval for the following activities necessary for the Bunbury Outer Ring Road (BORR) project:

- Consent to the excision and dedication of land from a Shire-managed reserve required for road purposes;
- Support to the excision and dedication of the land from other reserves required for road purposes; and
- Agreeing to accept the proposed road widenings under its care, control and maintenance following dedication.

Staff do not have delegated authority to approve this request and the matter is hereby brought to Council for formal resolution.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

228-23 MOVED - Cr. T G Gardiner SECONDED – Cr. P S Robinson

THAT Council:

1. Consents to the excision and dedication of land required for road purposes from Reserve 50661 as depicted on LDP 201902-0107 (Appendix ORD: 12.3.2A).
2. Supports the excision and dedication of the land required for road purposes from Reserve 35707 as depicted on LDP 201902-0107 (Appendix ORD: 12.3.2A).
3. Supports the excision and dedication of the land required for road purposes from Reserve 50659 as depicted on LDP 201902-0107 (Appendix ORD: 12.3.2A).
4. Agrees to accept the road widenings shown on LDP 201902-0107 under its care, control and maintenance following dedication; (Appendix ORD: 12.3.2A).
5. Requests the Department of Planning Lands and Heritage (on behalf of the Minister for Lands) to amend Reserves 35707, 50659 and 50661 and dedicate the roads as depicted on LDP 201902-0107 (Appendix ORD: 12.3.2A).

CARRIED
7/0

Background

Main Roads WA through the South West Gateway Alliance has been working on the design and construction of the BORR for some years and has essentially completed the alignment and designs for the project within the Shire of Dardanup.

The BORR will be placed under the control of the Commissioner of Main Roads and several Shire roads will be upgraded and widened as part of the project. This also includes several new sections of roads that are required as part of the project and which will become Shire managed and controlled.

Most of the excisions and dedications of land required for the Bunbury Outer Ring Road Project were dealt with by Council at its Ordinary Council Meeting held on 25 March 2020 [CR 50-20]:

THAT Council:

1. *Consents to the excision and dedication of land required for road purposes from Reserve 35582, as depicted on Main Roads drawing 201902-0020-2;*
2. *Supports the excision and dedication of the land required for road purposes from Reserve 46073, as depicted on Main Roads drawing 201902-0018-3;*
3. *Supports the dedication of the roads and road widening within the Shire of Dardanup depicted on Main Roads drawings 201902-0012-5, 201902-0016-2, 201902-0017-4, 201902-0018-3, 201902-0019-3, 201902-0020-2, and 201902-0021 pursuant to section 56 of the Land Administration Act 1997 (LAA);*
4. *Indemnifies the Minister for Lands against any costs or claims for compensation in association with the dedication of roads and road widening, in accordance with section 56(4) of the LAA. The indemnity is provided on the basis that Main Roads Western Australia is the acquiring authority, and they indemnify the Shire of Dardanup;*
5. *Consents to Main Roads Western Australia and its contractors to enter onto land under the Shire of Dardanup's control or management, to carry out any works in association with the BORR project. Entry to be permitted prior to the excision and dedication of the road or road widening from the Shire of Dardanup's reserves;*
6. *Agrees to accept the roads and road widening highlighted green on the attached copy of Main Roads drawing 201902-0012-5 under its care, control, and maintenance following dedication; with the additional requirement that the areas marked in red be agreed to by Main Roads to also be included in the road widening and construction project at Main Roads' cost; and*
7. *Requests the Department of Planning, Lands and Heritage (on behalf of the Minister for Lands), to amend Reserves 35582 and 46073, and dedicate the roads as depicted on the Main Roads drawings listed above.*

It is evident that three portions required for the project were missed and/or changes in design necessitate these additional land excisions and dedications. The request, received via email from Main Roads WA dated 16 August 2023, provides detail on additional land requirements for the project.

A copy of the request and email attachments is included in (Appendix ORD: 12.3.2A)

Land will need to be excised and/or acquired, and dedicated as road, under the Land Administration Act 1997. These particular roads are to be dedicated as Local Authority roads.

Legal Implications

In order to carry out this task, Main Roads WA requires a formal resolution of Council in accordance with Section 56 of the Land Administration Act 1997. The excision, acquisition and dedication processes need to be in accordance with the requirements of the Land Administration Act 1997.

Council Plan

- 10.1 - Provide a safe active transport network to encourage more walking and cycling.
 10.3 - Improve road safety, connectivity and traffic flow.

Environment - None.

Precedents

Council has previously supported similar road dedications put forward by the State government, including:

- The excision and dedication of land required for the Bunbury Outer Ring Road Project (25th of March 2020);
- The excision of approximately 16 km of Pile Road from State Forest land and its dedication as a road – undertaken by the then Department of Environment and Conservation; and
- Various sections of the Boyanup Picton Road, Bunbury Outer Ring Road, Willinge Drive and the truck assembly bay as part of the Bunbury Outer Ring Road Stage 1 and Port Access Project – undertaken by Main Roads WA.

Budget Implications - None.

Budget – Whole of Life Cost

The road dedications that become Shire controlled and managed will become the responsibility of the Shire. This includes the land and road infrastructure that is created or upgraded through the BORR project.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	BORR Additional Land Requirements
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	None of the proposed excisions and dedications present issues and therefore consent and support is recommended.

Officer Comment

The request, received via email from Main Roads WA dated 16th of August 2023, states:

"Due to design changes, additional land is required for local roads in Picton East as shown on attached LDP 201902-0107.

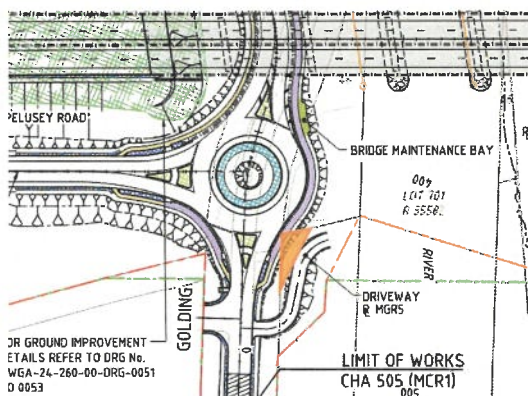
To facilitate the widening of Golding Crescent and Martin-Pelusey Road a Council resolution pursuant to section 56 of the Land Administration Act 1997 (LAA) will be required. Could Council please provide their approval and resolution for the following?

1. *Consent to the excision and dedication of land required for road purposes from Reserve 50661 as depicted on LDP 201902-0107*
2. *Support the excision and dedication of the land required for road purposes from Reserve 35707 as depicted on LDP 201902-0107*
3. *Support the excision and dedication of the land required for road purposes from Reserve 50659 as depicted on LDP 201902-0107*
4. *The Shire of Dardanup agreeing to accept the road widenings shown on LDP 201902-0107 under its care, control and maintenance following dedication*
5. *Request the Department of Planning Lands and Heritage (on behalf of the Minister for Lands) to amend Reserves 35707, 50659 and 50661 and dedicate the roads as depicted on LDP 201902-0107"*

The dedication of roads is necessary for the construction of the various roads that make up the overall BORR project. It should be noted that the Shire of Dardanup's involvement pertains to those road sections within the Shire of Dardanup's boundaries. A similar process has been undertaken in the City of Bunbury and the Shires of Harvey and Capel. The dedication of the land as road is simply a formality required under the Land Administration Act 1997.

• Item 1

Item 1, excision and dedication of land required for road purposes from Reserve 50661, is depicted below. The triangular section is 20m x 10m. This portion has already been constructed on by the project. Reserve 50661 (State of WA vested in the Shire of Dardanup), is currently maintained by the Shire. The "Driveway" shown below to the left in the design drawings is reinstatement of access to the Reserve for maintenance purposes.



Design Drawings

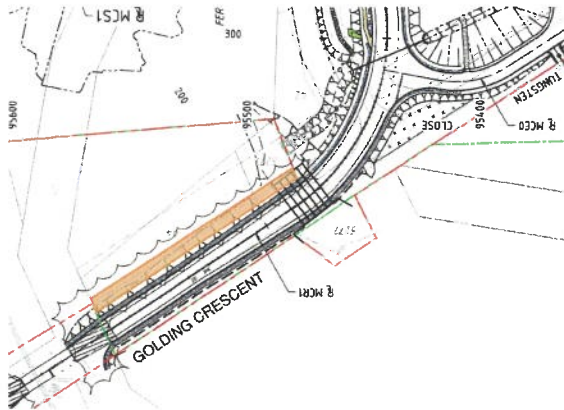


Image from Nearmap

It is recommended that Council grants consent for this excision and dedication.

- *Items 2 and 3*

Item 2 and 3, support for the excision and dedication of the land required for road purposes from Reserve 35707 Reserve 50659, is depicted below. It is essentially a 5m widening of the existing Golding Crescent road reserve (section previously known as Martin Pelusey Road) to accommodate the widening of Golding Crescent.



Design Drawings



Image from Intramaps

Reserve 35707 is vested in the Water Corporation and Reserve 50659 is managed by the Department of Planning, Lands and Heritage. It is recommended that Council supports these excisions and dedications.

- *Items 4 and 5*

It is further recommended that the Shire of Dardanup agrees to accept these proposed road widenings under its care, control and maintenance, and as such, requests the Department of Planning, Lands and Heritage to amend Reserves 35707, 50659 and 50661 and dedicate the roads accordingly.

END REPORT

12.3.3 Title: Kalgulup Regional Park Land Management Actions

Reporting Department	Infrastructure Directorate
Responsible Officer	Mr Theo Naudé - Director Infrastructure
Reporting Officer	Mr Nathan Ryder - Manager Infrastructure Planning & Design
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	12.3.3A –Correspondence from DPLH dated 24 August 2023 12.3.3B – Risk Assessment Tool 12.3.3C – Location of Reserve

Overview

The Department of Planning, Lands and Heritage (DPLH) is working with the Department Biodiversity, Conservation and Attractions (DBCA) in the creation of the Kalgulup Regional Park (KRP). The Kalgulup Regional Park Management Plan (MP) was finalised in 2021 in consultation with many key stakeholders including the Shire of Dardanup.

To enable progression of the creation of a new unclassified Nature Reserve over the subject parcels that will form part of the KRP, certain actions are required by the Shire of Dardanup. Staff do not have delegated authority to approve this request and the matter is hereby brought to Council for formal resolution.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

229-23 MOVED - Cr. P R Perks SECONDED – Cr. P S Robinson

THAT Council:

1. Revokes its Management Order over the northern portion of Reserve 43641 to enable excision and creation of new unclassified Nature Reserve, as identified in the plan included in (Appendix ORD:12.3.3C) (outlined in yellow) and retain the portion of Reserve 43641 south from Eelup/Elbow Wetland;
2. Accepts the Unallocated Crown Land identified as PIN 495732 for inclusion into Reserve 43641; and
3. Acknowledges that the Shire has provided the Department of Planning, Lands and Heritage with information pertaining to Lot 9503 depicting a 50m wetland buffer; and requesting the remaining portion to the south to be vested with the Shire of Dardanup.

CARRIED
7/0

Background

Council endorsed the final Kalgulup Regional Park Management Plan at its Ordinary Council Meeting held on 28th of April 2021 [Re:107-21]:

THAT Council endorses the Final Kalgulup Regional Park Management Plan 2021 (Appendix ORD 12.3.1D – Under Separate Cover).

It was noted in the Council report that “The proposed land transfers will ultimately require a separate Council resolution at some future stage to take effect. These will be presented to Council when the transfers are required.”

Council also resolved in the same meeting on the next report as follows [Re:108-21]:

THAT Council:

Selects the Regional Open Space (ROS) west of the Parkridge Estate as the preferred site for the Fenced Dog Exercise Area.

Requests the Chief Executive Officer to work with the Department of Planning, Lands and Heritage on expediting the vesting of this land with the Shire as detailed in the Kalgulup Park Management Plan.

Requests the Chief Executive Officer further develop detailed designs and costings for this location and to undertake consultation with the community for the delivery of this project within the Regional Open Space.

Requests the Chief Executive Officer to include the planning and implementation of off lead dog exercise areas in the future Developer Contribution Plan for Wanju.

DPLH wrote to the Shire of Dardanup via email providing details of some of the requested land management action items.

A copy of the full request and email attachments is included in (Appendix ORD: 12.3.3A)

The two requested action items are in accordance with the endorsed Kalgulup Regional Park Management Plan and they are therefore recommended for approval. Further details are provided in the Officer Comment Section.

In addition, on a separate matter, the Shire of Dardanup has provided DPLH with a drawing of Lot 9503, which is zoned Regional Open Space under the Greater Bunbury Regional Scheme (GBRS), indicating an area to be vested with the Shire of Dardanup. Further details are provided in the Officer Comment Section.

Legal Implications

In order to carry out this task, DPLH requires a formal approval of Council in accordance with Section 56 of the Land Administration Act 1997. The excision, acquisition and dedication processes need to be in accordance with the requirements of the Land Administration Act 1997.

Council Plan

5.1 - Care for natural habitats and waterways to preserve native and endangered fauna and flora.

13.4 - Foster strategic alliances and resource sharing opportunities.

Environment

The Shire will continue to work with DBCA to undertake environmental management projects in the region. Shire staff are expecting these projects to provide benefit to these areas and the opportunity to undertake some projects that perhaps may not have been able to be undertaken by the Shire.

Precedents - None.

Budget Implications

DBCA are seeking the changes and are responsible for the costs associated with these changes i.e. survey and Landgate costs. The only cost for the Shire is staff time.

The land transactions and management order changes would have some budget implications for the Shire; however, they are not able to be quantified.

Budget – Whole of Life Cost

The ongoing maintenance and management costs of the land areas under the responsibility of the Shire of Dardanup are included in the Shire's annual budget allocations.

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: 12.3.3B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Kalgulup Regional Park Land Management Actions	
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	All of the proposed actions are in accordance with the Council-endorsed Kalgulup Regional Park Management Plan; therefore consent is recommended.

Officer Comment

The request, received via email from DPLH dated 24th of August 2023, states that the parcels of land in relation to this case are:

- Reserve 43641 being Lot 5679 on DP 19531 was set aside for the designated purpose of "Public Recreation, Foreshore Management and Drainage in 1995 and is vested with the Shire of Dardanup.
- Unallocated Crown Land – Parcel Identification Number (PIN) 495732



Reserve 43641



Unallocated Crown Land (PIN 495732)

DPLH has requested the following actions:

- Shire of Dardanup to revoke its management order over portion Reserve 43641 to enable excision and creation of a new unclassified Nature Reserve (Shire to retain the portion of Reserve 43641 south from Eelup/Elbow Wetland); and
- Shire of Dardanup to accept unallocated Crown land identified as PIN 495732 for inclusion into Reserve 43641.

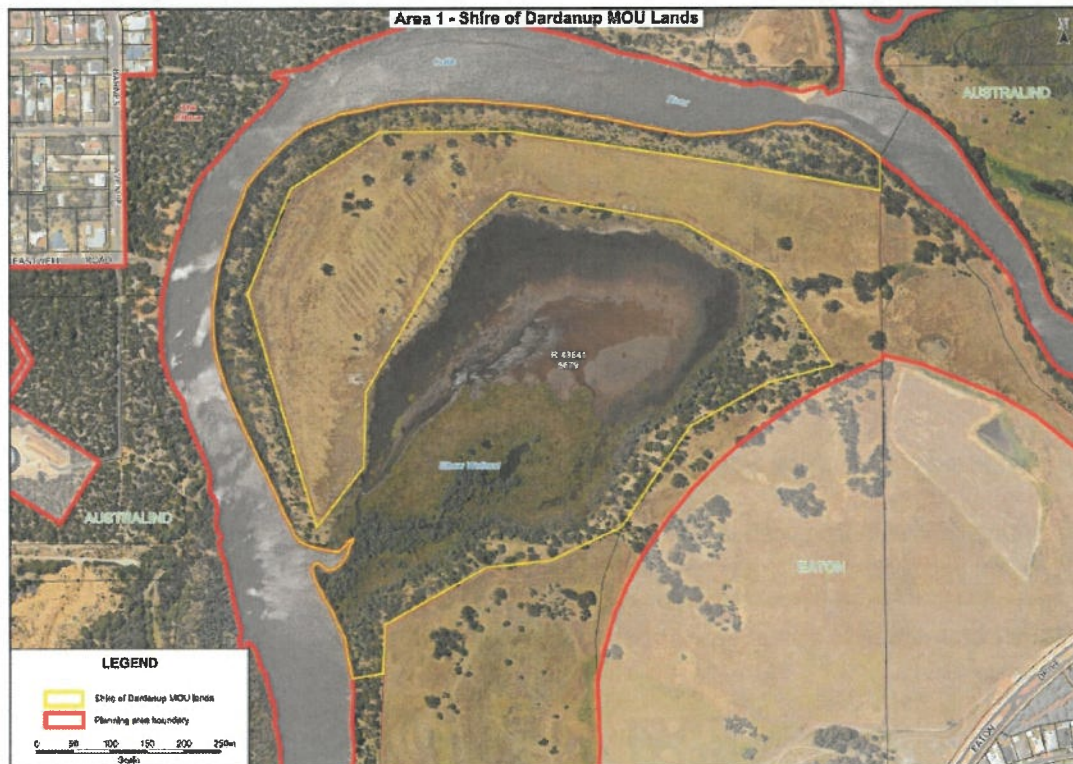
Note: there are a couple of typos in the email from DPLH. Reserve 43641 is referred to twice as Reserve 43651, and once as Reserve 46361, however, Reserve 43641 is correct number according to the Shire's Landgate data. Confirmation was received from DPLH that the different reserve numbers in their email are in indeed incorrect as pointed out above and the reserve numbers in the report are correct.

Both above requested actions are in accordance with the final Kalgulup Regional Park Management Plan, as highlighted below taken from Appendix 2 "Schedule of land for inclusion in the regional park".

Dardanup	500 on P65634 (11886551)	Eaton	4.53	State of WA	24359	Shire of Dardanup (MO)	Recreation, reserve, toilets	Crown	Eaton foreshore	To remain with Shire of Dardanup
	501 on P65634 (11886552)	Australind	3.51	State of WA	25417	Shire of Dardanup (MO)	Public recreation, park	Crown	Pratt Road reserve	To remain with Shire of Dardanup
	4847 on P6229 (11813668)	Eaton	1.60	State of WA	25417	Shire of Dardanup (MO)	Public recreation, park	Crown	Pratt Road reserve	To remain with Shire of Dardanup
	495732	Eaton	0.34	State of WA				UCL	Leicester Reserve	To be vested in Shire of Dardanup
	5536 on P15906 (11036318)	Eaton	7.001	State of WA	25417	Shire of Dardanup (MO)	Public recreation, toilets	Crown	Watson Reserve	To remain with Shire of Dardanup
	5091 on D29804 (1495723)	Eaton	0.87	Australian Boy Scouts Association				freehold	Watson Reserve	N/A
	500 on P405484 (12180397)	Australind	2.59	State of WA	43979	Shire of Dardanup (MO)	Foreshore management	Crown	Eelup/Elbow wetland & south Collier River foreshore	To remain with Shire of Dardanup
	501 on P405484 (12180398)	Australind	3.72	State of WA	43979	Shire of Dardanup (MO)	Foreshore management	Crown	Eelup/Elbow wetland & south Collier River foreshore	To remain with Shire of Dardanup
	5679 on P15933 (1093320)	Eaton	47.99	State of WA	43641	Shire of Dardanup	Drainage, foreshore protection, public recreation	Crown	Eelup/Elbow wetland & south Collier River foreshore	Shire of Dardanup to retain portion south of buffer from Eelup/Elbow Wetland, remaining northern area to be vested in Conservation and Parks Commission. Minimum 50m buffer subject to further discussion.

- *Revocation of Shire's Management Order over portion Reserve 43641*

Prior to finalisation of the Kalgulup Regional Park Management Plan and endorsement by Council in April 2021, a Memorandum of Understanding (MOU) between the Shire and DBCA provided for management of and access to lands vested in the Shire of Dardanup within the proposed Kalgulup Regional Park. The MOU included "Area 1", as depicted below (yellow outline), and described an arrangement of duties shared by DBCA and the Shire of Dardanup for the interim period until the formal land tenure and management changes were affected. This is the portion of Reserve 43641 that DPLH has requested the Shire to revoke its management order.



Reserve 43641 (Lot 5679 on DP 19531)

Under the arrangement in the MOU, the Shire was responsible for (note: some of these items are not relevant due to lack of infrastructure within the Area):

- Law enforcement signage;
- Mosquito surveillance and control;
- Mowing;
- Patrols (shared with DBCA);
- Regular waste collection;
- Reticulation maintenance;
- Road maintenance;
- Road maintenance and expansion; and
- Stormwater system maintenance and expansion.

In comparison, during the interim arrangement, DBCA was responsible for:

- Patrols (shared with Shire of Dardanup);
- Rubbish and hazardous waste;
- Tree maintenance; and
- Weed management.

By the Shire revoking its management order for this portion of Reserve 43641, the Shire will no longer be responsible for the above-listed items.

The vesting of the northern portion of Reserve 43641 with the Conservation and Parks Commission has already been discussed with Council and Council has agreed via inclusion into the endorsed Final Kalgulup Regional Park Management Plan. The revocation of the Shire's management order over the northern portion Reserve 43641 to enable excision and creation of a new unclassified Nature Reserve, with the Shire to retain the portion of Reserve 43461 south from Eelup/Elbow Wetland, is a formality and is therefore recommended.

- Acceptance of unallocated Crown land (PIN 495732) for inclusion into Reserve 43641

Currently, Unallocated Crown Land (PIN 495732) is not vested with the Shire and the Shire does not expend resources in this area.

By accepting PIN 495732 for inclusion into Reserve 43641, the Shire will become formally responsible for:

- Law enforcement signage;
- Mosquito surveillance and control;
- Mowing;
- Patrols;
- Regular waste collection;
- Reticulation maintenance;
- Road maintenance;
- Road maintenance and expansion;
- Stormwater system maintenance and expansion;
- Rubbish and hazardous waste;
- Tree maintenance; and
- Weed management.

The vesting of PIN 495732 in the Shire of Dardanup has already been discussed with Council and Council has agreed via inclusion into the endorsed Final Kalgulup Regional Park Management Plan. Acceptance and inclusion of PIN 495732 into Reserve 43641 is a formality and is therefore recommended.

- *Reserve 43641 following excision of north portion and inclusion of PIN 495732*

Once the land transactions as described in this report are enacted, the resulting Reserve 43641 will look like the area outlined below in red, vested in the Shire of Dardanup.



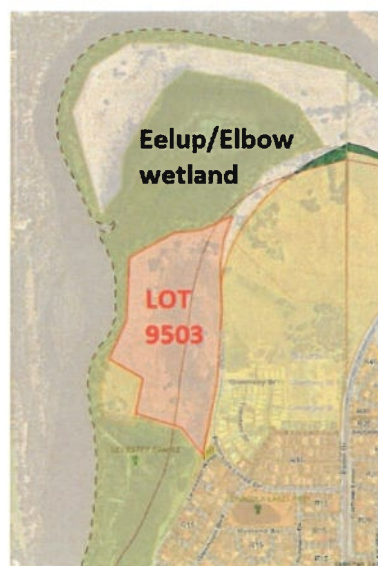
Reserve 43641 Following Land Transactions

- Lot 9503 – Buffer Zone and Are to be Vested with The Shire of Dardanup

Lot 9503 is an area of 17.16ha and is listed in Appendix 2 “Schedule of land for inclusion in the regional park” of the final Kalgulup Regional Park Management Plan, highlighted in the table below.

LGA	Lot no. & plan (P) or diagram (D) of survey (PIN ¹)	Locality	Area (ha)	Ownership	Crown reserve No.	Vesting ¹	Purpose(s)	Land type	Park area	Comments/proposal ²
							protection, public recreation		Collic River foreshore	Wetland, remaining northern area to be vested in Conservation and Parks Commission. Minimum 50m buffer subject to further discussion
	9504 on P50198 (11561849) part	Eaton	0.21	Lancett Court Pty Ltd				freehold	Eelup/Elbow wetland & south Collic River foreshore	N/A
	9503 on P50198 (11561847)	Eaton	17.16	Parkridge Group Pty Ltd				freehold	Eelup/Elbow wetland & south Collic River foreshore	A buffer around Eelup/Elbow wetland to be vested in Conservation and Parks Commission, remainder to be vested in Shire of Dardanup. Minimum 50m buffer subject to further discussion

Lot 9503 is located to the south of the Eelup/Elbow wetland, as depicted here:



Lot 9503 – Regional Open Space

The proposal listed in the Kalgulup Regional Management Plan is for "A buffer around Eelup/Elbow wetland to be vested in Conservation and Parks Commission, remainder to be vested in Shire of Dardanup. Minimum 50m buffer subject to further discussion."

Lot 9503 is zoned Regional Open Space (ROS) under the Greater Bunbury Regional Scheme (GBRS) and was due to be purchased by the Western Australian Planning Commission (WAPC). This ROS was previously selected by Council as the preferred site for a Fenced Dog Exercise Area at its Ordinary Council Meeting held on 28 April 2021.

The Department of Planning Lands and heritage have been working through the land processes involved in the vesting requirements for other parts of the Kalgulup Park Following up from the most recent requests in relation to the Eelup/Elbow wetland, Officers requested DPLH to also progress the land transaction for Lot 9503. DPLH responded, in summary, that compensation has been paid, however, the transfer of the land from the current owner Parkridge Group Pty Ltd, is pending.

While the matter is still ongoing, Council is advised that Shire staff have provided DPLH with a drawing that depicts a 50m wetland buffer, as shown below. The area within the 50m wetland is to be vested with DBCA and the remaining portion is to be vested with the Shire of Dardanup for Recreation purposes.



Lot 9503 showing proposed 50m wetland buffer.

END REPORT

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: Differential Rate & Specified Area Rate Workshop Outcomes

Reporting Department	Corporate & Governance Directorate
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 ORD: 12.4.1A – Risk Assessment Appendix ORD: 12.4.1B – Differential Rate & Specific Area Rates Workshop Presentation

Overview

This report seeks Council's ratification of the agreed outcomes from the Differential Rate and Specified Area Rate Workshop held on the 6th of September 2023.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

230-23 MOVED - Cr. T G Gardiner SECONDED – Cr. E P Lilly

THAT Council:

- 1 **Determines that the Shire of Dardanup Rating Strategy for the 2024/25 budget will be based on a Differential Rating Method, with the establishment of the following 6 Differential Rates across 14 Rating Categories (Defined in Appendix 12.4.1B):**

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;

- 2 **Determines that the Shire of Dardanup Rating Strategy for the 2024/25 budget will include the gradual reduction and removal of the Eaton Landscaping Specified Area Rate over a 2, 3 or 4 year period; and**
- 3 **Supports further examination of the Bulk Waste Collection Specified Area Rate to ascertain whether this Specified Area Rate can be removed and the equivalent revenue received and incorporated into existing Waste Fees and Charges.**

CARRIED

7/0

Background

As part of the Council's Strategic Community Plan and Corporate Business Plan, a review of Differential Rates was undertaken during the 2019/20 budget period. In accordance with this review process, a report was brought to Council on the 29th of January 2020 where Council resolved [Res: 04-20] to:

1. *Receive the Differential Rating Strategy Report;*
2. *Workshop the concept further seeking to get closer to a consensus;*
3. *Return the item to an Ordinary Council Meeting by May 2020;*
4. *If approved, seek Public Comment on the outcome; and*
5. *Acknowledge that this would mean Differential Rates will not be able to be applied to the 2020/2021 Annual Budget.*

At the 13th of May 2020 Integrated Planning Committee meeting and subsequent 27th of May 2020 Council meeting, the Council was resolved [OCM135-20] to:

1. *Defer the Councillor workshop on Differential Rating for two years; and*
2. *Request that this item is brought back to Council in January 2022.*

The matter was considered again in early 2022 where Council resolved [Res: 11-22] at the 22nd of January 2022 Council meeting to:

1. *Schedule a Councillor workshop on Differential Rating for February/March 2022, based on the Differential Rating Review conducted in 2020;*
2. *Determines that the Shire of Dardanup Rating Strategy for the 2022/23 budget will be based on a Uniform General Rating Method; and*
3. *Notes consideration of Differential Rating for the 2023/24 budget and the 10 year period of the Long Term Financial Plan be based on the outcomes of the Councillor Workshop on Differential Rating and subsequent resolutions of Council.*

As part of endorsing the Rating Strategy for 2023/24, Council resolved [Res: 62-23] on the 24th March 2023 to

hold a more detailed Differential Rating Workshop in September 2023 to explore in greater detail the introduction of Differential Rating in the 2024/25 financial year and the Eaton Landscaping Specified Area Rate.

Following this decision, and as part of adopting the 2023/24 Rating Strategy, Council resolved [123-23]

to investigate the abolishing of the Specified Area Rate (SAR) for "Eaton Landscaping" levied on properties within Eaton and Millbridge in 2024/25 [123-23].

A Differential Rate and Specified Area Rate Workshop was held with Councillors on the 6th of September 2023 to consider in greater detail the proposed Differential Rating Categories, and the Eaton Landscaping and Bulk Waste Collection Specified Area Rates. A copy of the presentation is attached (refer to Appendix ORD: 12.4.1B) for Councillors reference, which includes a detailed description of each of the proposed 14 Rating Categories.

Legal Implications

Local Government Act 1995

6.32. Rates and service charges

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

** Absolute majority required.*

6.33. Differential general rates

6.36. Local government to give notice of certain rates

6.37. Specified area rates

6.47. Concessions

Council Plan

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents

Council has not previously introduced Differential Rating. An Eaton Landscaping Specified Area Rate has been applied by the Shire of Dardanup for residents in the Eaton/Millbridge areas since 2009/2010.

Budget Implications

If Council determines that they wish to implement Differential Rating, then this will not have an impact in 2023/24 but will impact the 2024/25 and future budget periods. This is due to the requirement to allow at least six months to implement fully the Differential Rating system within the SynergySoft Accounting software.

Specified Area Rates are calculated by multiplying the valuation of a property (GRV) by the adopted rate in the dollar required to generate sufficient revenue to meet the expenditure area.

1. *Eaton Landscaping Specified Area Rate* (applied to 4,507 properties in Eaton & Millbridge) is currently calculated at a rate of \$0.002925: The average 23/24 rate is \$52.82 per household (\$238,044) excl Citygate. Total SAR for 23/24 = \$267,331. The forecast of SAR for 24/25 is \$284,635 based on 4,643 properties.

2. *Bulk Waste Collection Specified Area Rate* (applied to 4,747 properties in Eaton, Millbridge, Dardanup, & Burekup)) is currently calculated at a rate of \$0.001315. The average 23/24 rate of \$23.30 per household (\$112,447) which is forecast to increase to \$29.50 in 24/25 (\$145,757) due to increase hard waste disposal costs.

Budget – Whole of Life Cost

As no assets have been created as part of this agenda item, there are no whole of life cost implications.

Council Policy Compliance

Council Policy CnG 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 of the Rating Strategy.

Council Policy Exec CP090 – *Community Engagement* requires different forms of community engagement.

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	Differential Rate & Specified Area Rate Workshop Outcomes	
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	Financial risk associated with implementing differential rates.
	Legal and Compliance	Risk of Council breaching the Local Government Act 1995 – Differential Rating processes.
	Reputational	Loss of reputation through non-compliance or mismanagement of rating systems.

Officer Comment

The Differential Rate and Specified Area Rate Workshop held with Councillors on the 6th of September 2023 examined and defined the proposed Differential Rating Categories (refer to Appendix ORD: 12.4.1A).

It is proposed that 14 Rate Categories be created under the Differential Rating system to provide the flexibility to monitor GRV/UV valuation changes in each rate category and enable future expansion of Differential Rates if appropriate in the future. The proposed 14 Rating Categories and description are:

UV Rates	Description
UV Rural	Properties that have an exclusive rural land use located outside of townsite boundaries and applies generally to agricultural areas. Sets the base rate for which UV Tiered differential rating categories UV1, UV2 and UV3 are applied. A minimum rate of \$1,722.00 is applied.
UV Rural Additional Use 1	UV1 applies to properties where the predominant use of the land is prima-facie rural and the property has one approved non-rural use excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which reflects the additional cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This premium ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,722.00 is applied.
UV Rural Additional Use 2	UV2 applies to properties where the predominant use of the land is prima-facie rural and the property has two approved non-rural uses excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which reflects the additional cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This premium ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,722.00 is applied.
UV Rural Additional Use 3	UV2 applies to properties where the predominant use of the land is prima-facie rural and the property has three or more approved non-rural uses excluding residential and ancillary residential uses. The rate in the dollar equates to the UV base rate which reflects the additional cost to Council of servicing such land, of which the predominant non-rural use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This premium ensures that such commercial activities contribute to the cost of Council providing tourism-related facilities and services. The rate also recognises the lower cost of operating commercial activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,722.00 is applied.
Mining	Properties that have a mining land use located outside of townsite boundaries. The rate in the dollar equates to the UV base rate times 1.15 which reflects the additional cost to Council of servicing such land which attracts greater numbers of heavy haulage vehicle usage on Council roads. This premium ensures that such mining activities contribute to the cost of Council providing mining-related facilities and services. The rate premium also recognises the lower cost of operating mining activities on such land in comparison to operating such activities on GRV land. A minimum rate of \$1,722.00 is applied.
GRV Rates	Description
Residential	Properties that have a residential land use located primarily within the Shire's townsites of Eaton, Millbridge, Dardanup and Burekup. Consist of Residential and Ancillary Residential Uses (dwellings, home occupations and home offices). These properties have access to most Council services including footpaths, street lighting, parks, etc.
Residential Rural	Properties that have a residential rural land use located outside of townsite boundaries. As a result of the higher GRV valuations for these properties and less services provided (i.e.: no footpaths or street lighting) the rate in the dollar is lower than the residential rate.
Commercial	Properties that have a commercial land use generally within the town centres' business districts including cafés, restaurants, food and clothing shops, showrooms, etc. As a result of the higher GRV valuations for these properties, the rate in the dollar reflects the additional cost to Council of servicing such commercial activity including CBD car parking, lighting, walkways, landscaping and other amenities, which also attracts greater numbers

UV Rates	Description
	of vehicle usage on Council roads. This rate ensures that such commercial activities contribute to the cost of Council providing these commercial related facilities and services. It is noted that rate levies paid by commercial property owners are generally tax deductible and can accommodate a larger number of customers.
Industrial	Properties that have an industrial and composite industrial land use may include light industry, fuel depots, motor vehicle repairs, showroom, storage facilities, warehouses, workshops, waste processing or landfill facilities. As a result of the higher GRV valuations for these properties, the rate in the dollar reflects the cost to Council of servicing such industrial activity including increased planning and environmental management, and the servicing of land which attracts greater numbers of heavy haulage and light vehicle usage on Council roads. This rate ensures that such industrial activities contribute to the cost of Council providing these industrial related facilities and services. It is noted that rate levies paid by industrial property owners are generally tax deductible and can accommodate a larger number of users.
Accommodation	Properties that have an accommodation land use generally include camping grounds, caravan parks, chalets, motels and holiday units. The rate in the dollar reflects the additional cost to Council of servicing such land, of which the predominant use is tourism-related, which attracts greater numbers of vehicle usage on Council roads. This rate ensures that such accommodation activities contribute to the cost of Council providing accommodation and tourism-related facilities and services. It is noted that rate levies paid by commercial property owners are generally tax deductible and can accommodate a larger number of customers.
Vacant Land – Residential	Properties with a Residential zoning that are vacant. The rate in the dollar equates to the GRV Residential base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Residential developed category.
Vacant Land – Residential Rural	Properties with a Rural Residential zoning that are vacant. The rate in the dollar equates to the GRV Rural Residential base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Rural Residential developed category.
Vacant Land – Commercial	Properties with a Commercial zoning that are vacant. The rate in the dollar equates to the GRV Commercial base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Commercial developed category.
Vacant Land – Industrial	Properties with an Industrial zoning that are vacant. The rate in the dollar equates to the GRV Industrial base rate and reflects the need to maintain a relative contribution towards total rating income from the category and ensure all property owners are paying a fair and equitable contribution to works and services. The minimum is the same as the Industrial developed category.

Proposed six (6) Differential Rates comprising of fourteen (14) Rating Categories across			
Differential Rates	Rating Categories	Value	Minimum Rate \$
1. RESIDENTIAL	Incorporating: 1. Residential, and 2. Residential Vacant Categories	GRV	\$1,625.00
2. COMMERCIAL	Incorporating: 3. Commercial, and 4. Commercial Vacant Categories	GRV	\$1,722.00
3. INDUSTRIAL	Incorporating: 5. Industrial, and 6. Industrial Vacant Categories	GRV	\$1,722.00
4. RURAL RESIDENTIAL	Incorporating: 7. Rural Residential, and 8. Rural Residential Vacant Categories	GRV	\$1,722.00
5. ACCOMMODATION	Incorporating: 9. Accommodation Category	GRV	\$1,722.00
6. UV	Incorporating: 10. Rural, 11. UV1, 12. UV2, 13. UV3, and 14. Mining Categories	UV	\$1,722.00

This item is brought back to Council to ratify the outcomes from the Councillor workshop held on the 6th of September 2023, which will enable Council staff to commence the process of reclassifying all of the properties in the rating system to align with the new 14 Differential Rate Categories. This essential but time consuming process will enable the rates modelling associated with presenting the Rating Strategy to the March 2024 Integrated Planning Committee, to reflect current actual property data and be as accurate as possible.

END REPORT

12.4.2 Title: *Parking Amendment Local Law 2023*

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Ms Cathy Lee - Manager Human Resources
Reporting Officer	Mrs Donna Bailye – Manager Governance
Legislation	Local Government Act 1995
Council Role	Legislative.
Voting Requirement	Absolute Majority.
Attachments	12.4.2A – Risk Assessment Tool
	12.4.2B – Parking Local Law 2023 2022
	12.4.2C – Proposed Parking Amendment Local Law 2023

Overview

This report seeks Council approval to make the Shire of Dardanup Parking Amendment Local Law 2023 for the purpose of public advertising.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

231-23 MOVED - Cr. T G Gardiner SECONDED – Cr. P R Perks

THAT Council:

1. In accordance with Section 3.12 of the *Local Government Act 1995* approves the advertising of the proposed 'Shire of Dardanup Parking Amendment Local Law 2023' [Appendix ORD: 12.4.2C] in order to seek community comment.
2. Provides a copy of the proposed Local Law and public notice to the Minister for Local Government.
3. After the close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed Local Law to enable Council to consider the submissions made and to determine whether to make the Local Law in accordance with section 3.12(4).

CARRIED
7/0
By Absolute Majority

Background

On the 23rd November 2022 Council resolved (Res: 303-22) by Absolute Majority decision to adopt the Shire of Dardanup *Parking Local Law 2023* inclusive of minor amendments and Gazetted the Local Law.

The Local Law was published in the WA *Government Gazette* No. 171 in the 30th November 2022 edition. On the 8th December 2022 the Shire submitted the Explanatory Memorandum and supporting material for the local law to the Joint Standing Committee on Delegated Legislation.

The Joint Standing Committee on Delegated Legislation [JSCDL] considered the local law on the 16th February 2023. Following their review, the JSCDL advised the Shire President that the Committee requires the Shire to provide undertakings in relation to the local law.

At the Ordinary Council meeting held on the 22nd March 2023, Council resolved [53-23] as follows:

“THAT Council resolves to undertake to the Joint Standing Committee on Delegated Legislation that Council will:

1. *Within the next 6 months:*
 - *Either delete the definition of disability parking permit in clause 1.4 or include the WALGA template clauses 2.3(3) and 3.1(2) and/or other provisions relevant for the Shire.*
 - *Change the title of the local law to 2022;*
2. *Not enforce the local law to the contrary before it is amended in accordance with undertaking 1;*
3. *Ensure all consequential amendments arising from the undertakings will be made; and*
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.”*

Legal Implications

Local Government Act 1995 - S3.12.

Procedure for making local laws:

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a Council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*
 - (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*

And

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

[(3a) *deleted*]

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

** Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*

Council Plan

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents

Council have previously been required by the Joint Standing Committee on Delegated Legislation [JSCDL] to amend its local laws. The same process for making a new local law is followed for making an amendment local law.

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance -

Exec CP090 – Community Engagement Policy.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Parking Amendment 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.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	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

Definition – Disability Parking Permit

In accordance with the Undertakings given to the JSCDL in relation to ‘Disability Parking Permits’:

- *Either delete the definition of disability parking permit in clause 1.4 or include the WALGA template clauses 2.3(3) and 3.1 (2) and/or other provisions relevant for the Shire.*

Remove the definition that reads: “**disability parking permit** has the meaning given to it by the Code;”

Or:

The two WALGA template clauses read as follows:

2.3 Parking prohibitions and restrictions

- (3) *Notwithstanding the provisions of subclause (1)(b) a driver may park a vehicle in a permissive parking stall or station (except in a parking area for persons with a disability) for twice the length of time allowed, provided that –*
- (a) *the driver's vehicle displays a disability parking permit; and*
 - (b) *a person with a disability to which that disability parking permit relates is either the driver of or a passenger in the vehicle.*

AND

3.1 Restrictions on parking in particular areas

- (2) (a) *This subclause applies to a driver if –*
- (i) *the driver's vehicle displays a disability parking permit; and*
 - (ii) *a person with a disability to which the disability parking permit relates is either the driver of the vehicle or a passenger in the vehicle.*
- (b) *The driver may park a vehicle in a thoroughfare or a part of a thoroughfare or part of a parking station, except in a thoroughfare or a part of a thoroughfare or part of a parking station to which a disabled parking sign relates for twice the period indicated on the sign.*

As the Shire of Dardanup’s newly adopted local law was based on the City of Busselton Parking Local Law 2020 gazetted in January 2021; and not purely on the WALGA Template Local Law. It is proposed that the reference to Disability Parking Permit is removed.

Change the Title of the Local Law to 2022.

The two references to the name of the local law showing the year '2023' have been changed to read '2022'.

LOCAL GOVERNMENT ACT 1995

SHIRE OF DARDANUP PARKING LOCAL LAW 2023

Under the powers conferred by the *Local Government Act 1995* and under all other powers enabling it, the Council of the Shire of Dardanup resolved on 23 November 2022 to make the following local law.

PART 1 – PRELIMINARY

1.1 Citation

This local law is cited as the *Shire of Dardanup Parking Local Law 2023*.

A copy of the current Shire of Dardanup Parking Local Law 2023 2022 is attached [Appendix ORD: 12.4.2B] for reference.

Purpose and Effect

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

The purpose and effect of the Parking Amendment Local Law 2023 is as follows:

Purpose of the local law is to amend the Shire of Dardanup Parking Local Law 2023 and to regulate and control the movement and parking of vehicles throughout the district.

Effect of the local law is to provide a well-regulated parking environment for all persons in the district.

The procedure for making local laws detailed in the *Local Government Act 1995* identifies that the process for amending a local law must follow the same process as making a new local law. Therefore, to amend the Shire's gazetted Parking Local Law 2023, an amendment local law must be developed and advertised for public comment, before being presented to Council for adoption. [Appendix ORD: 12.4.2C] contains the proposed Parking Amendment Local Law 2023, as required to initiate the proceedings for the amendment.

The Local Law will be advertised in accordance with Section 3.12(3) of the *Local Government Act 1995* for a period of at least 6 weeks from the date that notice is given for the public to make submissions. A copy of the Local Law will also be provided to the Minister for Local Government.

Following this process, the proposed Local Law will then be referred back to the Council for consideration of any submissions received in relation to the Local Law and for the Council to resolve whether or not to make the Local Law by Absolute Majority decision.

END REPORT

12.4.3 Title: Setting of Meeting Dates 2024

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	Simple Majority.
Attachments	12.4.3A – Risk Assessment Tool

Overview

Council is requested to set the dates of the 2024 Ordinary Council Meetings [OCMs] and Committee meetings. In addition Council are asked to endorse the Shire of Dardanup Christmas/New Year business closure times for advertising. Note: A further item will be brought to Council in December 2023 to endorse further meeting dates as required, once the new Council is elected.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A”

232-23 MOVED - Cr. P R Perks SECONDED – Cr. S L Gillespie

THAT Council:

1. Sets the Ordinary Council Meeting dates for the period January 2024 to December 2024 to be held on the following dates, commencing at 5pm at the Shire of Dardanup - Administration Centre Eaton Council Chambers:

DATE 2024
31 st of January
28 th of February
27 th of March
24 th of April
22 nd of May
26 th of June
24 th of July
28 th of August
25 th of September
23 rd of October
20 th of November
18 th of December

2. Sets the Committee Meetings dates [that are required to be open to the public/have delegated authority] for the period January 2024 to December 2024, to be held at the Shire of Dardanup Council Chambers, as follows:

COMMITTEE	2024 DATE & START TIME
Bush Fire Advisory Committee	Wednesdays, 7pm
	13 th of March
	12 th of June
	9 th of October
Audit & Risk Committee	Wednesdays, 2pm
	13 th of March
	12 th of June
	11 th of September
	11 th of December

3. Notes the scheduled Committee Meeting dates [that are not required to be open to the public] for the period January 2024 to December 2024 are listed as below but are subject to change from time to time.

COMMITTEE	2024 DATE & START TIME
Integrated Planning Committee	Wednesdays
	13 th of March – 10am
	10 th of April – 1pm
Local Emergency Management Committee	Wednesdays, 10.00am
	14 th of February
	8 th of May
	14 th of August
	13 th of November

4. Sets the Annual Electors meeting date for Wednesday, 31st of January 2024, commencing at 6.00pm at the Shire of Dardanup - Administration Centre.
5. Set a Special Council Meeting date for adoption of the Draft Annual Budget on Wednesday, 29th May 2024, commencing at 5.00pm
6. Notes that all other meeting dates to be set will be provided to Council/Committee Members (and the public wherever required) as soon as possible following the setting or amendment of the meeting dates.
7. Requests the above dates be publicised [where required] in the local media and newsletter as required by the Local Government Act 1995 and be updated on the Shire of Dardanup website.

CARRIED
7/0

AND**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "B"**

233-23 MOVED - Cr. P R Perks SECONDED – Cr. S L Gillespie

THAT Council endorse and advertise the Shire of Dardanup Christmas/New Year business closure for the year 2023 from close of business on Friday 22nd December 2023 until reopening date of Monday, 8th of January 2024.

CARRIED
7/0

Background

Council is required under the Local Government Act 1995 to set the Ordinary Council Meeting dates and advertise the schedule. Council is also required under the Local Government Act 1995 to set and give notice of the committee meetings that are required under the Act to be open to members of the public.

Council generally holds its OCMs on the fourth Wednesday of each month, with the exception being January, November & December [to accommodate public holidays]. The Agenda Forums are held the week before the OCM Wednesday. All other Committee meetings, Advisory Group meetings or Workshops are held on the first and second Wednesdays wherever possible.

Legal Implications

The dates of the OCMs and the dates of the Committee meetings that have delegated authority / open to the public are required to be advertised. There is no requirement for Advisory Group meetings to be open to the public or advertised.

Local Government (Administration) Regulations 1996 Section 12 states:

S12. Meetings, public notice of (Act s. 5.25(1)(g))

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
 - (a) the ordinary Council meetings; and*
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*
- are to be held in the next 12 months.*

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

OCM and Committee meeting dates are reviewed annually, in accordance with the Local Government Act. Advisory Group meetings are reviewed annually in accordance with good governance practices.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Exec CP088 - Forums of Council – Concept Forums, Agenda Forums and Workshops; and

Exec CP089 –Advisory Groups

Exec CP205 – Council Meeting Framework

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Setting of Meeting Dates 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	Legal and Compliance	Non-compliance with meeting procedures could lead to penalties being imposed on the Shire.
	Reputational	If decisions are made without full information being available and considered, it can result in considerable reputational loss.
		Non-compliance of advertising Meeting dates will impact on the Shire’s business reputation.

Officer Comment

• Ordinary Council Meetings and Forums

The draft Council Meetings Planner 2024 shows the visual pattern of the monthly forums and meetings. These are as follows:

- First Wednesday - Workshops or other meetings to be scheduled as required.
- Second Wednesday - Committees or other meetings to be scheduled.
- Friday following Second Wednesday – Agenda Forum Document is delivered to Councillors. This document will be the agenda items and corresponding appendices that will be presented to Council at the upcoming Ordinary Council meeting.

- Third Wednesday – Agenda Forum to take place where elected members can ask for further information to be presented within the agenda document and ask questions of officers. It is important to note that agenda items will not be ‘discussed’ this is a forum only and the discussion of agenda items will only take place at the Ordinary Council Meeting where public can be in attendance. This ensures transparency in the meeting process.
- Friday following Third Wednesday – Delivery of the Ordinary Council Meeting Agenda to Councillors and placed on the website for the public.
- Fourth Wednesday of month – Chief Executive Officer Concept Forum followed by the Ordinary Council Meeting.

This process allows for the final OCM Agenda to be sent out without the need for late information. It is noted that at times late information will need to be presented, but this will be at the discretion of the Shire President and Chief Executive Officer.

- Christmas /New Year Break – Office Closure

In 2022/23 Council authorised the Business Closure dates to be for a two week period beginning from close of business on Thursday, 22nd December 2022 until reopening date of Monday, 9th January 2023. Staff that did not have adequate leave accruals and would be adversely affected by the closure still attended the workplace. There were minimal staff in attendance and no complaints received from the public in relation to the business closure period. Adequate advertising of office closure times was provided.

Council’s consideration of repeating the longer break and closure of Shire facilities is requested on an ongoing basis, allowing staff to have a longer break and return to work refreshed and motivated for the New Year.

END REPORT

12.4.4 **Title: Policy Manual Updates**

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>
Reporting Officer	<i>Ms Cathy Lee - Manager Human Resources</i>
Reporting Officer	<i>Mr Chris Murray - Manager Information Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Review.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.4.4A – Risk Assessment Tool 12.4.4B – Policies for Amendment – Tracked Changes</i>

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared a Financial Interests in this item left the room [5.55pm].

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

Overview

The Shire of Dardanup policies are reviewed throughout the year on an as needs basis. A full review is carried out biennially – the next full review is due in September 2024. Council is requested to consider amendments to policies for adoption.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

234-23 MOVED - Cr. T G Gardiner SECONDED – Cr. P S Robinson

THAT Council:

1. Amend the following policies:

POLICY NUMBER AND NAME	FROM	To
Exec CP008- Private Use of Council's Motor Vehicle by the CEO	4 POLICY Pt 3. Council accepts responsibility for all fuel costs incurred during normal business days or as part of business activities, except for fuel purchased for the vehicle during any period of annual, long service, other leave, and for private weekend use, which is to be the CEO's responsibility. (The intent of the "weekend" condition is for fill-ups on long private weekend trips to be at the Officer's cost.)	4 POLICY Pt 3. Council accepts responsibility for all fuel costs.

POLICY NUMBER AND NAME	FROM	To
	Pt 5. Prior approval from the Shire President in writing is required before the vehicle is taken outside the State, or north of the 26th parallel.	Pt 5. Prior approval from the Shire President in writing is required before the vehicle is taken outside the State.
CnG CP015 - Study Leave / Study Assistance	<p>3. POLICY 3.1 Eligibility</p> <p>Eligible employees are those employed on a permanent basis and who are undertaking study that leads to a formal qualification from a nationally recognised Australian registered training organisation.</p> <p>Applications are to be considered for approval on a unit-by-unit basis, rather than the complete course.</p> <p>This Policy does not apply to the Chief Executive Officer.</p>	<p>3. POLICY 3.1 Eligibility</p> <p>Eligible employees are those employed on a permanent basis and who are undertaking study that leads to a formal qualification from a nationally recognised Australian registered training organisation.</p> <p>Applications are to be considered for approval on a unit-by-unit basis, rather than the complete course.</p>

2. Notes that the Shire no longer supports Drone Services as an internal function due to high costs associated with maintaining the service, requirements related to compliance, legal and licencing implications around drones and CASA regulations. In the future, Drone Services will be utilised where required using external suppliers.
3. Deletes Policy 'CnG CP043 – Use of Unmanned Aerial Vehicle [UAV] – Drone'.

CARRIED
7/0

Background

Council last carried out a full Policy manual review at the 28th September 2022 Ordinary Council Meeting. Since that time, new policies and amendments to policies have been endorsed by Council, which are summarised below:

POLICY NUMBER AND NAME	OCM DATE	RES #	COMMENT
SDev CP038 – Educational Donations & Personal Development Grants	25/01/23	04-23	Policy amended.
SDev CP044 – Community & Event Grants Policy	25/01/23	04-23	Policy amended.
CnG CP307 – Use of Corporate Debit Card	22/02/23	23-23	New policy.
Infr CP403 – Commemorative Plaques in Public Spaces	22/03/23	49-23	New policy
CnG CP034 – Procurement Policy	26/04/23	89-23	Policy amended.
CnG CP015 – Study Leave / Study Assistance	28/06/23	179-23	Amended as a result of implementation of Employee Value Proposition.

Legal Implications

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*.

Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

2.7. Role of Council

- (1) *The Council —*
 - (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the Council is to —*
 - (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

Council Plan

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents

Guided by the principles of good governance, policies reflect the current positions of Council. The Shire of Dardanup policies are reviewed throughout the year on an as needs basis, with a full review occurring biennially.

Budget Implications

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

The utilisation of external Drone Services where required will be within the allocated service area or project budget allocations. The existing Council owned drone was purchased in January 2018 for \$2,780.00 and has a written down value of \$0. This asset will be disposed of in accordance with Council's asset disposal policy.

Budget – Whole of Life Cost - None.

Council Policy Compliance

The policies are attached (Appendix ORD: 12.4.4B) and show tracked changes for ease of reference.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Policy Manual Update	
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	Failure to regularly review and update policies could result in the Shire not meeting its obligations at law.

Manager HR Comment

Policies Exec CP008 and CnG CP015 are brought to Council following the review of the Chief Executive Officer contract. Council agreed in principle to the amendment to policies during the discussion of the draft Chief Executive Officer Contract at the 24th of May 2023 Special Council meeting. As the Chief Executive Officer contract has now been finalised, these two policies are brought to Council for formal amendment to ensure alignment with the contract provisions.

Manager IS Comment

An assessment of costs associated with replacing the Shire’s Unmanned Aerial Vehicle– (Drone) and the ongoing training and licensing costs has been carried out. It is proposed that the current ‘CP043 – Use of Unmanned Aerial Vehicle (UAV) – Drone’ Council Policy be abolished.

Recent testing of the current drone has shown that it is not serviceable due to the batteries not holding charge. The model of drone was released in 2016 and given the age of the hardware, over 5.5 years since purchase, full replacement is the more likely required course of action should the Shire wish to continue with ownership and operation of this drone or a similar device.

It is proposed that drone services no longer be supported as an internal function and instead an outsourced model be adopted for these reasons:

- Lack of realisation of the services and benefits outlined in the original business case.
- Little or no take up, no evidence of any requests being made in the last 4-5 years.
- Cost of purchasing and maintaining the hardware and software required for little return.
- There are many types of drones for different purposes. The Shire drone was intended for mapping but limits the hardware to the full range of possibilities.
- Capacity of Information Services GIS Officer to resource the administration requirements of the Policy and/or delivering the drone service is limited.
- Requirements on staff in the organisation based on the current Policy is difficult to resource and maintain. ie: training, familiarisation.
- Compliance, legal and licencing implications around drones and CASA regulations are better to be managed at arm’s length through an external service provider.

Manager Governance Comment

The amended Council Policies prepared under the Local Government Act have been reviewed and are marked up with tracked changes to demonstrate to Council any amendments or recommended deletions in full. [Appendix ORD: 12.4.4B]. A summary of the amendments to the Policies are provided below:

POLICY NUMBER AND NAME	FROM	TO
Exec CP008- Private Use of Council's Motor Vehicle by the CEO	4 POLICY Pt 3. Council accepts responsibility for all fuel costs incurred during normal business days or as part of business activities, except for fuel purchased for the vehicle during any period of annual, long service, other leave, and for private weekend use, which is to be the CEO's responsibility. (The intent of the "weekend" condition is for fill ups on long private weekend trips to be at the Officer's cost.)	4 POLICY Pt 3. Council accepts responsibility for all fuel costs.
	Pt 5. Prior approval from the Shire President in writing is required before the vehicle is taken outside the State, or north of the 26th parallel.	Pt 5. Prior approval from the Shire President in writing is required before the vehicle is taken outside the State.
CnG CP015 - Study Leave / Study Assistance	3. POLICY 3.1 <u>Eligibility</u> Eligible employees are those employed on a permanent basis and who are undertaking study that leads to a formal qualification from a nationally recognised Australian registered training organisation. Applications are to be considered for approval on a unit-by-unit basis, rather than the complete course. This Policy does not apply to the Chief Executive Officer.	3. POLICY 3.1 <u>Eligibility</u> Eligible employees are those employed on a permanent basis and who are undertaking study that leads to a formal qualification from a nationally recognised Australian registered training organisation. Applications are to be considered for approval on a unit-by-unit basis, rather than the complete course.
CnG CP043 – Use of Unmanned Aerial Vehicle [UAV] – Drone	The Shire no longer supports Drone Services as an internal function due to high costs associated with maintaining the service and in addition, in the interests of compliance, legal and licencing implications around drones and CASA regulations.	Recommend that Council deletes policy.

END REPORT

Note: Chief Executive Officer, Mr André Schönfeldt returned to the room [5.58pm].

12.4.5 Title: RFT-F0318135 Supply and Delivery of Gravel

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officers	Mr Theo Naudé - Director Infrastructure & Mr Allan Hutcheon – Procurement Officer
Legislation	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Confidential Attachment A [Tardis Link RFT-R1432071] - Evaluation Panel Report circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) Confidential Attachment B [Tardis Link RFT-R1440466] - Schedule of Rates, circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii) 12.4.5A – Risk Assessment Tool

Overview

This report provides Council with the results of the evaluation of tenders for the Tender RFT-F0318135 Supply and Delivery of Gravel, and recommends that Council award a contract for this service to the preferred Tenderer, for a term of three (3) year/s.

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

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

235-23 MOVED - Cr. E P Lilly SECONDED – Cr. M R Hutchinson

THAT Council:

1. **Accepts the tender submission for RFT-F0318135 Supply and Delivery of Gravel received from Carbone Bros Pty Ltd, as the sole applicant in the Evaluation Panel Report recommendation detailed in Confidential Attachment A [RFT-R1432071](#) as the most advantageous, with the Schedule of Rates detailed in [Confidential Attachment B - [RFT-R1440466](#)] applicable for a contract term of three (3) years commencing on 09 October 2023.**
2. **Delegates to the Chief Executive Officer in accordance with s.5.42(1) of the Local Government Act 1995, by Absolute Majority, authority to negotiate minor variations to the contract for RFT-F0318135 Supply and Delivery of Gravel before and / or after its execution in accordance Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.**

3. **If within 6 months of this resolution a contract is unable to be formed for RFT-F0318135 Supply and Delivery of Gravel with Carbone Bros Pty Ltd as identified in Evaluation Panel Report recommendation shown in [Confidential Attachment A - RFT-R1432071] as the most advantageous, then delegates the Chief Executive Officer to re-issue the Tender.**
4. **Authorises the Chief Executive Officer to execute the contract for awarding RFT-F0318135 Supply and Delivery of Gravel in accordance with s.9.49A of the Local Government Act 1995.**

CARRIED
7/0

Background

The current contract for the supply of gravel expired 30 July 2023. This Tender process was initiated, so the Shire could engage another contractor for the supply of this product.

The new contract will be for a period of three (3) years from 9th of October 2023.

TENDER DETAILS		
RFT Number	RFT-F0318135	
RFT Title	Supply and Delivery of Gravel	
Recommended Tenderer	Carbone Bros Pty Ltd	
Contract Term	Initial:	Three (3) Years
	Extension Options:	Not Applicable
	Defects Liability Period:	Not Applicable
Tendered Rates	Refer to Confidential Attachment A # [RFT-R1440466]	
Advertising:	22 July 2023	West Australian
	27 July 2023	Southwest Times
	22 July 2023	Tenderlink (www.tenderlink.com/dardanup/)
Tender Deadline:	08 August 2023	14:00AWST
Tender Opening:	08 August 2023	14:03AWST
Tender Observers:	Two (2) Shire of Dardanup Employees were present	
	Nil members of the public were present	

CONTRACT	
Commencement Date of New Contract:	09 October 2023
Completion Date of New Contract:	08 October 2026
Upfront Capital Expenditure:	Not Applicable
Total Cost of Ownership Considerations:	
▪ Holding Cost	Not Applicable
▪ Consumables	Not Applicable
▪ Deployment	Not Applicable

CONTRACT	
▪ Training	Not Applicable
▪ Maintenance	Not Applicable
▪ Insurance	Not Applicable
▪ Disposal	Not Applicable
Estimated value of New Contract:	\$300,000 over three (3) years
Price Basis of New Contract:	Schedule of Rates subject to an annual price review
VALUE FOR MONEY	
The tendered rates for supply and delivery of gravel by Carbone Bros Pty Ltd have been considered and compared to the existing contract rates, which compares well and offer very good value for money.	

Legal Implications

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

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

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

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

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

Council Plan

10.3 - Improve road safety, connectivity and traffic flow.

13.1 - Adopt best practice governance.

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

Environment - None.

Precedents

The Shire of Dardanup has previously entered into contracts for the supply and delivery of gravel.

Budget Implications

	CAPITAL COST	TOTAL COST OF OWNERSHIP
Account Number:	Various GL and Jobs	Not Applicable
Budget Item:	Various GL and Jobs	Not Applicable
Budget Amount:	Various GL and Jobs	Not Applicable
Amount Spent to Date:		Not Applicable
Proposed Cost:	\$75,000 - \$100,000/yr	Not Applicable
Balance:		Not Applicable

Budget – Whole of Life Cost

The Contracted period will be for three (3) years – 2023/24, 2024/25, 2025/26.

Council Policy Compliance

CnG CP034 Procurement Policy and PR045 Procurement Procedure.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	RFT-F0318135 Supply and Delivery of Gravel	
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	Planning not followed when commencing road works
	Service Interruption	Material availability

Officer Comment**Tender Submissions**

One Tender submission was received: -

- Carbone Bros Pty Ltd

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

Tender Evaluation Panel

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

- Allan Hutcheon – Procurement Officer
- Joy Welshman – Manager Operations
- Mick Jeffery – Principal Works Supervisor
- Jarrad Leaver – WHS Coordinator (Non-voting)

Probity Oversight

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

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

Evaluation of Tenders

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

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

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

CRITERIA	PERCENTAGE
(a) Sustainable Procurement and Corporate Social Responsibility (as per CnG CP034) <ul style="list-style-type: none"> Local Economic Benefit Purchasing from Disability Enterprises Purchasing from Aboriginal Businesses Purchasing from Environmentally Sustainable Business 	10%
(b) Relevant Experience, Skills and Key Personnel	10%
(c) Demonstrated Understanding and Resources	30%
(d) Tendered Price	50%
TOTAL	100%

Evaluation Justification

The Tender Evaluation Panel recommends Carbone Bros Pty Ltd based on an assessment of submissions against the predetermined qualitative and price criteria shown above. The submission provided by Carbone Bros Pty Ltd performed well across all of the aspects and was a complete and detailed representation of the services offered. The tendered rates compare well and offer good value for money.

In determining Carbone Bros Pty Ltd as the preferred Tenderer, officers have undertaken the following Due Diligence checks:

DUE DILIGENCE CHECKS	YES/NO
Referees have been provided by three (3) Local Governments who have been using the Respondents for 20+ years for gravel and limestone supply.	YES
Financial information has been provided by an external accounting firm been deemed acceptable?	YES
Was a Conflict of Interest declared? If yes, please specify how it was managed?	NO

DUE DILIGENCE CHECKS	YES/NO
Has the recommended Tenderer(s) undergone Work, Health and Safety assessment and been deemed acceptable?	YES

The Evaluation Panel therefore recommends that the contract for the supply and delivery of gravel be awarded to Carbone Bros Pty Ltd at the rates listed in [attachment] at a total estimated contract cost provided in the confidential attachment.

END REPORT

12.4.6 Title: Monthly Statement of Financial Activity for the Period Ended on the 31st of August 2023

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins - Manager Financial Services
Reporting Officer	Mrs Katherine Kaurin & Miss Tricia Richards - Assistant Accountants
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix ORD: 12.4.6A – Risk Assessment Appendix ORD: 12.4.6B – Monthly Financial Report – 31 st of August 2023

Overview

This report presents the monthly Financial Statements for the period from the 1st of August 2023 to the 31st of August 2023 for Council endorsement.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

236-23 MOVED - Cr. E P Lilly SECONDED – Cr. S L Gillespie

THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.6B] for the period ended on the 31st of August 2023.

CARRIED
7/0

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 sub regulation (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 sub regulation (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: 12.4.6A) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 st of August 2023	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.
	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

Officer Comment

The Monthly Financial Report for the period ended on the 31st August 2023 is contained in [Appendix ORD: 12.4.6B] and consists of:

- Statement of Financial Activity by Nature and Type – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Program
- 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.

The 23/24 Budget estimated this at \$332,558. At the time of preparing this report, the actual surplus is recorded at \$278,068. The annual accounts for 22/23 year are not yet finalised and are subject to change. Officers have completed most of the year end accruals and adjustments and the annual financial statements are in final stages of preparation for audit.

As at the reporting date, officers forecast the surplus at the 30th of June 2024 to be \$216,463 based on known variances in actual performance to date and estimates for the remainder of the year based on current trends in revenue and expenses.

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 2022/23 for reporting material variances is 10% or \$50,000, whichever is greater.

The most significant reported material variances relate to the timing of delivery of capital works program, with most roads, bridges and parks projects yet to have any significant payments recorded.

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

12.4.7 Title: Schedule of Paid Accounts as at the 31st of August 2023

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>
	<i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.7 – Risk Assessment</i>

Overview

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

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

237-23 MOVED - Cr. P R Perks SECONDED – Cr. L W Davies

THAT Council receives the Schedule of Paid Accounts report from 01/08/2023 to 31/08/2023 as follows:

SHIRE of DARDANUP
31-08-2023 Schedule of Paid Accounts

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT52722	03/08/2023	Advanced Traffic Management WA P/L	Traffic Control: Henty Rd & Dowdells Line	MUNI	78.15
EFT52723	03/08/2023	Amy Helen Lawrence	Reimburse Parking & Meals Paid Whilst Attending WALGA Effective Supervision Training 20-21/07/2023	MUNI	88.42
EFT52724	03/08/2023	B & B Street Sweeping Pty Ltd	Street Sweeping - Multiple Shire Locations	MUNI	2,821.50
EFT52725	03/08/2023	Boyles Plumbing and Gas	Repair Broken Toilet - Burekup Oval Public Toilet	MUNI	357.50
EFT52726	03/08/2023	Bradley John Watts	Rates Refund for Assessment A10850	MUNI	3,554.66
EFT52727	03/08/2023	Brett Hodgson	ERC Umpire Payment - 02/08/2023	MUNI	135.00
EFT52728	03/08/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	194.88
EFT52729	03/08/2023	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	539.00
EFT52730	03/08/2023	Bunbury Geographe Chamber of Commerce and Industry	LGA Partner Membership - 12/07/2023 to 12/07/2024	MUNI	2,200.00
EFT52731	03/08/2023	Bunbury Mower Service	Helmet, Brushcutter & Chainsaw Parts - Sundry Parks	MUNI	1,398.20
EFT52732	03/08/2023	Bunbury Subaru	Vehicle Service - DA9605	MUNI	387.77
EFT52733	03/08/2023	Bunnings Group Limited	Farwell Gift Voucher - Jaime Anderton, Rapid Set Concrete - Martin-Pelusey Rd Depot, Repairs Items - Eaton Admin	MUNI	1,084.62
EFT52734	03/08/2023	Cassandra Budge	Reimburse Staff Leaving Gift - Council Contribution	MUNI	100.00
EFT52735	03/08/2023	Catered by Jacqueline	26/07/2023 Ordinary Council Meeting Catering	MUNI	1,017.50
EFT52736	03/08/2023	Chloe Scott	ERC Umpire Payment - 02/08/2023	MUNI	108.00
EFT52737	03/08/2023	Christine Worsfold	ERC Umpire Payment - 01/08/2023	MUNI	54.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52738	03/08/2023	City of Bunbury	Dog & Cat Pound Sustenance Fees - May 2023	MUNI	190.00
EFT52739	03/08/2023	Civil Projects Southwest	Truck Hire - Ferguson & South Road	MUNI	3,850.00
EFT52740	03/08/2023	Country Landscaping Pty Ltd	Irrigation - East Millbridge Public Open Space Playground & Repair UPS - Eaton Oval	MUNI	6,196.47
EFT52741	03/08/2023	Craig Howells T/as Seven Trees Coffee	ERC - Coffee Machine Parts	MUNI	60.45
EFT52742	03/08/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	484.95
EFT52743	03/08/2023	CS Legal	Debt Recovery - Fee for Travel - 8 x Claims	MUNI	1,188.00
EFT52744	03/08/2023	Dapco Tyre and Auto Centre	Vehicle Service - DA648	MUNI	441.59
EFT52745	03/08/2023	Dardy Cafe & Convenience Store	Supply of Consumables/Grocery Items (Milk, Coffee, Tea) - June 2023	MUNI	28.70
EFT52746	03/08/2023	Daryl Fishwick	ERC Umpire Payment - 02/08/2023	MUNI	135.00
EFT52747	03/08/2023	Department of Premier and Cabinet	Advertising - SoD 2023-2024 Fire Prevention Order & Control Officers Appointment	MUNI	1,512.00
EFT52748	03/08/2023	Ellen Patricia Lilly	Meeting Allowance	MUNI	1,283.17
EFT52749	03/08/2023	Eve Yoga	Yoga Classes - ERC: 28/06-12/07/2023	MUNI	540.00
EFT52750	03/08/2023	Go Electrical Contracting	Supply and Replace 2 Faulty Trays and Globes - Glen Huon Oval - Townsite Lighting	MUNI	3,905.00
EFT52751	03/08/2023	Gravity ETC Pty Ltd	ERC - Excursion to Gravity for Vacation Care July 2023	MUNI	832.00
EFT52752	03/08/2023	Hannah Rose Stallard-Shepherd	Refund of Upfront Gym Membership Fees During Cooling Off Period - ERC	MUNI	23.18
EFT52753	03/08/2023	Hanson Construction Materials Pty Ltd	Supply Aggregate - South Road & Dowdells Line	MUNI	2,059.08
EFT52754	03/08/2023	Heatleys	Coverall Disposable Type 456 - Occ Health & Safety Expenditure - Public Works	MUNI	2,322.26
EFT52755	03/08/2023	Hynes Contracting	Wild Bull Brewery Crossover - Base Preparation & Repair Washout	MUNI	4,050.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52756	03/08/2023	Illion Australian Pty Ltd (Tenderlink)	2 x Tenderlink Public Notices	MUNI	418.00
EFT52757	03/08/2023	Isabel Cody	Reimburse Uniform Purchase	MUNI	155.76
EFT52758	03/08/2023	Kenny Pomare	ERC Umpire Payment - 02/08/2023	MUNI	135.00
EFT52759	03/08/2023	Kent Lyon Architect	Superintendent Services for Shire of Dardanup New Library, Administration & Community Building - July 2023	MUNI	11,913.00
EFT52760	03/08/2023	Kristy Hitchens	Reimburse Uniform Purchase	MUNI	311.52
EFT52761	03/08/2023	Les Mills Asia Pacific	ERC - Group Fitness Program Monthly Subscription - August 2023	MUNI	1,477.79
EFT52762	03/08/2023	Liberty Gutter Cleaning	Supply & Install 22 Metres of Gutter Guard - Dardanup Central BFB	MUNI	693.00
EFT52763	03/08/2023	Lily Knight	ERC Umpire Payment - 01/08/2023	MUNI	54.00
EFT52764	03/08/2023	Littlies Equipment Hire	Toddler Zone Soft Play Equipment Hire - Tronox Spring Out Festival - 50% Deposit	MUNI	250.00
EFT52765	03/08/2023	Luke Wilkinson	ERC Umpire Payment - 02/08/2023	MUNI	108.00
EFT52766	03/08/2023	Luke William Davies	Meeting Allowance	MUNI	1,283.17
EFT52767	03/08/2023	Malatesta Road Paving and Hotmix	Emulsion - Dowdells Line	MUNI	160.00
EFT52768	03/08/2023	Mantrac	Supply and Place 60mm Ballast Between Foot Path and Bollards - Castlereagh Park	MUNI	2,909.50
EFT52769	03/08/2023	Marece Hetaraka	ERC Umpire Payment - 02/08/2023	MUNI	108.00
EFT52770	03/08/2023	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,283.17
EFT52771	03/08/2023	Marketforce	5 x Invoices: Public Notice Advertising	MUNI	4,063.45
EFT52772	03/08/2023	Melanie May Ring	Personal Development Grant Payment 2023-2024	MUNI	400.00
EFT52773	03/08/2023	Michael Bennett	Local Government Allowance	MUNI	4,270.09

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52774	03/08/2023	Moore Australia (WA) Pty Ltd	Audit for DLGSCI Grant for The Eaton Bowling Club	MUNI	2,200.00
EFT52775	03/08/2023	Novotel Perth Murray Street	Accommodation & Breakfast - 19-20/07/2023 - CPA Week - Deputy CEO	MUNI	490.30
EFT52776	03/08/2023	Officeworks Superstores Pty Ltd	Delivery Fee - 30 x Rapid Nova Visitor Chairs - Dardanup Central BFB - ESL Recurrent Exp	MUNI	59.95
EFT52777	03/08/2023	Patricia Rose Perks	Meeting Allowance	MUNI	1,283.17
EFT52778	03/08/2023	Perfect Landscapes	5 x Invoices: Reserves & Lawn Mowing - Week Commencing 03, 10 & 17/07/2023	MUNI	13,829.10
EFT52779	03/08/2023	Peter Robinson	Meeting Allowance	MUNI	1,283.17
EFT52780	03/08/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,611.00
EFT52781	03/08/2023	Phil Anastasakis	Reimburse Parking & Meals Paid Whilst Attending CPA Week Conference	MUNI	67.42
EFT52782	03/08/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Replace Tyre on Cat Grader - DA698	MUNI	1,230.00
EFT52783	03/08/2023	Promote You	Embroidery of Staff Uniforms - Administration & IT	MUNI	52.80
EFT52784	03/08/2023	Readspeaker Pty Ltd	Readspeaker Web Reader Annual Website Services - 1/07/2023 to 30/06/2024	MUNI	875.60
EFT52785	03/08/2023	Redz Zoo Pty Ltd	ERC - Vacation Care Incursion - Redz Zoo	MUNI	490.00
EFT52786	03/08/2023	Regen Strategic	Professional Communications And Advisory Services: Preparation Of Shire Of Dardanup 2023 Advocacy Strategy	MUNI	9,039.58
EFT52787	03/08/2023	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	580.26
EFT52788	03/08/2023	Scope Rentals Pty Ltd	Year Two of Managed Print Contract: Rental - August 2023 & Usage - July 2023	MUNI	4,984.86
EFT52789	03/08/2023	Securepay Pty Ltd	Bank Fees - 2023-2024 Securepay Web & IVR	MUNI	1.36
EFT52790	03/08/2023	Shane Gordon Whittome	Personal Development Grant Payment 2023-2024	MUNI	400.00
EFT52791	03/08/2023	Signs Plus	Name Badges for Shire Staff as Required	MUNI	151.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52792	03/08/2023	South West Mechanical & Fleet Services	Service - DA005, DA993, DA995	MUNI	1,552.94
EFT52793	03/08/2023	South West Tree Safe	Remove Dead Trees - Crampton Road, Gary Engel Lake & Denison Link	MUNI	5,467.00
EFT52794	03/08/2023	Southern Lock and Security	Repair Borg Digital Lock & Replace Spindle in Handle - Waterloo BFB - ESL Recurrent Exp	MUNI	203.85
EFT52795	03/08/2023	Stacey Gillespie	Meeting Allowance	MUNI	1,283.17
EFT52796	03/08/2023	Synergy	Electricity Consumption - Glen Huon Oval & Clubrooms	MUNI	1,396.05
EFT52797	03/08/2023	Team Global Express - Toll	Environmental Health & Plants & Garden Postage	MUNI	1,476.17
EFT52798	03/08/2023	Technology One Ltd	Upgrade Intramaps Enterprise & Public to 2022B	MUNI	9,164.41
EFT52799	03/08/2023	Telstra	Internet Service - Waterloo & Wellington Mills BFB & Phone - West Dardanup BFB	MUNI	177.86
EFT52800	03/08/2023	Therese Price	ERC Umpire Payment - 01/08/2023	MUNI	54.00
EFT52801	03/08/2023	Tiana Fraser	ERC Umpire Payment - 01/08/2023	MUNI	44.00
EFT52802	03/08/2023	Total Eden Pty Ltd	Sprinkler - Glen Huon Oval & Reticulation Repairs - ERC Surrounds	MUNI	1,870.37
EFT52803	03/08/2023	Totally Workwear	Suzette Sutton - NNT Uniforms - Admin O/H	MUNI	195.00
EFT52804	03/08/2023	Troy James Hamilton	Personal Development Grant Payment 2023-2024	MUNI	400.00
EFT52805	03/08/2023	Tutt Bryant Hire	Multi Tyre Roller Hire: 11-17/07/2023 - Martin Pelusey Rd	MUNI	1,006.50
EFT52806	03/08/2023	Tyrrell Gardiner	Meeting Allowance	MUNI	1,883.92
EFT52807	03/08/2023	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	148.25
EFT52808	03/08/2023	WALGA	Association, Council Connect, Employee Relations, Procurement, Tax Services, Local Laws 2023-2024 Subscriptions & LG Complete Guide	MUNI	41,830.50
EFT52809	03/08/2023	Water Corporation	Water Use: 11/05-12/07/2023 and Service Charges - Eaton Speed Boat Ramp Toilets: 01/07-31/08/2023	MUNI	111.88

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52810	03/08/2023	Western Australian Treasury Corporation	Repayment - Loan 71 - Waste Bins (3 Bin System)	MUNI	24,527.54
EFT52811	03/08/2023	Winc Australia Pty Ltd	Stationery Expense - Eaton Admin & ECL	MUNI	729.23
EFT52812	03/08/2023	Woolworths Group Limited - Online Order Only	Items Purchased for ERC - Cafe, Creche & Cleaning - July 2023	MUNI	1,398.42
EFT52813	03/08/2023	Woolworths Group Limited - Openpay Portal	General Items for Staff Kitchen & Council Chambers - July 2023	MUNI	1,118.65
EFT52814	03/08/2023	Work Clobber	Protective Clothing - Public Works - Kristy Rice	MUNI	253.20
EFT52815	10/08/2023	Acumentis South West (WA)	Valuation Lot 220 Charterhouse Street, Eaton	MUNI	3,300.00
EFT52816	10/08/2023	Advanced Traffic Management WA P/L	Traffic Control: 01/08/2023 - Panizza Road	MUNI	773.81
EFT52817	10/08/2023	Amity Signs	Street Signs - Recreation Drive, Millard St & Rural Road Numbers	MUNI	581.35
EFT52818	10/08/2023	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - July 2023	MUNI	14,677.07
EFT52819	10/08/2023	Angela Winter	CPR Training - 7 x Participants	MUNI	350.00
EFT52820	10/08/2023	Australia Post	Monthly Postage Cost - July 2023	MUNI	7,885.25
EFT52821	10/08/2023	Australian Tax Office	PAYG - Payrun: 04/08/2023	MUNI	99,454.00
EFT52822	10/08/2023	Australind Landscaping Supplies	Soil Conditioner & Rotary Hoe Hire - Castlereagh Park	MUNI	621.00
EFT52823	10/08/2023	B Watts Panel & Paint Repairs	Insurance Claim Excess - M00065487 - DA995	MUNI	500.00
EFT52824	10/08/2023	Balingup Progress Association Inc	Contribution to the Feasibility Study for the Bunbury-Bridgetown Tourist/Commuter Rail Line	MUNI	5,000.00
EFT52825	10/08/2023	Bluesteel Enterprises Pty Ltd	Fire Fighting Items - Waterloo & Ferguson BFB - ESL Recurrent Exp	MUNI	747.50
EFT52826	10/08/2023	Booktopia Pty Ltd	Local Book Stock - ECL	MUNI	136.61
EFT52827	10/08/2023	Boyanup Botanical	Eucalyptus Leucoxylon Trees - Eaton Drive Islands	MUNI	233.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52828	10/08/2023	Boyles Plumbing and Gas	RPZD Device Testing x 2 - Eaton Admin	MUNI	814.00
EFT52829	10/08/2023	Brad Brooksby Consulting	SLK 13.6-19.6 Design Safety Audit - Ferguson Road	MUNI	3,300.00
EFT52830	10/08/2023	Brandit Tech	RFID Wristbands - Fitness Centre - ERC	MUNI	1,611.50
EFT52831	10/08/2023	Brett Hodgson	ERC Umpire Payment - 09/08/2023	MUNI	135.00
EFT52832	10/08/2023	Brownes Foods Operations Pty Ltd	ERC Cafe Goods	MUNI	335.42
EFT52833	10/08/2023	Bunbury Harvey Regional Council	Kerbside Fogo Processing & Hook Bin Hire - July 2023	MUNI	16,930.18
EFT52834	10/08/2023	Bunnings Group Limited	Nail Gun and Nails, Toilet Door Lock - Maintenance - Martin-Pelusey Rd Depot	MUNI	596.29
EFT52835	10/08/2023	Chloe Scott	ERC Umpire Payment - 09/08/2023	MUNI	108.00
EFT52836	10/08/2023	Christine Worsfold	ERC Umpire Payment - 08/08/2023	MUNI	54.00
EFT52837	10/08/2023	Ciphertel Pty Ltd T/as Gateway Internet Services	Monthly Account for Point to Point Microwave Service Depot and Dardanup - July 2023	MUNI	2,893.00
EFT52838	10/08/2023	City of Bunbury	Dog & Cat Pound - Impound & Sustenance Fees - July 2023	MUNI	294.00
EFT52839	10/08/2023	Cleanaway Solid Waste Pty Ltd	8 x Invoices - Refuse Collection & Disposal	MUNI	11,881.72
EFT52840	10/08/2023	Cleverpatch Pty Ltd	Spring Out Festival - Library Stall Materials and Freight	MUNI	396.34
EFT52841	10/08/2023	Cobey Brown	ERC Umpire Payment - 09/08/2023	MUNI	81.00
EFT52842	10/08/2023	Collie Steel Machining & Engineering	Refund BSL Levy Due to Refused Application - Receipt # 145585	MUNI	61.65
EFT52843	10/08/2023	Construction Training Fund : BCITF	BCITF Remittance - July 2023	MUNI	2,363.25
EFT52844	10/08/2023	Cross Security Services	Replace Faulty Code Pad - Depot Building	MUNI	451.00
EFT52845	10/08/2023	Dell Australia Pty Ltd	Dell Networking - Admin O/H	MUNI	13,585.29

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52846	10/08/2023	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BBL Remittance - July 2023	MUNI	4,669.73
EFT52847	10/08/2023	Donna Bastow	ERC Umpire Payment - 09/08/2023	MUNI	135.00
EFT52848	10/08/2023	Dormakaba Australia Pty Ltd	Replacement of Glass Front Doors After Ramming Incident - ERC - Insurance Claim	MUNI	21,987.89
EFT52849	10/08/2023	Ebony Maher	Refund Partial Dog Registration Due to Sterilisation	MUNI	150.00
EFT52850	10/08/2023	Emily Jackson Design	Collaborative Community Art Workshop - for Use in Public Art at Carramar Park and in Community Poetry Chapbook	MUNI	350.00
EFT52851	10/08/2023	Equans Mechanical Services Australia Pty Ltd	ERC - Air Conditioning Quarterly Servicing	MUNI	522.50
EFT52852	10/08/2023	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - TSF200R2 - August 2023	MUNI	40.32
EFT52853	10/08/2023	Forkwest	Floor Scrubber Service - ERC	MUNI	396.97
EFT52854	10/08/2023	Fulton Hogan Industries WA	Premix - Dowdells Line	MUNI	1,614.80
EFT52855	10/08/2023	Go Go On Hold	On Hold Message Service 6 Monthly July - December 2023 - ERC	MUNI	414.00
EFT52856	10/08/2023	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	758.22
EFT52857	10/08/2023	Gymcare	Call Out Fee, Repair and Parts - ERC	MUNI	757.24
EFT52858	10/08/2023	Hanson Construction Materials Pty Ltd	Graded Aggregate - Poad Road	MUNI	1,750.75
EFT52859	10/08/2023	Harvey Water	Annual Access Instalment Fee - Martin-Pelusey Rd Depot	MUNI	161.80
EFT52860	10/08/2023	Heatleys	Occ Health & Safety Masks - Public Works	MUNI	340.11
EFT52861	10/08/2023	Herbert Smith Freehill	Provision of Legal Advice Relating to a New Start Employee Matter # 82760989	MUNI	7,154.02
EFT52862	10/08/2023	Hocking Heritage & Architecture	Acceptance of Quote to Review and Comment on Submissions on LHS	MUNI	2,200.00
EFT52863	10/08/2023	Hospitality House Australia	Replacement Glass Door for Bainmarie - ERC	MUNI	295.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52864	10/08/2023	HW & Associates	Funding Estimate - Wells Recreation Courts Renewal	MUNI	880.00
EFT52865	10/08/2023	IPWEA - WA Division	Training Course - The Legalities of Contracts for 5 x Shire Staff: 08/09/2023	MUNI	6,500.00
EFT52866	10/08/2023	IT Vision Australia Pty Ltd	Annual Renewal for Synergysoft & Universe License Fee (01 July 2023 - 30 Jun 2024)	MUNI	61,166.96
EFT52867	10/08/2023	Jessica Moore	Refund Partial Dog Registration Fee Due to Sterilisation	MUNI	150.00
EFT52868	10/08/2023	John Thompson	ERC Umpire Payment - 09/08/2023	MUNI	54.00
EFT52869	10/08/2023	Kenny Pomare	ERC Umpire Payment - 09/08/2023	MUNI	108.00
EFT52870	10/08/2023	Kim Grant	Cat Cage Refund - Receipt # 149418	MUNI	150.00
EFT52871	10/08/2023	Lily Knight	ERC Umpire Payment - 08/08/2023	MUNI	54.00
EFT52872	10/08/2023	Living Springs	Drinking Water Cooler Annual Rental: 01/08/2023-31/07/2024 - Waste Transfer Station	MUNI	165.00
EFT52873	10/08/2023	Local Government Professionals Australia WA	LG Professionals Affiliate Membership - Cindy Barbetti - Admin O/H	MUNI	185.00
EFT52874	10/08/2023	Local Health Authorities Analytical Committee	Analytical Services Fee:2022-2023 - Other Health	MUNI	3,622.25
EFT52875	10/08/2023	Loren Bywaters	Cat Cage Refund - Receipt # 149827	MUNI	150.00
EFT52876	10/08/2023	Luke Wilkinson	ERC Umpire Payment - 09/08/2023	MUNI	135.00
EFT52877	10/08/2023	M & J Essential Solutions Pty Ltd	EAP Consultations 2023-2024	MUNI	150.00
EFT52878	10/08/2023	Malatesta Road Paving and Hotmix	Crossover Upgrade - Wild Bull Brewery Pile Road Dardanup	MUNI	6,748.72
EFT52879	10/08/2023	Margery Ann Stevens	ERC Umpire Payment - 08/08/2023	MUNI	44.00
EFT52880	10/08/2023	Michelle Joy Oversby	Cat Cage Refund - Receipt # 149036	MUNI	300.00
EFT52881	10/08/2023	Naturaliste Hygiene	Sharps Disposal Service: March & August 2023 - Eaton Foreshore & Watson Reserve Public Toilets	MUNI	341.55

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52882	10/08/2023	Nightguard Security Service SW	Alarm Monitoring - 4 x Shire Buildings - July 2023	MUNI	764.50
EFT52883	10/08/2023	No Agent Property & Business	Website Advertising for Cafe Space in the New SoD Admin/Library Building	MUNI	1,274.00
EFT52884	10/08/2023	Nutrien Ag Solutions	Greenal Gypsum Powder Bags - Castlereagh Park	MUNI	545.60
EFT52885	10/08/2023	Officeworks Superstores Pty Ltd	Office Stationery - ERC	MUNI	771.07
EFT52886	10/08/2023	Parkridge Group Pty Ltd	Refund WAPC 159295 - Lot 9004 Robusta Rd - Stage 2c Defects Liability Bond	MUNI	17,677.51
EFT52887	10/08/2023	Perfect Landscapes	Reserves & Lawn Mowing Commencing 31/07/2023	MUNI	4,456.05
EFT52888	10/08/2023	Prime Supplies	Face Shield - Public Works	MUNI	142.86
EFT52889	10/08/2023	Regional Media Specialists P/L	Advertising Space in Monthly Community News Page - Bunbury Herald Newspaper: July 2023	MUNI	972.40
EFT52890	10/08/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT52891	10/08/2023	Shire of Dardanup	Waste Collection (2 Bin System) - Upper Ferguson BFB - ESL Recurrent Exp	MUNI	710.31
EFT52892	10/08/2023	South West Tree Safe	Tree Hanger Safety Removal - Lofthouse Avenue	MUNI	440.00
EFT52893	10/08/2023	Susan Oosthuizen	Reimburse Parking Cost Paid Whilst Attending Meeting With Interia - New Furniture Providers for New SoD Admin/Library Building	MUNI	24.30
EFT52894	10/08/2023	Synergy	Electricity Supply - ERC, Wellington Mills Public Toilets & Townsites Auxiliary Lighting	MUNI	6,211.60
EFT52895	10/08/2023	T - Quip	Parts For Repairs - DA9429	MUNI	30.65
EFT52896	10/08/2023	Team Global Express - Toll	SoD Freight - 3 x Locations	MUNI	232.97
EFT52897	10/08/2023	Telair Pty Ltd	Library NBN Enterprise Ethernet Service - ECL: July 2023	MUNI	658.90
EFT52898	10/08/2023	Telstra	SoD Staff Mobiles & IPads Monthly Charge and Dardanup Office Fax & Alarm Monitoring	MUNI	2,778.31
EFT52899	10/08/2023	The Cafe Merchant	Catering for Citizenship Ceremony - 24/07/2023	MUNI	239.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52900	10/08/2023	The Trustee for AM2 & FM2 Trust	Monthly Subscription for Myosh Classic Plus: August 2023	MUNI	621.50
EFT52901	10/08/2023	Tiana Fraser	ERC Umpire Payment - 08/08/2023	MUNI	44.00
EFT52902	10/08/2023	TPG Network Pty Ltd	NBN EE GBPS IP Line: July 2023	MUNI	875.60
EFT52903	10/08/2023	Traffic Force	MAF8333 - Prescribed Burn Traffic Management Plan	MUNI	311.85
EFT52904	10/08/2023	Veolia Recycling & Recovery Pty Ltd	SoD Monthly Bin & Cardboard Collection - July 2023	MUNI	84,599.42
EFT52905	10/08/2023	Wren Oil	Oil Removal From Waste Transfer Station - July 2023	MUNI	16.50
EFT52906	17/08/2023	Advanced Traffic Management WA P/L	9 x Invoices: Traffic Control - Ferguson Road, Dowdells Line & Panizza Road	MUNI	12,523.07
EFT52907	17/08/2023	Amelia Addison	Personal Development Grant 2023-2024	MUNI	400.00
EFT52908	17/08/2023	Amity Signs	Road Signs - Martin Pelusey Road & Millard Street	MUNI	5,054.50
EFT52909	17/08/2023	Andrew White	Reimburse Internet Hardware Purchases (Approved Line 9 Item 2023/2024 Grant)	MUNI	339.00
EFT52910	17/08/2023	Aquila Food Forest	Sustainable Living Workshop: 10/08/2023	MUNI	300.00
EFT52911	17/08/2023	Battery World Bunbury	Household Battery Pick Up and Processing - Waste Transfer Station	MUNI	924.00
EFT52912	17/08/2023	Brett Hodgson	ERC Umpire Payment - 16/08/2023	MUNI	108.00
EFT52913	17/08/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	318.10
EFT52914	17/08/2023	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	584.00
EFT52915	17/08/2023	Bunnings Group Limited	Fence Repair Panels & Posts - Burekup Tennis Toilets & Fence Anchor Bolts - Glen Huon Oval	MUNI	158.53
EFT52916	17/08/2023	Christine Worsfold	ERC Umpire Payment - 15/08/2023	MUNI	54.00
EFT52917	17/08/2023	City of Busselton	Annual Salary Recoup for One Library WA Systems Administrator - Marina Harris	MUNI	8,521.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52918	17/08/2023	Civil Projects Southwest	Truck Hire: 31/07-10/08/2023 - Panizza Road	MUNI	6,490.00
EFT52919	17/08/2023	Cleanaway Solid Waste Pty Ltd	Kerbside General Refuse Landfill Disposal - Crooked Brook & Martin-Pelusey Rds	MUNI	11,347.01
EFT52920	17/08/2023	Clement Albert Thompson	Rates Refund for Assessment A3841	MUNI	834.74
EFT52921	17/08/2023	Cobey Brown	ERC Umpire Payment - 16/08/2023	MUNI	54.00
EFT52922	17/08/2023	Connect Call Centre Services	After Hours Call Centre Services - Shire of Dardanup - July 2023	MUNI	332.48
EFT52923	17/08/2023	Country Landscaping Pty Ltd	Gary Engel Reserve, Millbridge - Bore Pump Extrication	MUNI	2,302.96
EFT52924	17/08/2023	Country Water Solutions	Reticulation Repairs and Maintenance - Millbridge Verges	MUNI	117.70
EFT52925	17/08/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	935.79
EFT52926	17/08/2023	CSSTech Group Pty Ltd	Mitel (Shoretel) Phone System Support Agreement: 22/07/2023 - 21/07/2024	MUNI	7,254.46
EFT52927	17/08/2023	Dardy Cafe & Convenience Store	Supply of Consumables/Grocery Items (Milk, Coffee, Tea) - July 2023	MUNI	45.50
EFT52928	17/08/2023	Deputec Pty Ltd	ERC - Roster Scheduling - July 2023	MUNI	271.21
EFT52929	17/08/2023	Donna Bastow	ERC Umpire Payment - 16/08/2023	MUNI	189.00
EFT52930	17/08/2023	Eaton Community Pharmacy	ERC - Cafe Goods	MUNI	693.60
EFT52931	17/08/2023	Elliotts Irrigation Pty Ltd	Millbridge Lake Iron Filter Service, Flush Gal Replacement & Manifold Clean - Gary Engel Park	MUNI	5,305.85
EFT52932	17/08/2023	Fit2Work	Annual Licence Fee 01/07/2023 - 30/06/2024 & Police Checks - July 2023	MUNI	608.63
EFT52933	17/08/2023	Genset Hire and Sales Australia Pty Ltd	New Waste Oil Receptacle - Sanitation / Refuse Site	MUNI	12,186.90
EFT52934	17/08/2023	Go Electrical Contracting	Remove & Replace Hand Dryer in West Ladies Toilets - ERC	MUNI	154.00
EFT52935	17/08/2023	Hanson Construction Materials Pty Ltd	Graded Aggregate - Panizza Road	MUNI	1,314.38

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52936	17/08/2023	Heatleys	Gas Filter Cartridges - Occ Health & Safety Expenditure - Public Works	MUNI	112.70
EFT52937	17/08/2023	HP Financial Services (Australia) Pty Ltd	Repayment Lease 19 - Sophos Firewalls x2 2019 # 5485057843AUS2 (01/07-30/09/2023)	MUNI	1,995.90
EFT52938	17/08/2023	Ieva Silvija Keller	Rates Refund for Assessment A3849	MUNI	559.30
EFT52939	17/08/2023	Irrigation Australia Ltd	2023 Waterwise Irrigation Expo - Darren Hare - Works Staff	MUNI	495.00
EFT52940	17/08/2023	J A K Civil Pty Ltd	Truck Hire - Poad Road	MUNI	1,122.00
EFT52941	17/08/2023	John Thompson	ERC Umpire Payment - 16/08/2023	MUNI	54.00
EFT52942	17/08/2023	Kenny Pomare	ERC Umpire Payment - 16/08/2023	MUNI	81.00
EFT52943	17/08/2023	KMART	ERC - Creche Items for August Program	MUNI	57.26
EFT52944	17/08/2023	Landgate	GRV Interim Valuation	MUNI	560.77
EFT52945	17/08/2023	Local Government Professionals Australia WA	Registration for 2023 LGPWA Community Development Conference: 14/09/2023 - Ashwin Nair	MUNI	1,200.00
EFT52946	17/08/2023	Luke Daniel Kuka	Rates Refund for Assessment A1990	MUNI	3,700.00
EFT52947	17/08/2023	Luke Wilkinson	ERC Umpire Payment - 16/08/2023	MUNI	162.00
EFT52948	17/08/2023	Machinery West	Major Repairs - New Holland Tractor - DA9781	MUNI	7,167.44
EFT52949	17/08/2023	Marece Hetaraka	ERC Umpire Payment - 16/08/2023	MUNI	54.00
EFT52950	17/08/2023	Margery Ann Stevens	ERC Umpire Payment - 15/08/2023	MUNI	44.00
EFT52951	17/08/2023	MJ Goods	Kleen Vision Wipes - Fitness Centre - ERC	MUNI	467.40
EFT52952	17/08/2023	Officeworks Superstores Pty Ltd	Stationery Expense - Admin O/H	MUNI	368.65
EFT52953	17/08/2023	Onsite Rental Group	Lease 26: Repayment on Hire of Office & Ablution Block: July 2023	MUNI	4,728.26

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52954	17/08/2023	Orbit Fitness Equipment	Tricep Rope Cable Attachment - ERC Fitness Centre	MUNI	90.00
EFT52955	17/08/2023	P E Civil	MAF 19010 - Upgrade of Fire Access Way, West Dardanup	MUNI	25,212.00
EFT52956	17/08/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	3,099.70
EFT52957	17/08/2023	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	4 x Tyres for Cat Grader - DA698	MUNI	5,766.00
EFT52958	17/08/2023	Promote You	Embroidery of Staff Uniforms - Library	MUNI	44.00
EFT52959	17/08/2023	Rawlinsons (W.A.)	Quantity Survey to Assess Perkins Construction Variation Schedule for the New SoD Admin/Library Building Project - July 2023	MUNI	4,290.00
EFT52960	17/08/2023	Reconciliation Australia Limited	Reconciliation Action Plan Development Fee	MUNI	1,650.00
EFT52961	17/08/2023	Robert Michael Wright	Refund Payment of Withdrawn Infringement # 125110103	MUNI	500.00
EFT52962	17/08/2023	Rockwater Pty Ltd	Eaton Foreshore New Bore - Stage 1 (Preliminaries) - July 2023	MUNI	1,328.25
EFT52963	17/08/2023	Roof Access WA Pty Ltd	Roof Access Safety Repairs - ERC	MUNI	3,891.03
EFT52964	17/08/2023	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	1,998.02
EFT52965	17/08/2023	South West Networking	Repair Water Leak to Roof - Dardanup Office & Dardanup Hall	MUNI	770.00
EFT52966	17/08/2023	Synergy	Electricity Supply - 5 x Shire Locations	MUNI	10,981.32
EFT52967	17/08/2023	The Cafe Merchant	Catering for RRG Elected Members Meeting: 31/07/2023	MUNI	237.50
EFT52968	17/08/2023	The Print Shop	Bushfire Be Prepared Cards - Admin O/H	MUNI	1,322.20
EFT52969	17/08/2023	Therese Price	ERC Umpire Payment - 15/08/2023	MUNI	54.00
EFT52970	17/08/2023	Tiana Fraser	ERC Umpire Payment - 15/08/2023	MUNI	44.00
EFT52971	17/08/2023	WALGA	WALGA Local Government Convention 2023 - Deputy Shire President - Cr Tyrrell Gardiner	MUNI	1,296.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52972	17/08/2023	West Australian Newspapers Ltd	Newspaper Subscription - West Australian & SW Times: 16/08-08/11/2023	MUNI	164.34
EFT52973	17/08/2023	Winc Australia Pty Ltd	Stationery Expense - Admin O/H	MUNI	740.27
EFT52974	17/08/2023	Work Clobber	Protective Clothing - Darcy Webb & Ash Collins - Public Works	MUNI	969.50
EFT52975	17/08/2023	Xpress Patios and Sheds	Refund Building Permit Application Levies Due to Cancelled Application. Receipt # 148959	MUNI	266.82
EFT52976	17/08/2023	Zipform Pty Ltd	eRates Software Licensing & Service Exp - Admin O/H	MUNI	3,820.41
EFT52977	17/08/2023	Zoho Corporation Pty Ltd	Annual Subscription Fee for 10 Technicians: Manage Engine SDP on Demand Enterprise Edition - Admin OH	MUNI	9,827.40
EFT52978	24/08/2023	Access Wellbeing Services	Employee Assistance Consultations And Services	MUNI	638.00
EFT52979	24/08/2023	Advanced Traffic Management WA P/L - In Liquidation	Traffic Control: 09-10/08/2023 - Panizza Road	MUNI	2,575.74
EFT52980	24/08/2023	Amity Signs	5 x Boxes of White Guild Posts - Martin Pelusey Road & Rural Road Number 815	MUNI	2,482.15
EFT52981	24/08/2023	Australian Tax Office	PAYG - Payrun: 18/08/2023	MUNI	82,777.00
EFT52982	24/08/2023	A_Space Australia Pty Ltd	Donut Ring - Cadell Park	MUNI	178.74
EFT52983	24/08/2023	B & B Street Sweeping Pty Ltd	Street Sweeper Hire to Clean up Intersection for Repairs - Delmarco Drive	MUNI	445.50
EFT52984	24/08/2023	B Watts Panel & Paint Repairs	Insurance Claim Excess - Shire of Dardanup - MO0065378 - Rego: DA994	MUNI	500.00
EFT52985	24/08/2023	Bluesteel Enterprises Pty Ltd	Jarrad Leaver - Safety Boots - Public Works	MUNI	266.48
EFT52986	24/08/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	461.22
EFT52987	24/08/2023	BSW Connect	Council Res 85-22: Business SW Awards Night Premium Partnership Sponsorship 2023	MUNI	5,500.00
EFT52988	24/08/2023	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	256.00
EFT52989	24/08/2023	Bunnings Group Limited	Repairs & Replacement of Items Stolen From Recycle Yard and Parks & Gardens Tools	MUNI	965.18

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT52990	24/08/2023	Carbone Brothers Pty Ltd	Limestone Delivery to Shire Pit on Panizza Road for Cartage to Watson Street Carpark	MUNI	3,409.78
EFT52991	24/08/2023	Caroline Mears	1 Hour Chair Yoga - Eaton Sessions - July & August 2023	MUNI	210.00
EFT52992	24/08/2023	Catholic Education Western Australia Limited	Rates Refund for Assessment A3158	MUNI	6,865.97
EFT52993	24/08/2023	Citygate Properties Pty Ltd	Gift Vouchers for Challenges - Advertising / Promotion Expense - ERC	MUNI	750.00
EFT52994	24/08/2023	Civil Projects Southwest	Bobcat, Digger & Roller Hire - Japonica View, Quadrio Road, Watson Park & Dardanup Cemetery	MUNI	4,455.00
EFT52995	24/08/2023	Cleanaway Solid Waste Pty Ltd	Kerbside General Refuse Landfill Disposal - Crooked Brook Rd & ERC	MUNI	6,565.23
EFT52996	24/08/2023	Country Landscaping Pty Ltd	Re-Install Bore Pump - Gary Engel Park, Reticulation - Castlereagh Park & Hunter Park	MUNI	4,927.41
EFT52997	24/08/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	756.47
EFT52998	24/08/2023	Cross Security Services	Replace Faulty NES Security Panel: Glen Huon Club Rooms & Change Rooms	MUNI	232.10
EFT52999	24/08/2023	Dapco Tyre and Auto Centre	Service DA8222, DA8673, DA9668 & Puncture Repair ODA,	MUNI	2,038.69
EFT53000	24/08/2023	Data #3 Limited	Central Extended Support - Expiry 17/10/2024	MUNI	1,542.84
EFT53001	24/08/2023	David Green	Refund Hall Hire Bond. Receipt # 149773	MUNI	1,040.00
EFT53002	24/08/2023	David John Leek T/as Acefire	August Servicing Fire Equipment - 17 x Shire Locations	MUNI	2,349.60
EFT53003	24/08/2023	Dell Financial Services Pty Ltd	Repayment Lease #22 - Dell Nutanix (4 Nodes) Hardware Refresh - # 009-141985-004: 01/07-30/09/2023	MUNI	4,475.22
EFT53004	24/08/2023	Eaton Environmental Services	White Ant Treatment on Verge at 16 Finlay Ave	MUNI	154.00
EFT53005	24/08/2023	Edge Landworks	MAF 18972 - Mechanical Works - Millars Creek - Castlereagh Vista, Millbridge as Per RFQ Specifications	MUNI	19,360.00
EFT53006	24/08/2023	Fulton Hogan Industries WA	EZ Street Asphalt 20Kg Bag Black & Red - Martin Pelusey Road	MUNI	856.35

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT53007	24/08/2023	Go Go On Hold	Phone On-Hold Messages: August 2023 - January 2024	MUNI	455.40
EFT53008	24/08/2023	Hanson Construction Materials Pty Ltd	Aggregate - Quadrio Road & Japonica View	MUNI	608.78
EFT53009	24/08/2023	Holman Electrical Services	ERC - Repairs to Dishwasher - Not Filling	MUNI	350.24
EFT53010	24/08/2023	IT Vision Australia Pty Ltd	Award Classification Update for Casual Employees Payslips	MUNI	277.20
EFT53011	24/08/2023	JCW Electrical Pty Ltd	Repairs to Flood Light in The Yard - Martin-Pelusey Rd Depot	MUNI	1,094.50
EFT53012	24/08/2023	Kilmore Group Pty Ltd	RFT-F0296923 - Eaton Junior Football & Cricket Club Pavilion & Changeroom - July 2023	MUNI	203,335.95
EFT53013	24/08/2023	Landgate	UV Interim Valuation Schedule:R2023/05: 10/06/2023 - 07/07/2023	MUNI	588.40
EFT53014	24/08/2023	M & J Essential Solutions Pty Ltd	EAP Consultations 2023-2024	MUNI	150.00
EFT53015	24/08/2023	Maia Financial Pty Ltd	Lease 25: Nutanix Software Licensing Lease 2021 # EN6N0163571 - 01/10-31/12/2023	MUNI	6,912.04
EFT53016	24/08/2023	Malatesta Road Paving and Hotmix	Emulsion - Dowdells Line	MUNI	240.00
EFT53017	24/08/2023	Mcdonald Fencing	Repairs to Property Fencing Due to Boundary Break-in - Martin-Pelusey Rd Depot	MUNI	209.00
EFT53018	24/08/2023	Mcleods Barristers and Solicitors	Transfer & Amalgamation of Lot 300 (Reserve 49275) Kerr Road, Picton East - Matter # 47395	MUNI	344.74
EFT53019	24/08/2023	Nutrien Ag Solutions	Swissmex 15l Sprayer - Parks & Gardens	MUNI	1,078.00
EFT53020	24/08/2023	Officeworks Superstores Pty Ltd	Stationery Expense - Admin O/H	MUNI	67.55
EFT53021	24/08/2023	Perfect Landscapes	Reserves Mowing Week Commencing 07/08/2023	MUNI	2,458.50
EFT53022	24/08/2023	Perkins WA Pty Ltd	Shire of Dardanup - Design & Construct Contract - New Admin, Library & Community Building - Claim # 14	MUNI	1,520,469.18
EFT53023	24/08/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,073.55
EFT53024	24/08/2023	PFI Supplies	Cleaning Supplies - Eaton Admin	MUNI	494.05

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT53025	24/08/2023	Rain Bird Australia Pty Ltd	Irrigation Data Plan - 3 x Shire Locations	MUNI	1,970.10
EFT53026	24/08/2023	Rentokil Initial Pty Ltd	Commercial Pestnet Service for Cockroaches & Rodents	MUNI	242.00
EFT53027	24/08/2023	Scope Electrical Contracting Pty Ltd	Remove & Replace Damaged Power Pole at Wellington Mills BFB	MUNI	4,248.42
EFT53028	24/08/2023	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	485.26
EFT53029	24/08/2023	South West Tree Safe	Reduce Lilly Pilly's by 1/3 - Russell Road & Remove Dying Gum Tree - Harold Douglas Drive	MUNI	5,500.00
EFT53030	24/08/2023	Steann Pty Ltd	Bulk Hard Waste Verge Collection: 31/07-11/08/2023	MUNI	79,803.72
EFT53031	24/08/2023	Synergy	Electricity Account - 3 x Shire Locations	MUNI	3,246.56
EFT53032	24/08/2023	Taylor Burrell Barnett	Lot 10 Temple Road LDP and DA Assessment	MUNI	1,672.00
EFT53033	24/08/2023	The Cafe Merchant	Catering - CEO & Sustainable Development Team - Announcement of New Director: 28/07/2023	MUNI	311.50
EFT53034	24/08/2023	The Strategic Directions Group Pty Ltd	Conduct Business Engagement Workshops, Map Business Processes & Deliver Business Process Maps	MUNI	1,644.50
EFT53035	24/08/2023	Tyrecycle Pty Ltd	Pick up Tyres From Waste Transfer Station	MUNI	2,341.31
EFT53036	24/08/2023	Univerus Software Pty Ltd	Annual Licence Subscription to Assetfinda Software: 01/07/2023 - 30/06/2024	MUNI	25,121.83
EFT53037	24/08/2023	WA Distributors Pty Ltd	ERC - Cafe Goods - Confectionary	MUNI	460.25
EFT53038	24/08/2023	WALGA	Local Government Act - Advanced Training - Rob Dempster	MUNI	638.00
EFT53039	24/08/2023	Wendy Kaye Francis	Rates Refund for Assessment A1184	MUNI	1,826.59
EFT53040	24/08/2023	Work Clobber	Protective Clothing - Public Works: Ash Collins	MUNI	447.60
EFT53041	31/08/2023	A1 Sign Shop	Supply and Install 3 x Directional Signs for Eaton Senior Citizens - Eaton/Hamilton, Hamilton/Bobin, Pratt/Old Coast	MUNI	1,002.01
EFT53042	31/08/2023	All Aussie Truck and Bobcat Services	Truck & Bobcat Hire for General Maintenance - Banksia Road Site: August 2023	MUNI	3,960.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT53043	31/08/2023	Amity Signs	5 x Boxes of White Guide Posts - Henty Road & Hazard Markers - 7 x Shire Roads	MUNI	3,795.00
EFT53044	31/08/2023	BCE Surveying Pty Limited	Detail Survey and UUS - Council Drive Streetscape	MUNI	4,235.00
EFT53045	31/08/2023	Brett Hodgson	ERC Umpire Payment - 30/08/2023	MUNI	135.00
EFT53046	31/08/2023	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	735.54
EFT53047	31/08/2023	Bunbury Plumbing Service	Potable Water to Waste Transfer Station Water Tank	MUNI	370.00
EFT53048	31/08/2023	Bunbury Telecom Service Pty Ltd	Locate Telstra Line - Quadrio Rd	MUNI	825.00
EFT53049	31/08/2023	Bunnings Group Limited	Plywood - Recycle Yard Repairs, Cordless Grinder, Plastic Storage Tubs & Flat Mouth Shovels - Depot, Gary Engel Park & Millbridge Play Area Repair Items	MUNI	691.01
EFT53050	31/08/2023	Caricatures By Spratti	Shire of Dardanup Commissioned Caricature for Retiring Shire President	MUNI	1,219.00
EFT53051	31/08/2023	Catered by Jacqueline	23/08/2023 Ordinary Council Meeting Catering	MUNI	1,072.50
EFT53052	31/08/2023	Cemeteries and Crematoria Association of WA	Cemeteries and Crematoria Membership 2023-24	MUNI	130.00
EFT53053	31/08/2023	Christine Worsfold	ERC Umpire Payment - 29/08/2023	MUNI	54.00
EFT53054	31/08/2023	Claire Diggins	Refund of Payment of Withdrawn Infringement 125110154	MUNI	500.00
EFT53055	31/08/2023	Cleanaway Solid Waste Pty Ltd	Kerbside General Refuse Landfill Disposal: 17-23/08/2023	MUNI	1,820.31
EFT53056	31/08/2023	Cobey Brown	ERC Umpire Payment - 30/08/2023	MUNI	81.00
EFT53057	31/08/2023	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	308.13
EFT53058	31/08/2023	Dapco Tyre and Auto Centre	Service - DA997	MUNI	448.22
EFT53059	31/08/2023	Dardanup Veterinary Centre	Animal Management Program (Sterilisation)	MUNI	35.00
EFT53060	31/08/2023	David John Leek T/as Acefire	Fire Extinguishers, Fire Blankets & Signs for Fire Truck & Kitchen - Dardanup Central BFB - ESL Recurrent Exp	MUNI	354.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT53061	31/08/2023	Deborah Wace Pty Ltd	Gift for Dianne Bennett - For Support to Shire President (28 Years Service)	MUNI	330.00
EFT53062	31/08/2023	Donna Bailye	Reimburse Refreshments Purchased for Council Chambers & LG Candidate Briefing Evening 29/08/2023	MUNI	413.07
EFT53063	31/08/2023	Donna Bastow	ERC Umpire Payment - 30/08/2023	MUNI	135.00
EFT53064	31/08/2023	Ductworks Australia Bunbury & Busselton Air	6 Monthly A/C Maintenance: Eaton Sports Club Pavilion	MUNI	495.00
EFT53065	31/08/2023	Eaton Pet Vet	Veterinary Consultation & Supply Fees/Charges	MUNI	150.00
EFT53066	31/08/2023	Eve Yoga	Yoga Classes - ERC	MUNI	300.00
EFT53067	31/08/2023	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liabilities	MUNI	506.00
EFT53068	31/08/2023	Guardian First Aid and Fire	First Aid Kit Servicing and Replenish Stock - 7 x BFB Locations - ESL Recurrent Exp	MUNI	775.83
EFT53069	31/08/2023	Institute of Public Administration - WA	Developing Good Workplace Communication & Interpersonal Skills - Wills Pomare	MUNI	710.60
EFT53070	31/08/2023	Jasminde Kowalczyk	Reimburse Payment of Working With Childrens Check	MUNI	87.00
EFT53071	31/08/2023	Jill Cross	Refund Hall Hire Bond - Receipt # 150464	MUNI	290.00
EFT53072	31/08/2023	Joanne Andretich	Refund Upfront Gym Membership Fees - ERC	MUNI	531.00
EFT53073	31/08/2023	Joanne Robyn Howley	Rates Refund for Assessment A7194	MUNI	799.00
EFT53074	31/08/2023	John Thompson	ERC Umpire Payment - 30/08/2023	MUNI	54.00
EFT53075	31/08/2023	Jtagz Pty Ltd	Dog and Cat Registration Tags - Animal Control	MUNI	612.70
EFT53076	31/08/2023	Kenny Pomare	ERC Umpire Payment - 30/08/2023	MUNI	108.00
EFT53077	31/08/2023	KMART	Bodyweight Scales - Fitness Centre - ERC	MUNI	15.00
EFT53078	31/08/2023	Landgate	GRV Interim Valuation: 08/07/2023 To 04/08/2023	MUNI	497.65

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT53079	31/08/2023	Luke Wilkinson	ERC Umpire Payment - 30/08/2023	MUNI	162.00
EFT53080	31/08/2023	Lypa Pty Ltd	Replacement Seatbelt for Flying Fox - Eaton Foreshore	MUNI	438.46
EFT53081	31/08/2023	Maia Financial Pty Ltd	Repayment: Lease 18 - Supply of Leased Cardio Fitness Equipment #E6N0163172	MUNI	13,128.26
EFT53082	31/08/2023	Mantrac	Basin Clean Out & Waste Removal - Drainage Reserves	MUNI	3,190.00
EFT53083	31/08/2023	Margery Ann Stevens	ERC Umpire Payment - 29/08/2023	MUNI	44.00
EFT53084	31/08/2023	Mark Atherton	Reimburse Purchase for Trailer Repair	MUNI	16.20
EFT53085	31/08/2023	Marketforce	4 x Public Notices in West Australian / South Western Times	MUNI	2,942.28
EFT53086	31/08/2023	McDonald Fencing	MAF 7240 - Upgrade Reserve Fencing & Install Gates - Ferguson BFB - Bushfire Mitigation Activity Funding	MUNI	7,177.50
EFT53087	31/08/2023	Melanie May Ring	Reimburse Uniform Purchase	MUNI	48.97
EFT53088	31/08/2023	Moore Australia (WA) Pty Ltd	2023 Nuts and Bolts Workshop - 24/11/2023 - Katherine Kaurin	MUNI	1,155.00
EFT53089	31/08/2023	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,397.70
EFT53090	31/08/2023	PFI Supplies	Cleaning Items - ECL & Eaton Admin	MUNI	264.90
EFT53091	31/08/2023	Proven Project Management	Project Management Services - New SoD Administration Building/Library Project - July 2023	MUNI	7,092.80
EFT53092	31/08/2023	Rain Bird Australia Pty Ltd	Data Plan and 4G NCC - 3 x Shire Locations	MUNI	3,135.00
EFT53093	31/08/2023	Shire of Dardanup	Building Permit - 27 Hamilton Rd, Eaton (Eaton CWA Building)	MUNI	141.65
EFT53094	31/08/2023	Shirley Margaret Conner	Rates Refund for Assessment A10925	MUNI	799.04
EFT53095	31/08/2023	SMR Psychology	Employee Assistance Consultations	MUNI	203.50
EFT53096	31/08/2023	South West Tree Safe	Remove & Grind Coral Tree - Burekup Store - Rose Street	MUNI	1,650.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT53097	31/08/2023	Synergy	Townsite Street Lights: 25/05-24/07/2023	MUNI	34,532.34
EFT53098	31/08/2023	Te Wairimu Elinor Pomare	ERC Umpire Payment - 30/08/2023	MUNI	108.00
EFT53099	31/08/2023	Telstra	Internet - Dardanup BFB & Telephone - Eaton Admin Centre & Waterloo BFB	MUNI	3,973.90
EFT53100	31/08/2023	Tiana Fraser	ERC Umpire Payment - 29/08/2023	MUNI	44.00
EFT53101	31/08/2023	Total Eden Pty Ltd	Reticulation Repairs and Maintenance - 4 x Shire Locations	MUNI	2,379.84
EFT53102	31/08/2023	Trent Anderson	Reimburse Milk Purchased for Cafe - ERC	MUNI	13.00
EFT53103	31/08/2023	Winc Australia Pty Ltd	Stationery Expense - Admin O/H	MUNI	686.82
EFT53104	31/08/2023	Zipform Pty Ltd	2023-2024 Annual Rate Notice Printing Costs	MUNI	7,006.83
CHEQUES					
45	17/08/2023	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	Peter Jackson - Building Surveyor Practitioner Level 2: Triennial Registration Renewal	MUNI	747.00
DIRECT DEBIT					
BPAY					
DD17416.1	10/08/2023	Alinta	ECL Gas Consumption - 2 Sanford Way, Eaton: 02/05-28/07/2023	MUNI	36.45
DD17416.2	10/08/2023	Department of Transport	Department of Transport - Vehicle Owner Details Searches - July 2023	MUNI	79.20
DD17449.1	22/08/2023	linet Ltd	NBN Wireless 4 & Business NBN100 Value Service - September 2023	MUNI	174.94
CREDIT CARD					

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD17465.1	28/08/2023	Rendezvous Observation City Hotel	Accommodation 30/07/2023 - Chris Murray - LG Professionals Training Course	MUNI	244.15
DD17465.2	28/08/2023	Mailchimp	Monthly Subscription and Charge for Email Newsletters - July 2023	MUNI	177.51
DD17465.3	28/08/2023	Web Security Solutions	Comodo Positive SSL Wildcard Certificate - Renewal 3 Year	MUNI	271.41
DD17465.4	28/08/2023	Facebook Ireland Limited	Facebook Advertising for Events and Programs - Tronox Spring Out	MUNI	66.25
DD17465.5	28/08/2023	SurveyMonkey Europe	Annual Subscription to Online Survey Platform Survey Monkey - Billed Quarterly - August 2023	MUNI	111.00
DD17477.1	28/08/2023	Coles Supermarkets Australia Pty Ltd	Recognition of Service Voucher - 3 x Shire Employees	MUNI	607.50
DD17477.2	28/08/2023	Woolworths Group Limited	Recognition of Service Voucher - 8 x Shire Employees	MUNI	400.00
DEBIT CARD					
DD17418.1	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Coles - Refreshments for CEO 15	MUNI	50.50
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Leaving Gift - Peter Smith	MUNI	50.00
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Coles - Corporate & Governance Morning Tea	MUNI	63.07
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Milk for Staff Kitchen	MUNI	38.40
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Ampol - Express Post Envelopes	MUNI	8.85
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	KMART - Recognition of Service Frames	MUNI	4.50
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Milk for Staff Kitchen	MUNI	30.55
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Ampol - Express Post Envelopes	MUNI	10.50
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	KMART - Refreshments for OCM	MUNI	4.50
	01/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	KMART - Recognition of Service Frames	MUNI	22.25
DD17462.1	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Milk for Staff Kitchen	MUNI	38.40
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Coles - Milk for Staff Kitchen & Council Chambers	MUNI	7.60
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Coles - Employee Recognition Voucher	MUNI	100.00
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Coles - Employee Recognition Voucher	MUNI	105.95
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Refreshments for OCM Concept Meeting 23/08/2023	MUNI	4.50
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Coles - Milk for Staff Kitchen	MUNI	21.80
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Milk for Staff Kitchen	MUNI	43.35
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Milk for Staff Kitchen	MUNI	49.34

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Morning Tea for Jan Cahill 25 Years	MUNI	97.70
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Woolworths - Morning Tea for Jan Cahill 25 Years	MUNI	4.00
	30/08/2023	Shire of Dardanup - Eaton Admin Debit Card Recoup	Coles - Biscuits for Staff Morning Tea	MUNI	11.25

INTERNATIONAL


DD17427.1	15/08/2023	Dropbox International Unlimited Company	Dropbox Advanced User License: 04/08/2023 - 03/08/2024	MUNI	4,356.00
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TRUST**PAYROLL**

DD17405.1	04/08/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	39,990.56
DD17405.2	04/08/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,809.62
DD17405.3	04/08/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	468.00
DD17405.4	04/08/2023	One Path Masterfund	Superannuation Contributions	MUNI	171.91
DD17405.5	04/08/2023	Hostplus	Payroll Deductions	MUNI	1,190.47
DD17405.6	04/08/2023	Brighter Super	Superannuation Contributions	MUNI	277.80
DD17405.7	04/08/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,587.49
DD17405.8	04/08/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,069.04
DD17405.9	04/08/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	170.86
DD17405.10	04/08/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	282.14
DD17405.11	04/08/2023	Australian Super	Superannuation Contributions	MUNI	273.86
DD17405.12	04/08/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	1,028.54

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD17405.13	04/08/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	446.89
DD17405.14	04/08/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	20.86
DD17405.15	04/08/2023	Mercer Super Trust	Superannuation Contributions	MUNI	185.82
DD17405.16	04/08/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	14.04
DD17405.17	04/08/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	80.48
DD17405.18	04/08/2023	Rest Superannuation	Payroll Deductions	MUNI	1,968.47
DD17405.19	04/08/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	60.88
DD17405.20	04/08/2023	Media Super	Superannuation Contributions	MUNI	617.21
DD17405.21	04/08/2023	Australiansuper	Payroll Deductions	MUNI	8,259.68
DD17405.22	04/08/2023	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	28.33
DD17405.23	04/08/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	317.53
DD17405.24	04/08/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	41.92
DD17438.1	18/08/2023	Aware Super Pty Limited	Payroll Deductions	MUNI	37,513.64
DD17438.2	18/08/2023	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	437.80
DD17438.3	18/08/2023	Hostplus	Payroll Deductions	MUNI	1,158.33
DD17438.4	18/08/2023	Brighter Super	Superannuation Contributions	MUNI	277.80
DD17438.5	18/08/2023	Hesta Super Fund	Payroll Deductions	MUNI	1,626.14
DD17438.6	18/08/2023	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,069.04
DD17438.7	18/08/2023	Australian Retirement Trust	Superannuation Contributions	MUNI	189.98

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD17438.8	18/08/2023	Australian Ethical Superannuation	Payroll Deductions	MUNI	311.84
DD17438.9	18/08/2023	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	6.66
DD17438.10	18/08/2023	Australian Super	Superannuation Contributions	MUNI	302.71
DD17438.11	18/08/2023	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	786.92
DD17438.12	18/08/2023	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	899.87
DD17438.13	18/08/2023	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	20.46
DD17438.14	18/08/2023	Mercer Super Trust	Superannuation Contributions	MUNI	185.82
DD17438.15	18/08/2023	TWU Superannuation Fund	Superannuation Contributions	MUNI	13.64
DD17438.16	18/08/2023	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	263.50
DD17438.17	18/08/2023	Plum Superannuation Fund	Superannuation Contributions	MUNI	138.22
DD17438.18	18/08/2023	Rest Superannuation	Payroll Deductions	MUNI	1,568.36
DD17438.19	18/08/2023	The Bro Code Super Fund	Superannuation Contributions	MUNI	59.52
DD17438.20	18/08/2023	Media Super	Superannuation Contributions	MUNI	617.21
DD17438.21	18/08/2023	Australiansuper	Payroll Deductions	MUNI	8,245.96
DD17438.22	18/08/2023	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	316.70
DD17438.23	18/08/2023	Hughes Superannuation Fund	Superannuation Contributions	MUNI	61.39
DD17438.24	18/08/2023	MLC Super Fund	Superannuation Contributions	MUNI	1,855.21

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
REPORT TOTALS					3,102,632.44
EFT		2,976,304.90	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.		
Muni Cheque		747.00			
Trust		0.00			
Payroll		118,289.12			
Credit Card		1,877.82			
Debit Card		767.01			
Direct Debit		0.00			
International		4,356.00			
BPAY		290.59			
TOTAL		3,102,632.44			

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Background

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

- To make payments from Trust and Municipal Funds;
- To purchase goods and services to a value of not more than \$250,000;
- To purchase goods and services for the Tax Office and other Government Agencies up to the value of \$300,000;
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement, up to the value of \$300,000.

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents - None.

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at the 30 th April 2023	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

Officer Comment

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

END REPORT

12.5 COMMITTEES

12.5.1 Title: Audit & Risk Committee Meeting

Reporting Department:	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mrs Rebecca Hobby - Personal Assistant to Deputy CEO
Legislation	Local Government Act 1995
Attachments	Appendix ORD: 12.5.1A – Audit & Risk Committee Meeting Minutes Appendix ORD: 12.5.1B - Internal Audit Program Appendix ORD: 12.5.1C - Interim Audit Result Confidential Appendix A – Under separate cover [Tardis link: R1448851]

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 13TH OF SEPTEMBER 2023, 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 September 2023 [Appendix ORD: 12.5.A1] are attached.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A”

238-23 MOVED - Cr. T G Gardiner SECONDED – Cr. S L Gillespie

THAT Council receives the Minutes [Appendix ORD: 12.5.1A] of the Audit & Risk Committee Meeting held on the 13th of September 2023.

CARRIED
7/0

COUNCIL RESOLUTION “B”

239-23 MOVED - Cr. P R Perks SECONDED – Cr. E P Lilly

THAT Council receive the September 2023 report on the Western Australian Auditor General – Schedule of Reports

CARRIED
7/0

COUNCIL RESOLUTION "C"

240-23 MOVED - Cr. T G Gardiner SECONDED – Cr. S L Gillespie

THAT Council receive the report on the Biannual Compliance Task Report, as provided for in the Confidential Attachment A provided Under Separate Cover and note the compliance tasks identified for the for the period 1 January 2023 to 30 June 2023.

CARRIED
7/0

COUNCIL RESOLUTION "D"

241-23 MOVED - Cr. E P Lilly SECONDED – Cr. P S Robinson

That Council:

1. **Receives the September 2023 report relating to the Internal Audit Program of the Shire of Dardanup.**
2. **Recommends that Council endorse the Shire of Dardanup Internal Audit Strategic Plan, inclusive of the 2023-2024 Internal Audit Annual Work Plan. (Appendix ORD: 12.5.1B).**

CARRIED
7/0

COUNCIL RESOLUTION "E"

242-23 MOVED - Cr. S L Gillespie SECONDED – Cr. E P Lilly

THAT Council receives the Office of the Auditor General – Interim Audit Results for the Year Ending 30th June 2023. (Appendix ORD: 12.5.1C)

CARRIED
7/0

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

243-23 MOVED - Cr. S L Gillespie SECONDED – Cr. L W Davies

THAT a matter of ‘Confidential Nature with a Temporary Embargo’ on publication until no later than 1st November 2023 be raised as Business of an Urgent Nature and to be discussed behind closed doors.

CARRIED
7/0

15 PUBLIC QUESTION TIME

None

16 MATTERS BEHIND CLOSED DOORS

It is recommended that the following item be heard behind closed doors.

Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 - Matters for Which Meeting May Be Closed:

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

- S 5.23 (1) Subject to subsection (2), the following are to be open to members of the public-*
- (a) all Council meetings; and*
 - (b) all meetings of any committee to which a local government power or duty has been delegated.*
 - (2) If a meeting is being held by a Council or by a committee referred to in subsection (1) (b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following -*
 - (a) a matter affecting an employee or employees;*
 - (b) the personal affairs of any person;*
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
 - (e) a matter that if disclosed, would reveal -*
 - (i) a trade secret;*
 - (ii) information that has a commercial value to a person; or*
 - (iii) information about the business, professional, commercial or financial affairs of a person,**where the trade secret or information is held by, or is about, a person other than the local government;*
 - (f) a matter that if disclosed, could be reasonably expected to -*

- (i) *impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
- (ii) *endanger the security of the local government's property; or*
- (iii) *prejudice the maintenance or enforcement of a lawful measure for protecting public safety;*
- (g) *information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and*
- (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

244-23 MOVED - Cr. S L Gillespie SECONDED – Cr. L W Davies

THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(b) Council goes Behind Closed Doors [6.02pm] to discuss a matter affecting the personal affairs of any person and which relates to a matter to be discussed at the meeting.

CARRIED
7/0

16.1 Title: Confidential Report – Temporary Embargo

Reporting Department	Executive
Responsible Officer	.Mr André Schönfeldt - Chief Executive Officer
Reporting Officers	.Mr André Schönfeldt - Chief Executive Officer .Ms Cathy Lee - Manager Human Resources
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	None.

GOVERNANCE

Due to the confidential nature of this matter, a temporary embargo has been placed on the contents of the report [Tardis Link: [OCM-R1450433](#)]. Full details of the report will be made available as an addendum to these minutes, prior to the 1st of November 2023.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

245-23 MOVED - Cr. S L Gillespie SECONDED – Cr. E P Lilly

THAT Council:

1. Endorse the 'Confidential Report – Temporary Embargo' [Tardis Link: [OCM-R1450433](#)] and action the resolution contained within the report accordingly.
2. Notes that this information, inclusive of the adopted resolution within the report will be made available to the public within 6 weeks of the date of the Ordinary Council Meeting, being no later than 1st of November 2023.

CARRIED
7/0

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

246-23 MOVED - Cr T G Gardiner SECONDED – Cr. S L Gillespie

THAT Council return from Behind Closed Doors [6.04pm].

CARRIED
7/0

17 CLOSURE OF MEETING

The Presiding Officer Cr T G Gardiner advised that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 18th of October 2023, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 6.04pm.

**CONFIRMATION OF MINUTES**

"As the person presiding at the meeting at which these minutes were confirmed on the 18th of October 2023, I certify that these minutes have been confirmed as a true and accurate record of proceedings".


Signature: michael.bennett@dardanup.wa.gov.au

Email:

CONFIDENTIAL REPORT -TEMPORARY EMBARGO

[Tardis Link: [OCM-R1450433](#)]

16.1 Title: Confidential Report – Temporary Embargo

Reporting Department	<i>Executive</i>
Responsible Officer	<i>Mr André Schönfeldt - Chief Executive Officer</i>
Reporting Officers	<i>Mr André Schönfeldt - Chief Executive Officer</i> <i>Ms Cathy Lee - Manager Human Resources</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>None.</i>

Overview

Council are asked to endorse the nomination for the Shire of Dardanup's first Honorary Freeman.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

244-23 MOVED - Cr. S L Gillespie SECONDED – Cr. E P Lilly

THAT Council:

- 1. Endorse the 'Confidential Report – Temporary Embargo' [Tardis Link: [OCM-R1450433](#)] and action the resolution contained with the report accordingly.**
- 2. Notes that this information, inclusive of the adopted resolution within the report will be made available to the public within 6 weeks of the date of the Ordinary Council Meeting, being no later than 1st of November 2023.**

CARRIED
7/0

CONFIDENTIAL REPORT -TEMPORARY EMBARGO

[Tardis Link: [OCM-R1450433](#)]

Background -

Shire President, Cr. M T Bennett given outstanding service to the community and the Shire of Dardanup over a significant period of time. To recognize this dedication to the community and the Shire, the appointment of Honorary Freeman is proposed in accordancy with Council policy.

Legal Implications - None.

Council Plan - 13.1 - Adopt best practice governance.

Environment - None.

Precedents -

There have been no Shire Freeman in the Shire of Dardanup prior to this nomination.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - Council Policy Exec CP001 – Honorary Shire Freeman Status:

To guide the Council in the appointment of Honorary Freeman.

3. POLICY

The following shall be taken into account when consideration is given to granting the honour of Honorary Freeman of the Shire:-

- 1. It shall not be restricted to Councillors.*
- 2. It may be awarded to a Councillor in office where the Council considers that the criteria as described in Clause 5 has been met.*
- 3. The length of service as a Councillor is not in itself a criterion.*
- 4. Preference shall be given to a person who performs in a voluntary capacity, but this should not preclude the award to a person whose dedication and contribution is significantly above that expected from that occupation.*
- 5. The contribution to the welfare of the community must involve one or more of the following criteria:-*
 - (a) Significant contribution to the person's time in serving members of the Community for the improvement of their welfare.*
 - (b) The promotion and attainment of Community services in which a real personal role and contribution is made.*
 - (c) Whilst difficult to define, the contribution must be outstanding in that it can be seen to stand above the contributions of most other persons.*

4. ASSESSMENT OF NOMINATION

The Council will assess the eligibility of the nominated person and the extent to which he or she meets the selection criteria and make a resolution.

The deliberation of the Council decision will take place Behind Closed Doors.

5. ENTITLEMENTS

The Shire will:

- 5.1 *Award the title at a Special Meeting of Council, followed by a reception.*
- 5.2 *Issue a press statement announcing the awarding of the title.*
- 5.3 *Present the endorsed nominated person with a certificate attesting his or her quality as the Honorary Freeman of the Shire.*
- 5.4 *Cause the name of the Honorary Freeman to be engraved on the Shire's Board of Past and Present Freeman.*

6. WITHDRAWAL OR DECLINING OF NOMINATION

- 6.1 *The Shire may, by written notification to the person awarded, withdraw the title of Honorary Freeman at any time without having to provide any justification for doing so.*
- 6.2 *A nominated person may decline at any time, without having to provide any justification for doing so, his or her nomination for the title of Honorary Freeman.*
- 6.3 *A person holding the title of Honorary Freeman may at any time, without having to provide any justification for doing so, renounce the title.*
- 6.4 *The deliberation of the Council decision will take place Behind Closed Doors.*

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation.

Officer Comment

The following information is provided to support the nomination of Cr. M T Bennett to receive Honorary Shire Freeman status.

ELECTED SERVICE HISTORY:

1991 – 1994 – Elected Member
1994 – 1995 – Deputy Shire President
1995 – 2005 – Shire President
2005 – 2009 – Four-year break – family commitments
2009 – 2011 – Elected Member
2011 – 2013 – Deputy Shire President
2013 – 2015 – Shire President
2015 – 2017 – Shire President
2017 – 2019 – Shire President
2019 – 2021 – Shire President
2021 – Present Day – Shire President

OUTSTANDING SERVICE TO THE SHIRE OF DARDANUP OVER A SIGNIFICANT PERIOD OF TIME:

Dardanup Shire President Cr Mick Bennett believes passionately that local government as a sector, provides more value for effort with a heightened ability to enhance people's lives simply because its representatives are living the very same lives they are working to improve. This passionate belief has been the driving force behind an incredible 28 years of committed service both to the Dardanup Shire community as an Elected Member and Shire President, and the local government sector as a whole, across a variety of roles with region-wide impact.

At a regional level, Cr Bennett has served as:

- 2000-2002: South West Development Commission Board;
- 2005-2008: Area Consultative Committee South West Member (now Regional Development Australia);
- 2016-2018; Bunbury Geopraphe Growth Plan Partnership Chair
- 2019 to present: WALGA's South West Country Zone Deputy Chair;
- 2019 to present: Regional Road Group South West Committee Member and Chairman;
- Bunbury Geopraphe Group of Councils;
- Bunbury Geopraphe Chamber of Commerce & Industries Board Member;
- Bunbury Geopraphe Economic Alliance Board Member and Local Government Sub Committee Chair;
- WA Planning Commission Steering Committee Member;
- Westport Planning Meetings South West Area Representative.

Understanding that a positive future for all requires a region-wide approach, Cr Bennett's stewardship of the Bunbury Geopraphe Growth Plan Partnership Steering Committee culminated in the release of the Bunbury Geopraphe Growth Plan, detailing 14 priority initiatives designed to focus the region's efforts and resources on achieving the biggest economic impact in the short to medium term.

Achievements of the plan so far have included progress on the Bunbury Outer Ring Road and changes to its originally-proposed alignment for enhanced community and economic outcomes as a result of strong advocacy led by Cr Bennett.

Additionally a cohesive tourism brand for Bunbury Geopraphe has gained a foothold in the market and State Government funding allocated towards development of a South West Advanced Manufacturing and Technology Hub and expansion of the Bunbury Port.

His leadership and advocacy has often garnered support at WA Local Government Association annual general meetings, initiating campaigns for lobbying State Government on a variety of issues impacting the local government sector and the communities it represents such as reducing waste to landfill and regional road safety.

Dedicated to securing the future sustainability and ongoing success of the local government sector, Cr Bennett is active as a mentor to not only his fellow councillors but also prospective candidates and newly minted Shire Presidents in other local government districts.

OUTSTANDING CHARACTER AND COMMITMENT TO LOCAL GOVERNMENT:

Following almost three decades of service to local government, Cr Bennett's commitment to local government is without question. He has served five years as a Councillor, three as Deputy Shire President and two 10-year stints as Shire President separated by a four-year break from Council

between 2005 and 2009. In fact, he has been involved in Council life for so long that he will often share the story of introducing computers into the workplace for the first time.

During his period of service, Cr Bennett has very rarely had leave of absence or submitted a meeting apology. He is generally the first to arrive for Councillor Workshops, Agenda Forums or Council meetings and more often than not, is the last to leave. Cr Bennett is a tireless champion for improvements to operations at the Shire of Dardanup and local government generally, while providing leadership, guidance and support to Council, the community and staff.

Dedicated to always ensuring a collaborative approach and understanding the value of building trust-based relationships between Council and the community through fairness and equity for all, Cr Bennett takes a liberal approach to Standing Orders in the Chambers during Council meetings, ensuring both Councillors and community members enjoy ample opportunity to feel heard. His tireless skills as an advocate, mediator, collaborator and communicator at both a grassroots community level and various levels of government has seen delivery of remarkable outcomes over many years.

Cr Bennett is a self-confessed dreamer while others appreciate his innovative and visionary outlook. He is active and enthusiastic in development of an exciting and sustainable future for all with special interest in new and emerging technologies. To this end he was a key advocate in development of the Shire of Dardanup's 2050 Vision document, a collaborative project with the community resulting in a shared aspiration for "a healthy, self-sufficient and sustainable community that is connected and inclusive and where culture and innovation are celebrated."

He has been active in formal planning processes for the planned new city of Wanju to be located within the Shire of Dardanup, contributing significantly to a vision for the area of urban expansion to be a state-leader in sustainable living. His approach is already evident in Council's adoption of a Timber First Policy resulting in the predominantly timber construction of several significant community assets including Council's landmark Library, Administration and Community Centre currently under construction in the heart of Eaton.

At a more local level, Cr Bennett's service as Chairman of the Shire of Dardanup Local Emergency Management Committee and membership of the Shire's Incident Management Team, provided a steadying hand for both the community and staff during the current Coronavirus Pandemic, particularly through his support of the #iheartdardanup campaign – the banner for a range of community support initiatives rolled out during the period of extended lockdown during 2020.

Throughout his time as a Councillor and Shire President, Cr Bennett has led the community through a period of exponential growth with incredible commitment, particularly his leadership and ability to achieve positive and well-planned outcomes where conflicts arise due to changes in land use and population growth. Both staff and community members regularly express appreciation of his consideration and willingness to listen while always carefully managing expectations.

Through his unique style of leadership, Cr Bennett provides support for all, offering options through high-level communication skills, always acknowledging people's needs while being clear about what can and can't be achieved. Cr Bennett not only works toward building sustainable safe communities, he also is considerate of individuals and helping them reach their full potential.

Cr Bennett has represented Council on the following Committees and Groups –

- Bushfire Advisory Committee
- Integrated Planning Committee

- Local Emergency Management Committee
- Audit & Risk Committee
- CEO Review Committee
- Shire of Harvey & Shire of Dardanup Joint TPS No 1. Committee
- Behaviour Complaints Committee
- Eaton Advisory Group
- Burekup Advisory Group
- Ferguson Valley Advisory Group
- Wanju & Waterloo Advisory Group
- Cr. Bennett has previously represented Council on the following Committees and Groups;
- Corporate & Community Services Committee
- Engineering & Development Services Committee
- Occupational Safety & Health Committee
- Waste Management Committee
- Dardanup Retirement Accommodation Committee
- Shire Youth Advisory Committee
- Eaton Townscape Committee
- Burekup Townscape Committee
- Eaton Sports Committee
- Sustainable Development Advisory Group
- Economic Development Advisory Group
- Community Advisory Group
- Sport & Recreation Advisory Group
- Contiguous Local Authority Group for Mosquito Control
- Community Safety Committee
- Australia Day Working Group
- Eaton Sporting Precinct Working Group
- Eaton Skate Park, ERC Courts and Parking Working Group
- Shire Administration & Library Building Project Working Group
- Bunbury Outer Ring Road Regional Local Governments Advisory Group
- Grants, Awards & Scholarship Committee

DISTINGUISHED CONTRIBUTIONS TO THE COMMUNITY THROUGH LOCAL GOVERNMENT:

It would be near impossible to quantify the positive benefits delivered to the Dardanup Shire community through Cr Bennett's dedication to service, particularly as an Elected Member.

In an area of recognised fast-paced population growth, set to accelerate in coming years, Cr Bennett has been instrumental in guiding responsible and sensitive development in emerging estates like Parkridge and Millbridge in Eaton, Roselands (Dardanup) and West Dardanup as well as lifestyle properties in Henty View and Greenwood Estate in the Ferguson Valley. At one time the small rural town of Burekup faced closure of its school due to a lack of growth but Cr Bennett worked closely with the community and developers to spark change to the point where nowadays Burekup is receiving media coverage as one of WA's top performing property markets and enjoys a thriving school community.

One of his greatest achievements as Shire President was Dardanup Shire Council's region-leading decision back in 1994 to introduce 24/7 trading which has since seen the Eaton Fair Activity Centre go from strength to strength and provided significant economic stimulus for growth in the area.

Cr Bennett's community-minded 'make it happen' approach has resulted in the realisation of many significant community facilities and assets including upgrades to the Burekup District Country Club, the expansion of Carramar Park in Dardanup, as well as the Eaton Football Pavilion, Skatepark, and Softball Pavilion in the town centre.

More recently Cr Bennett guided Council on staying true to its vision, sustainability aspirations and Timber First Policy in the development of several major timber facilities including new Changerooms at Wells Recreation Reserve in Dardanup, Eaton Bowling Club & Seniors Citizen's Centre, a new sports pavilion in Eaton (currently under construction) and the new Shire of Dardanup Library, Administration and Community Centre (currently under construction).

He was instrumental in joint development of the Eaton Recreation Centre with the Eaton Community College which 20 years later has almost 1,000 members regularly enjoying its sport and fitness facilities. The ERC has sprung floors, which was due to Cr Bennett's foresight and as a result hosts the South West Slammers and South West Jets, and brings the wider community together for almost nightly local and regional competitions. It has even hosted standout events like a pre-season NBL clash between the Perth Wildcats and Adelaide 36ers, drawing sell-out crowds and providing access to state-level sporting events for regional audiences.

Cr Bennett's collaborative role in achievement of a new \$3.6 million Eaton Bowling Club & Senior Citizen's Centre can also not be over-stated which since its opening, has seen exponential growth in bowling club members providing a central hub for connection and community for particularly senior members of the area.

OTHER:

Cr Bennett has been a resident of Eaton – the Shire of Dardanup's urban centre – for more than 40 years. Long before advocating at a state and regional level to secure funding for landmark local projects as an Elected Member, Cr Bennett spent many years coaching junior sport as a local resident and committed family man. This was followed by involvement in a range of sports administration and community groups roles, providing a natural progression into service as an Elected Member of the Dardanup Shire Council. Also, well before flexible work arrangements became a hot topic and during

his early local government career, Cr Bennett sought support from his employer at the time to ensure he could dedicate the time and energy he felt was required and deserving of his Council role.

Nowadays, despite his Council commitments, Cr Bennett is still an active member of the Eaton Junior Football Club, Eaton Bowling Club and the SW Slammers Basketball Club.

Cr. Bennett's wife, Dianne and two sons, Michael and Wade have been extremely supportive over many years of his commitment to community and role as an Elected Member. Cr Bennett is now also a proud grandfather and continues to support his family and the community as a whole. His truly collaborative approach between family, Council and community on continuing to ensure high quality of life and wellbeing for people living and working in the Shire of Dardanup is nothing short of inspirational.

He always goes above and beyond in his work for the community – his vision, foresight and ability to connect with people from all walks of life has consistently demonstrated his wisdom and authenticity. After a lifetime of continuous contribution to the community, Cr Bennett has made the decision to retire from Council at the October 2023 local government elections. The Shire of Dardanup commends Cr Bennett as a most worthy recipient of Honorary Shire Freeman Status.

Governance

In adopting the Officer Recommended Resolution to endorse the 'Confidential Report – Temporary Embargo' [Tardis Link: [OCM-R1450433](#)] ' the Council is resolving: