



# **A G E N D A**

## **ORDINARY COUNCIL MEETING**

To Be Held

Wednesday, the 28<sup>th</sup> of April 2021  
Commencing at 5.00pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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Upon request.



## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 28<sup>th</sup> of April 2021 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in black ink, appearing to read "A. Schönfeldt", is positioned above the name of the Chief Executive Officer.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 21<sup>st</sup> of April 2021

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

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

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## VISION STATEMENT

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<b>Compliance</b> - Non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - Non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 28<sup>th</sup> OF APRIL 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.**

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

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

*Acknowledgement of Country*

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

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).*

*Affirmation of Civic Duty and Responsibility*

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

**3      RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

None.

**4      PUBLIC QUESTION TIME**

**5      APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the Ordinary Council meeting to be held on the 26<sup>th</sup> of May 2021.**

**6      PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.



**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****7.1 Ordinary Meeting Held 31<sup>st</sup> of March 2021**

*Note: Officers have identified a typographical error in the 31<sup>st</sup> of March 2021 Ordinary Council Meeting Minutes (Item 12.13 [RES: 60-21], Page 70). Part 2 of Council resolution 60-21 states that Council authorises the trade of vehicle DA863 however the vehicle to be traded as per the tender submission F0173190 is DA873.*

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 31<sup>st</sup> of March 2021, be confirmed as true and correct subject to the following corrections:**

To amend Part 2 of Council Resolution 60-21 from:

- 2. Enters into a contract with Westrac Pty Ltd for the supply and delivery of a new Caterpillar 924K frontend Loader, complete with grapple configuration and the trade of **DA863** 2012 John Deere 544K loader as per the tender submission F0173190.**

To read:

- 2. Enters into a contract with Westrac Pty Ltd for the supply and delivery of a new Caterpillar 924K frontend Loader, complete with grapple configuration and the trade of **DA873** 2012 John Deere 544K loader as per the tender submission F0173190.**

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

None.

**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 CP039.

*Note: Cr. M T Bennett to ask Councillors and Staff if there are any further Declarations of Interest to be declared that are not listed below.*

- *Cr. S L Gillespie has declared a Proximity Interest in "Integrated Planning Committee Meeting Minutes Held 14th April 2021" as her place of residence is on Pratt Road and the pathway along Pratt Road is included for upgrades in the Asset Management Plan.*
- *Cr. T G Gardiner has declared a Proximity Interest in "Integrated Planning Committee Meeting Minutes Held 14th April 2021" as he is a land holder of property adjacent to Henty Road which is mentioned in the Road Asset Management Plan.*
- *Cr. M T Bennett has declared a Proximity Interest in "Integrated Planning Committee Meeting Minutes Held 14th April 2021" as he owns a property on Pratt Road and the pathway along Pratt Road is included for upgrades in the Asset Management Plan.*
- *Mr. André Schönfeldt has declared a Proximity Interest in "Integrated Planning Committee Meeting Minutes Held 14th April 2021" as his property is located directly behind Garry Engel Park which is mentioned in the Parks and Reserve Asset Management Plan.*
- *Mr. André Schönfeldt has declared an Impartiality Interest in "Integrated Planning Committee Meeting Minutes Held 14th April 2021" as his family attends and are patrons of the Eaton Family Centre and Toy Library which is mentioned in the Building Asset Management Plan.*
- *Mr. André Schönfeldt has declared an Impartiality Interest in "Grants, Awards and Scholarship Meeting Minutes Held 7th April 2021" as his family attends and are patrons of the Eaton Family Centre and Toy Library.*

## 12      REPORTS OF OFFICERS AND COMMITTEES

### 12.1   EXECUTIVE REPORTS

#### 12.1.1 Title:    Communications Plan

*Reporting Department:*      *Executive*  
*Reporting Officer:*          *Mrs Kristy Hitchens – Communications Officer (Media)*  
*Legislation:*                  *Local Government Act 1995*

#### Overview

The purpose of this report is for Council to consider and adopt the Communications Plan 2021 (Appendix ORD: 12.1.1A).

#### Background

Council's Corporate Business Plan 2020/21 lists 'Develop and review the Communications Plan' as a VERY HIGH priority at Leadership Objective 1.6.2: "Promote a positive public image for the Council through appropriate marketing activities and high standards of customer service."

The Communications Plan 2021 is the first document of its kind to be presented to Council for adoption and has been developed in consultation with the Shire Chief Executive Officer to satisfy this Leadership Objective.

Legal Implications                      -              None.

#### Strategic Community Plan

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

Strategy 1.1.2 - Keep our community informed through a wide variety of media that is accessible and open and responsive. (Service Priority: High)

Strategy 1.2.2 - Promote programs which encourage elector participation and diversity in local government elections. (Service Priority: Very High)

Strategy 1.6.1 - Provide opportunities for the community to engage with Councillors and Staff. (Service Priority: High)

Strategy 1.6.2 - Promote a positive public image for the Council through appropriate marketing activities and high standards of customer service. (Service Priority: Very High)

Environment                              -              None.

Precedents                                -              None.

#### Budget Implications

Actions identified within the Communications plan will be absorbed within the operational budgets. Where specific projects require funding these projects will be considered in relevant budget allocations.

Budget – Whole of Life Cost        -              None.

Council Policy Compliance

## EXEC CP026 – Social Media

Activities outlined in the Communications Plan 2021 are in line with Council’s Social Media Policy and support the Customer Service Charter.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Communications Plans 2021
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 An ill-informed community would become disenchanted and disengaged leading to poor community satisfaction.

Officer Comment

The Communications Plan 2021 outlines a range of Key Strategies and Actions designed to assist Council with achieving some of the Objectives and Outcomes listed in the Strategic Community Plan 2020-2030.

The Communications Plan 2021 explains how our organisation intends to communicate with our community. Not just what tools we will use such as website, e-newsletter and Facebook but what level of importance we place on communication and how our communications will look and sound. All of this informs the Shire of Dardanup Brand.

Defining these aspects in a Communications Plan provides guidance on development of future messaging and ensures a consistency of style and feel (or brand). Achieving this type of consistency is an important mechanism for building trust with our community. Through consistent presentation of a similar style of wording, imagery, fonts, colours and voice, community members develop a level of expectation. They become familiar with our organisation, they come to know what to expect from our organisation and therefore trust in our organisation grows alongside community satisfaction.

Specific Strategies and Actions contained in the Communications Plan 2021 have been developed based on the below idea about the role of Communications within government.

*“The principal role of government, on behalf of citizens, is to make policies that help society progress. As such, government communication must enable the exchange of views, wants and needs. **The more effort a government puts into communication, the more it clarifies its purpose, the more effective it is likely to be.**”*

(p5, The Future of Government Communication – How can governments better connect with their citizens in today’s increasingly polarised world. The Government & Public Sector Practice, 2016)

The Plan recognises 'Communication' as a strategic function of the decision-making process, rather than a support process or 'carwash' at the end. Elevating Communication to a strategic level ensures it receives consideration at the development phase, empowering a proactive approach rather than a tactical or reactive one. This moves communications away from simple information dissemination or broadcasting and toward a more powerful tool for service delivery and engagement.

The Plan supports Council's Community Engagement Policy and Framework adopted in 2019, a recognition of increased expectation from the community for more direct involvement in Council decision-making.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives and endorses the Shire of Dardanup Communications Plan 2021 as attached in (Appendix ORD 12.1.1A – Under Separate Cover).**

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Establishment of Hire Agreements for Use of the Eaton Recreation Centre

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Gary Thompson – Manager Recreation Centre</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

#### Overview

Officers are recommending that Council enter into the agreements with South West Slammers (SWS) and ECU South West Jets (SWJ) for the period of four (4) years for use of the Eaton Recreation Centre (ERC).

#### Background

Hire agreements have been developed and are attached for both the South West Slammers (SWS) (Appendix ORD: 12.2.1A) and ECU South West Jets (SWJ) (Appendix ORD: 12.2.1B) for a period of four (4) years for use of the Eaton Recreation Centre (ERC). The SWS hire agreement follows on from a previously approved hire agreement as per Council Resolution 215-20 of the Ordinary Council Meeting held on the 29<sup>th</sup> of July 2020. The SWJ hire agreement is the first agreement between the Shire of Dardanup and SWJ.

Agreements for the hire and use of the ERC have been in place previously up to and including 2013 for the SWS. SWJ have hired the ERC facilities on a seasonal basis and paid the relevant fees and charges as endorsed by Council.

SWS play in the National Basketball League 1 West (NBL1 West) which incorporates thirteen (13) other metro and regional based teams. SWS have been very successful over the years whilst competing in the State Basketball League with the men's Slammers team winning five (5) State titles with the women's Slammers team winning one (1) State title. The SWS have produced a number of male and female basketball players who have progressed on to play basketball at a National and International Level with some players even representing Australia at the Commonwealth and Olympic Games. The SWS have called the ERC 'home' for a number of years now and on an annual basis the ERC can host about thirteen (13) NBL1 West fixtures between male, female and juniors depending on fixtures. The SWS being based at the ERC also attracts regular State and Regional carnivals being hosted at ERC which attracts high number of attendee's from all over Western Australia.

SWJ play in the Western Australia Netball League (WANL) which incorporates eight (8) other metro and regional based teams. For the past thirty one (31) years the SWJ have provided a pathway for South West netball athletes to progress to the elite level of National and International netball and the club boasts a number of past players who have progressed onto play netball at National and International level. Similar to SWS, the SWJ attract regular State and Regional netball carnivals to the ERC facility.

The SWS and SWJ agreements are considered to be necessary to ensure the terms and conditions for SWS and SWJ use of the ERC is clearly defined for all parties involved, whilst also recognising the opportunity to continue to grow a partnership between SWS, SWJ and ERC with reference to planned future facility development at the ERC which will benefit the ERC, SWS, SWJ, the Shire and the community.

Legal Implications

These agreements are legally binding agreements.

Strategic Community Plan

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

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

Environment - None.

Precedents

Previous hire agreements between ERC and SWS have been established up to and including 2013.

Budget Implications

Table 1 provides the charges and support that is proposed for the SWS and SWJ under the agreements.

**Table 1**

DESCRIPTION	ESTIMATED 2021 SEASON USAGE	PROPOSED CHARGES AS PER AGREEMENTS	TOTAL	CHARGES AS PER 2020/21 FEES AND CHARGES
SWS Development Training, WABL Training and NBL1 West Training.	240 hours for usage of 2 x courts.	\$42.50 per hour for two courts. <i>(average hire fee of the not for profit off-peak and peak rate)</i>	\$10,200	\$11,640
WABL, Regional Carnivals and SWS Home Fixtures.	137 hours of usage of 3 x courts.	\$108.00 per hour for three courts. <i>(based on the off-peak not for profit rate of \$36.00)</i>	\$14,796	\$19,625.75
Gym Only Memberships.	4 x six month gym only membership for SWS Players.	No Charge (value of \$1,810.80)	\$0.00	\$1,810.80
SWJ Training and Development Training.	66 hours for usage of 1 x court.	\$42.50 per hour per court. <i>(average hire fee of the not for profit off-peak and peak rate)</i>	\$2,805	\$3,201
Netball WA, Regional Carnivals and SWJ Home Fixtures.	25 hours of usage of 3 x courts.	\$108.00 per hour for three courts. <i>(based on the off-peak not for profit rate of \$36.00)</i>	\$2,700	\$5,855
<b>TOTAL CHARGES</b>			<b>\$30,501</b>	<b>\$42,132.55</b>
<b>Council Support = \$11,631.55</b>				

Budget – Whole of Life Cost

The proposed hire agreements are over the course of the next four (4) years with the budget implications outlined above being updated to reflect any changes that may be made by Council to its annual fees and charges.

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: 12.2.1C) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Establishment of Hire Agreements for the Use of the Eaton Recreation Centre	
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	There is the potential for minor loss of ERC income due to hire use contained within agreements.
	Reputational	Given that the two key stakeholders have been based at the ERC for a number of years then there is the potential for an adverse reaction from not only the stakeholders but also the community if the agreements are not supported.

Officer Comment

As previously outlined in the report, SWS have held hire agreements for use of ERC for a number of years and SWJ have been long term hirers also of the ERC.

SWS and SWJ usage of the ERC as their ‘home’ has a number of benefits to the ERC and Shire in terms of income derived through café and retail sales on training nights and match days as well as the exposure benefits that comes from the two (2) State clubs being based from the ERC.

When the SWS last had a full season of operating from the ERC in the 2018/2019 financial year, there was twenty two (22) SWS fixtures between the 16<sup>th</sup> of March 2019 and the 1<sup>st</sup> of September 2019 with a total net profit from the EC café being \$9,316.90. This figure is derived profit of the café and retail sales based on the lowest hourly rate of \$29.54 which is inclusive of normal staff hourly rate including any penalty rates. The SWJ also provide a high amount of café and retail sales with plans in place to capture the total café and retail sales this season for the SWJ training nights and match days to accurately report to Council in the future.

Given that the SWS and SWJ compete in the State Leagues of their respective sports, this brings a greater exposure to the ERC across not only Western Australia but also across all of Australia as the SWS fixtures this season will be streamed live across the country. When SWS and SWJ have home fixtures at the ERC it brings traveling teams and their fans to Dardanup which has an economic benefit in relation to potential accommodation, food, refreshments and possibly visits to retail outlets and tourism attractions within the area.

According to data from SportsAus (October 2020), basketball and netball are two (2) of the top participated sports in Australia amongst both children and adults with participation rates continuing to grow each year. As per Council Resolution 49-21 of the Ordinary Council Meeting held on the 31<sup>st</sup> of March 2021 the ERC Peer Review, Brief and Concepts were endorsed as a Master Plan with one (1) of the key focus areas within this plan focusing on additional multi-use courts. The proposed hire use agreements with SWS and SWJ will allow for continued relationship building and communication to be



had on the future plans for the ERC that will benefit key stakeholders, ERC, Shire, community and visitors from all over WA and Australia.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Endorses the Hire Agreements between the Eaton Recreation Centre and South West Slammers.**
- 2. Endorses the Hire Agreements between the Eaton Recreation Centre and ECU South West Jets.**
- 3. Notes the reduced fee charge within the agreements for court and centre hire.**
- 4. Notes four (4) gym memberships to South West Slammers players at no charge which is a reduced revenue of \$1,810.80 per year.**
- 5. Notes casual shots for South West Slammers players to be made available at no charge.**

*By Absolute Majority*

12.2.2 Title: Unbudgeted Expenditure - Eaton Recreation Centre Retractable Grandstand Units Refurbishment

*Reporting Department:* Sustainable Development Directorate  
*Reporting Officer:* Mr Gary Thompson – Manager Recreation Centre  
*Legislation:* Local Government Act 1995

Overview

The Eaton Recreation Centre (ERC) four (4) retractable grandstands are in need of servicing and refurbishment due to ongoing maintenance issues that continue to present with the grandstand structures which are impacting on operational matters. The existing units are the original structures that were installed in 2003 and the wheels on the grandstands are at the end of their life expectancy. The Shire has received one (1) Request for Quote submission (RFQ) (Appendix ORD: 12.2.2A) for servicing and replacement of all wheels on the four (4) grandstands. Officers are recommending that Council approve the use of funds from the current 2020/21 ERC Equipment Reserve to conduct the outlined development work.

Background

The four (4) retractable grandstands were first installed at the ERC in 2003 with each unit being able to seat one hundred and fifty (150) people, total of six hundred (600) people across the four (4) units.

In the last eighteen (18) years there has been very little servicing and or maintenance required on the grandstand structures which is testament to the quality of the units, however in the last eighteen (18) months the units have started to present problems in relation to not properly retracting, becoming static when retraction is required and damage to the court surface.

In May 2020, an external company conducted an inspection of the retractable grandstands and the key outcome from the inspection report was that a full comprehensive service was required on the units along with a full wheel replacement with the report referencing that if this development work was carried out then it would bring the grandstand units into an acceptable standard. The report estimated costs at over \$100,000. At this cost Officers considered replacement as a potentially better alternative.

In early 2021 the Shire undertook urgent works to make the units functional. Over the past weekend the South West Slammers had its first home game fixture and the stands were able to be used. However the concern remains that the units could fail at any time due to wear and tear on the wheels.

The grandstand structures are an integral part of the ERC and are utilised for not only the centre's key stakeholders such as South West Slammers (SWS), ECU South West Jets (SWJ), Eaton Netball Association (ENA) and Eaton Basketball Association (EBA) but also for key events that are held at the ERC such as Perth Wildcats Pre-season fixtures and events such as SciTech Roadshows.

Legal Implications

Amending a budget is provided for by the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* as follows:

*Local Government Act 1995*

- 6.8. *Expenditure from municipal fund not included in annual budget*  
(1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*

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

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

#### **Local Government (Financial Management) Regulations 1996**

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.

#### Strategic Community Plan

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

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

Environment - None.

Precedents - None.

#### Budget Implications

In 2021 Officers decided to seek five quotes to undertake a full service and replace the wheels, to test the market and see if this could not deliver better value for money.

The RFQ resulted in a quote being received that costed the full comprehensive servicing and full wheel replacement of the four (4) retractable grandstand units at \$29,976.96.

Officers are recommending the use of funds within the ERC Equipment Reserve which at present has a total of \$280,102 within the reserve funds for the for 2020/21 financial year.

#### Budget – Whole of Life Cost

The Recreation Centre Equipment Asset Management Plan has \$330,658 allocated in the 2024/25 financial year for purchase of four (4) new retractable grandstand units. Advice received is that by completing these works the life of the asset is expected to be extended by 10 years.

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: 12.2.2C) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Refurbishment of ERC Retractable Grandstand Units.	
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	There is the potential for loss of ERC income due to the units not being operational for key events and or cost for ongoing maintenance of the units.
	Service Interruption	Grandstand units are utilised for key service use at ERC and could cause interruption to service delivery if matter is not addressed.
	Reputational	The ERC is the only recreation centre in the South West who has retractable grandstand seating which provides the Shire with an advantage in relation to key usage and failure to address the matter could result in unrest from key stakeholders and the community.

#### Officer Comment

As stated in this report, the ERC four (4) retractable grandstand units are requiring a full comprehensive service and full wheel replacement to ensure that the units are brought up to a suitable standard for both the ERC, Shire, stakeholders and the community.

Given that there has been very minimal maintenance required on the units over the last eighteen (18) years outlines the quality of the units themselves. However, as the units are now starting to result in maintenance issues arising both in the units themselves but also causing damage to the court surface there is a need for the outlined works to be conducted.

Consultation has been had with other recreation centres across Western Australia who have installed retractable seating within their respective facilities in the last two (2) years in relation to cost with advise being provided that to purchase new grandstand units would come at a cost between \$300,000 and \$350,000.

The benefit of conducting the full comprehensive service and full wheel replacement of the grandstand units this financial year through utilising funds from the ERC Equipment Reserve funds is that it allows for the works to be carried out at present to the benefit of all users as well as providing a further ten (10) year life expectancy of the units which would result in \$330,658 being saved within the ERC Asset Management Plan in the 2024/25 financial year. Utilising funds from the ERC Equipment Reserve Funds in this financial year will also allow for the reduction of funds required to be transferred within the equipment reserve for the 2021/22 financial year.

The ERC is the only recreation centre in the South West that has retractable grandstand units which provides the ERC and Shire with a unique advantage in relation to being able to be the ‘home’ of the two (2) State sporting clubs of SWS and SWJ as well as being able to attract events such as Perth Wildcats Pre-season fixtures and SciTech Roadshows. The ERC also has plans through their 2021/22 Operational Plan to attract further events to the facility where by fully operational retractable grandstand units would be an advantage in securing these events.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Authorises unbudgeted expenditure in the 2020/21 Annual Budget of \$30,000 for the Shire to conduct a full comprehensive service of the grandstands and full wheel replacement.**
- 2. Approves the use of funds from the 2020/21 Eaton Recreation Centre Equipment Reserve (GL1144002) to (J11405) to fund the full comprehensive service of the grandstands and full wheel replacement.**
- 3. Notes this will not impact on the end of year forecast surplus and is expected to add 10 years of additional life to the asset.**

*By Absolute Majority*

12.2.3 Title: Bushfire Advisory Committee Meeting – Change in Meeting Date

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

Overview

This report is provided to Council for endorsement to a change in the Bush Fire Advisory Committee meeting date currently scheduled for the 12<sup>th</sup> of May 2021.

Background

Council, at the Ordinary Council meeting of the 25<sup>th</sup> of November 2021 endorsed the following meeting dates for the Bush Fire Advisory Committee [Res 326-20].

2. *The Bush Fire Advisory Committee meetings for the period January 2021 to December 2021 are to be held on the following Wednesdays, at the times provided.*

COMMITTEE	DATE - 2021	TIME
Bush Fire Advisory	17 March	7.00pm
	12 May	7.00pm
	13 October	7.00pm

3. *The above dates of the Shire of Dardanup Council Meetings and Bush Fire Advisory Committee Meetings is to be publicised in the local media and newsletter as required by the Local Government Act 1995 and be updated on the Shire of Dardanup website.*

Legal Implications

The dates of the Shires Committee Meetings are required to be 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.*

Strategic Community Plan

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

Environment - None.

Precedents - None.

Council meeting dates are reviewed annually, in accordance with the Local Government Act.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Bush Fire Advisory Committee – Change of Meeting Date
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 meeting procedures could lead to penalties being imposed on the Shire.
	Reputational Non-compliance will impact on the Shire’s business reputation.

Officer Comment

In accordance with Local Government (Administration) Regulations 1996 Section 12, Committee Meetings are required to be advertised if the meeting is open to the Public. The Bush Fire Advisory Committee has delegated authority, as per the Council endorsed Terms of Reference and is therefore open to the public and the dates are provided for endorsement and advertising.

At the Bush Fire Advisory Committee meeting scheduled for the 12<sup>th</sup> of May, the Committee will be recommending Council endorsement for Bushfire Control Officers for the 2020-21 period, pursuant to Section 38(1) of the Bush Fires Act 1954. To ensure that the Brigades can hold their AGM’s and in turn meet current Brigade Local Laws reporting requirements within the current time frame, it is requested that Council endorse changing the 12<sup>th</sup> of May 2021 meeting date to the 16<sup>th</sup> of June 2021.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council, in accordance with the Local Government Act**

- 1. Endorses a change of the Bush Fire Advisory Committee meeting from Wednesday, 12<sup>th</sup> of May 2021 to Wednesday, 16<sup>th</sup> of June 2021; and**
- 2. Publishes in the local media and newsletter as required and the notice also be updated on the Shire of Dardanup website.**

**12.3 INFRASTRUCTURE DIRECTORATE REPORTS**

*12.3.1 Title: Kalgulup Regional Park – Endorsement of Final Management Plan*

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

*Overview*

Following the public consultation phase, the Shire received correspondence from The Department of Biodiversity, Conservation and Attractions (DBCA) requesting endorsement of the final Kalgulup Regional Park Management Plan.

*Background*

The DBCA has been coordinating the preparation of a management plan for the proposed Kalgulup Regional Park, with assistance and input from relevant State and local government agencies, including the Shire of Dardanup. Shire staff represented on an inter-agency Working Group and Community Engagement working group, assisting with the preparation of the draft plan.

Council deliberated on the specific contents of the draft Greater Bunbury Regional Park Management Plan 2020 (now called the Kalgulup Regional Park Management Plan 2021) at the Ordinary Council Meeting held on the 24<sup>th</sup> of June 2020. The draft plan was issued for public consultation after the changes requested by Council were made. The requested changes to the draft plan are detailed in Council Resolution 169-20 repeated herewith:

*THAT Council:*

- 1. Endorses the Draft Greater Bunbury Regional Park Management Plan 2020 to proceed to the public consultation phase subject to the following changes:*
  - a) That the section of the proposal on page 34 with regards to Leicester Reserve and Watson Reserve to read as follows:*

*“It is proposed to change the off-leash areas of ~~Leicester Reserve (outside of eastern landscaped areas), bushland areas of Watson Reserve and bushland areas of Clifton Community Reserve~~ to on-leash dog areas.”*



- b) That on page 66, in Appendix 2, on the line in the table that corresponds to Unallocated Crown Land “(495732)” the column “Comments/proposal” to read as follows:

“To be vested in ~~Conservation and Parks Commission~~ Shire of Dardanup”

- c) That on page 66, in Appendix 2, on the line in the table that corresponds to Watson Reserve, “5536 on P15906 (11036318)” the column “Comments/proposal” to be deleted and replaced with:

“To remain with Shire of Dardanup”

- d) That on page 66, in Appendix 2, on the line in the table that corresponds to “Lot 500 on P405484 (12180397)” the column “Comments/proposal” to read as follows:

“~~To be vested in Conservation and Parks Commission~~ remain with Shire of Dardanup”

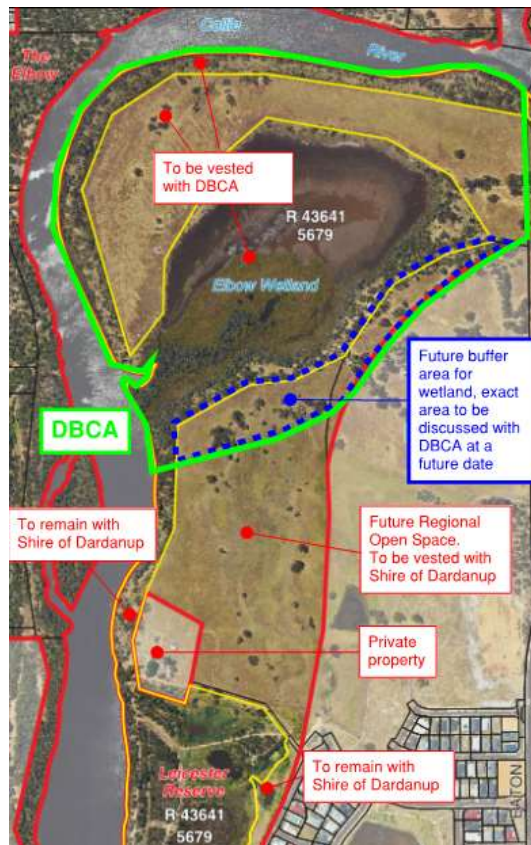
- e) That on page 66, in Appendix 2, on the line in the table that corresponds to “Lot 501 on P405484 (12180398)” the column “Comments/proposal” to read as follows:

“~~To be vested in Conservation and Parks Commission~~ remain with Shire of Dardanup”

- f) That on pages 66 and 67, in Appendix 2, on the line in the table that corresponds to Leicester Reserve “5679 on P19531 (1093320)” the column “Comments/proposal” to read as follows:

“Shire of Dardanup to retain ~~strip along Charolais Mews & landscaped areas the area south of a 50 metre buffer from the Elbow Wetland. The areas north of the 50 metre buffer, including the Elbow Wetland~~ to be vested in Conservation and Parks Commission”

And as depicted in the following map:



2. *Continues to work with the Department of Biodiversity, Conservation and Attractions through the current Memorandum of Understanding to implement environmental management in the Regional Park area within Shire of Dardanup boundaries.*
3. *Requests that the Chief Executive Officer provide a report on the resourcing required to maintain the land retained by Shire of Dardanup as part of this report and the effect on the Memorandum of Understanding with the Department of Biodiversity, Conservation and Attractions.*

Council endorsed the name of the Regional Park to be changed to 'Kalgulup Regional Park' at its meeting held on the 29<sup>th</sup> of April 2020 (Resolution 89-20).

Following the public consultation period, DBCA completed the analysis of all public submissions received in response to the advertisement of the draft management plan and made amendments to the plan.

DBCA met with Shire Officers on 23/12/2020 in relation to determining responses to the comments that were specific to matters that related to the Shire of Dardanup. DBCA prepared a summary report of the key themes/issues raised by the public submissions and how they have been responded to, which will be published/released with the final management plan.

Copies of the following documents are included in the Appendices:

- Request from DBCA dated 5/3/2021 (Appendix ORD: 12.3.1A);
- The final management plan with tracked changes on is available upon request and on the Councillor Portal;
- Summary of issues from public submissions to the Kalgulup Regional Park draft management plan 2020 (Appendix ORD: 12.3.1C); and
- A clean copy of the final management plan (Appendix ORD: 12.3.1D – Under Separate Cover)

The Final Kalgulup Regional Park Management Plan has been prepared by DBCA based on comments received on the draft management plan, and will guide the management of the proposed regional park for 10 years.

The Final Kalgulup Regional Park Management Plan 2021 (Appendix ORD: 12.3.1D) is put to Council for endorsement.

Legal Implications - None

#### Strategic Community Plan

Strategy 2.1.1 - To protect and preserve open spaces, natural vegetation and bushland. (Service Priority: Very High)

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

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

#### 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

Council has been requested to endorse regional strategies and management plans in the past, for example, the Bunbury-Wellington Cycling Strategy 2050.

Budget Implications - None

Budget – Whole of Life Cost - None

Council Policy Compliance - None

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Endorsement of Final Kalgulup Regional Park Management Plan 2021	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	Endorse final management plan	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against	Reputational	Failure to support State Government election promises that may result in positive outcomes for the Shire
	Environment	Missing out on possible long term environmental benefits to the Shire by not endorsing the draft plan.

Officer Comment

Appendix 2 of the Plan (Schedule of land for inclusion in the regional park) lists the intended future vesting and management of most parts of the park that are managed by State government agencies or local government authorities. There are some lands in the park where identification of future management is dependent on future land-use planning processes and assessments.

Lands to be vested in the Conservation and Parks Commission will be afforded the purpose of ‘conservation park’ or ‘conservation of flora and fauna’ (for a nature reserve), depending on their natural values, connections to other DBCA-managed lands and current use.

Officers have checked the final draft of the Plan to confirm whether the changes previously requested by Council are included. The table provided in the Plan (Appendix 2) is consistent with Council Resolution 169-20 from the Ordinary Council Meeting held on the 24<sup>th</sup> of June 2020, excerpt provided below as pertains to the Shire of Dardanup.

### Appendix 2. Schedule of land for inclusion in the regional park

LGA	Lot no. & plan (P) or diagram (D) of survey (FIN <sup>2</sup> )	Locality	Area (ha)	Ownership	Crown reserve			Land type	Park area	Comments/proposal <sup>1</sup>
					No.	Vesting <sup>1</sup>	Purpose(s)			
Dardanup	508 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	Licester 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 D29894 (495723)	Eaton	0.87	Australian Boy Scouts' Association				freehold	Watson Reserve	N/A
	500 on P405484 (12180397)	Australind	2.59	State of WA	43939	Shire of Dardanup (MO)	Foreshore management	Crown	Eclup/Elbow wetland & south Collic River foreshore	To remain with Shire of Dardanup
	501 on P405484 (12180398)	Australind	3.72	State of WA	43939	Shire of Dardanup (MO)	Foreshore management	Crown	Eclup/Elbow wetland & south Collic River foreshore	To remain with Shire of Dardanup
5679 on P19531 (1091320)	Eaton	47.99	State of WA	43641	Shire of Dardanup	Drainage, foreshore	Crown	Eclup/Elbow wetland & south	Shire of Dardanup to retain portion south of buffer from Eclup/Elbow	
LGA	Lot no. & plan (P) or diagram (D) of survey (FIN <sup>2</sup> )	Locality	Area (ha)	Ownership	Crown reserve			Land type	Park area	Comments/proposal <sup>1</sup>
					No.	Vesting <sup>1</sup>	Purpose(s)			
							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	Eclup/Elbow wetland & south Collic River foreshore	N/A
	9503 on P50198 (11561847)	Eaton	17.16	Parkridge Group Pty Ltd				freehold	Eclup/Elbow wetland & south Collic River foreshore	A buffer around Eclup/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
	9505 on P50198 (11561850)	Eaton	16.11	Parkridge Group Pty Ltd				freehold	Eclup/Elbow wetland & south Collic River foreshore	To be vested in Conservation and Parks Commission when ceded to the State
	9004 on P40217 (12190812) part	Eaton	2.21	Parkridge Group Pty Ltd				freehold	Eclup/Elbow wetland & south Collic River foreshore	Subject to further planning & land use considerations
	3001 on P38867 (11197151) part	Eaton	5.14	Andross Estates SA Pty Ltd				freehold	Eclup/Elbow wetland & south Collic River foreshore	To be vested in Shire of Dardanup when ceded to the State
	(1370905) part	Millbridge	0.45	State of WA			Public road	road reserve	Millars Creek	To remain with Shire of Dardanup
	(12180399) part	Millbridge	0.11	State of WA			Public road	road reserve	Millars Creek	To remain with Shire of Dardanup
	(1218778) part	Millbridge	0.10	State of WA			Public road	road reserve	Millars Creek	To remain with Shire of Dardanup
	647 on P51067 (11593725)	Millbridge	6.94	State of WA	48979	Shire of Dardanup (MO)	Conservation, foreshore management, public recreation, drain reserve	Crown	Millars Creek	To remain with Shire of Dardanup
	645 on P51067 (11593724)	Millbridge	0.21	State of WA	48829	Shire of Dardanup (MO)	Drainage, public recreation	Crown	Millars Creek	To remain with Shire of Dardanup
	646 on P50141 (11559827)	Millbridge	0.46	State of WA	48802	Shire of Dardanup (MO)	Conservation, foreshore management	Crown	Millars Creek	To remain with Shire of Dardanup

LGA	Lot no. & plan (P) or diagram (D) of survey (PIN <sup>no</sup> )	Locality	Area (ha)	Ownership	Crown reserve			Land type	Park area	Comments/proposal <sup>1</sup>
					No.	Vesting <sup>1</sup>	Purpose(s)			
	641 on P50141 (11559926)	Millbridge	2.74	State of WA	4801	Shire of Dardanup (MO)	recreation, reserve	Crown	Millars Creek	To remain with Shire of Dardanup
	122 on P42477 (1165904)	Millbridge	0.6	State of WA	47537	Shire of Dardanup	Drainage and recreation	Crown	Millars Creek	To remain with Shire of Dardanup
	121 on P41302 (11321542)	Millbridge	1.61	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	(12276466) part	Millbridge	0.01	State of WA			Public road	road reserve	Millars Creek	To remain with Shire of Dardanup
	(12276464) part	Millbridge	0.03	State of WA			Public road	road reserve	Millars Creek	To remain with Shire of Dardanup
	(12188724) part	Millbridge	0.03	State of WA			Public road	road reserve	Millars Creek	To remain with Shire of Dardanup
	(12249452) part	Millbridge	0.005	State of WA			Public road	road reserve	Millars Creek	To remain with Shire of Dardanup
	2010 on P404752 (12188758) part	Millbridge	0.02	State of WA	52264	Shire of Dardanup (MO)	Public recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	2009 on P407123 (12221412) part	Millbridge	1.61	State of WA	52942	Shire of Dardanup (MO)	Public recreation	Crown	Millars Creek	To remain with Shire of Dardanup
	2008 on P55740 (11718315)	Millbridge	0.29	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	2023 on P55740 (11718316)	Millbridge	0.73	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	15 on P38067 (11197045)	Millbridge	2.44	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	443 on P44632 (11443966)	Millbridge	0.45	State of WA	47537	Shire of Dardanup	Conservation, foreshore	Crown	Millars Creek	To remain with Shire of Dardanup
LGA	Lot no. & plan (P) or diagram (D) of survey (PIN <sup>no</sup> )	Locality	Area (ha)	Ownership	Crown reserve			Land type	Park area	Comments/proposal <sup>1</sup>
	444 on P47151 (11531567)	Millbridge	0.74	State of WA	47537	Shire of Dardanup	management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	2001 on P66488 (11941677)	Millbridge	0.61	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	2002 on P66488 (11941676)	Millbridge	0.24	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	2003 on P55740 (11718310)	Millbridge	0.24	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	2005 on P55740 (11718312)	Millbridge	1.06	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	2006 on P55740 (11718313)	Millbridge	1.06	State of WA	47537	Shire of Dardanup	Conservation, foreshore management, recreation, drainage	Crown	Millars Creek	To remain with Shire of Dardanup
	2012 on P410933 (12276465)	Millbridge	3.22	State of WA	48979	Shire of Dardanup	Conservation, foreshore management, public recreation	Crown	Millars Creek	To remain with Shire of Dardanup
	2011 on P404752 (12188759) part	Millbridge	0.43	State of WA	48979	Shire of Dardanup	Conservation, foreshore management, public recreation	Crown	Millars Creek	To remain with Shire of Dardanup
LGA	Lot no. & plan (P) or diagram (D) of survey (PIN <sup>no</sup> )	Locality	Area (ha)	Ownership	Crown reserve			Land type	Park area	Comments/proposal <sup>1</sup>
	2061 on P407123 (12221415)	Millbridge	3.95	State of WA	48979	Shire of Dardanup	Conservation, foreshore management, public recreation	Crown	Millars Creek	To remain with Shire of Dardanup
	9535 on P408140 (12281688) part	Millbridge	1.83	Arthroo Estates SA Pty Ltd				freehold	Millars Creek	To be vested with Shire of Dardanup following implementation of developer commitments

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.

DBCAs are currently in the process of developing a signage strategy for the Regional Park. There are standard signage designs which are applicable to Regional Parks. The location and type of signs are being



determined for installation at main access points for either vehicles, pedestrians or both. These signs will be installed at the cost of DBCA. Signs will be installed in various locations in the Shire of Dardanup, including along Eaton Foreshore, Pratt Road, Watson Reserve, Leicester Reserve and several reserves along Millars Creek in Millbridge.

It is recommended that Council endorses the Final Kalgulup Regional Park Management Plan 2021.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

#### **OFFICER RECOMMENDED RESOLUTION**

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

### 12.3.2 Title: Fenced Dog Exercise Area – Site Selection and First Draft Concepts

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Vicki Pretorius - Landscape Designer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

#### Overview

The purpose of this report is to seek Council:

1. Endorsement of its preferred site(s) to be considered for a proposed Fenced Dog Exercise Area facility; and
2. Approval of first draft concepts, to allow the project to proceed to stakeholder engagement including targeted community workshops and broader public consultation.

#### Background

A Fenced Dog Exercise Area Working Group was established in 2016 to report to the Chief Executive Officer and the Eaton Townscape Committee on the possibility of establishing a fenced dog exercise area on the eastern portion of the Eaton Foreshore Reserve.

In January 2019, Council resolved to undertake a community survey to gauge the level of community support for such a facility. The results of this survey were presented to Council in April 2019, with the majority of the respondents supporting the establishment of a dog park. The respondents, through the survey, identified Eaton Foreshore as the preferred location, however, there were significant objections to this location. Ultimately, the Eaton Foreshore was supported by Council as the preferred location in April 2019 and concept plans were prepared by the Shire in consultation with impacted landowners and stakeholders.

Prior to these concept plans being completed, Council received a petition with 306 signatures from residents at the Ordinary Meeting of Council held on the 25<sup>th</sup> of September 2019 (Council Resolution 268-19). The petition requested that the eastern and western locations that had already been investigated as potential sites for a Fenced Dog Exercise Area be removed from consideration. Also, at that meeting, the Eaton Foreshore Festival coordinator requested that the foreshore not be considered as the location (Presentation by Ms Felicity Metcher – Eaton Primary School P&C Regarding Proposed Fenced Dog Exercise Area).

At the same meeting held on the 25<sup>th</sup> of September 2019 (Council Resolution 272-19) the following motion was carried:

*THAT Council with regards to Resolution [85-19], of the Ordinary Council Meeting of 17 April 2019:*

1. *Requests the Chief Executive Officer to undertake further investigations into all possible current and future locations and to develop draft concept designs and cost estimates for those locations at different levels of facility.*
2. *The concepts identified in 1 is to include nature based features of a successful dog park with reference to the “Unleashed – A Guide to Successful Dog Parks” guidelines and are to be developed in consultation with affected property owners;*
3. *Requests the Chief Executive Officer refer the outcomes, draft concept designs and costings, including potential funding sources for a fenced dog exercise area back to the Fenced Dog Exercise Area Working Group for presentation at both the Eaton Townscape Committee and a Councillors’ Workshop before formal consideration by Council.*

To implement this decision, Shire staff prepared a Project Plan that outlined the recommended process for the site selection and the development of concept plans. Council endorsed the project scope and deliverables at the Ordinary Council Meeting held on the 29<sup>th</sup> of January 2020 (Council Resolution 05-20):

*THAT:*

1. *Council endorses the proposed project scope and deliverables as outlined in this report to Council for the site selection and development of concept designs for the Fenced Dog Exercise Area project and acknowledges that this will satisfy the requirements to meet Council resolution [272-19].*
2. *Council authorises the Chief Executive Officer to finalise and commence the Project Plan and associated Community Engagement Plan in accordance with the project scope and deliverables outlined in this report to Council, and to procure the related services as recommended in this report.*
3. *Funding for further consultation and design be funded from the forecast surplus 2020 of \$298,379.00*

The objective of the Project Plan was to narrow the number of alternative sites to be selected for concept designs to three in addition to the two Foreshore sites already investigated. As concepts have already been developed for the two Foreshore sites, no further workshops or concepts will be prepared for these two sites. The concepts will, however, be used when comparing sites in the final site selection.

The objectives of the Project Plan were:

1. To undertake investigations into all possible current and future locations and to develop draft concept designs and cost estimates for a possible Fenced Dog Exercise Area for those locations.
2. The concepts are to include nature based features of a successful dog park with reference to the “Unleashed – A Guide to Successful Dog Parks” guidelines and are to be developed in consultation with affected property owners;
3. Refer the outcomes, draft concept designs and costings, including potential funding sources for a fenced dog exercise area back to a Councillors’ Workshop before formal consideration by Council.

The Ethelo community engagement activity was undertaken for a three-week period from the 21<sup>st</sup> of November 2020 to the 13<sup>th</sup> of December 2020. The outcomes from the Ethelo engagement were presented to Councillors in a workshop held on the 20<sup>th</sup> of January 2021, this is summarised below in the Officer Comment section.

A workshop with Councillors was held on the 31<sup>st</sup> of March 2021, followed by site visits. The following three sites were identified as potential sites for further consideration by Council:

1. Denison Link Public Open Space (Millbridge Central – near possible future school site)
2. Regional Open Space to east of Eaton Drive bridge to Treendale, north of Castlereagh Park
3. Shire Depot site, corner of Martin-Pelusey Road and Blawearly Road, Waterloo

Details of the process followed and the site selection criteria are provided in the Officer Comment section of this report, as well as high level cost estimates (order of magnitude). First draft concepts are included at (Appendix ORD: 12.3.2A) for each of the above three sites. An additional draft concept was prepared for the Regional Open Space west of Parkridge and is also discussed in further detail below.



Legal Implications - None.

Strategic Community Plan

Strategy 2.6.1 - To provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)

Strategy 4.2.1 - To be a visitor destination: Become a choice destination for tourists, visitors and our own residents. (Service Priority: Very High)

Environment

The sites presented vary in their potential impact on the natural environment.

The first site ('Site A' – Denison Link public open space) is in a cleared suburban reserve adjacent to a drainage channel. There is limited environmental impact however any risk or impacts of runoff with dog faecal matter entering the drainage channel may need to be considered and monitored to mitigate potential downstream nutrient loading.

The second site ('Site B' – Regional Open Space (ROS) Bridge / Castlereagh) is located on the Collie River floodplain in a section of the river with a narrower riverine channel. The Department of Water and Environmental Regulation (DWER) has provided some comments on this location and advised that it may be subject to specific additional design considerations or restrictions.

The third site ('Site C' – Shire depot) is located behind the Shire depot on Martin-Pelusey Road and it is deemed that this location will have minimal impact on the natural environment.

Precedents

While the Shire has several dedicated off-lead dog exercise areas, there is currently no Fenced Dog Exercise Area facility in the Shire.

Budget Implications

By way of providing an indicative costing for the facility, based on the community's preferred level of facility as 'medium' (from the Ethelo engagement) and a typical rate per m2 of \$55/m2 to construct such a level of facility, the cost of a 4,000m2 facility could be in the order of \$220,000. Additional parking would be extra. This rate is based on other medium level facility dog parks constructed in other Western Australian Local Government Authority areas and includes (but might not be limited to) typical 'medium' level facility amenities such as fencing, airlocks, some basic furniture and landscape features and signage.

In line with this, and with the Ethelo engagement outcomes, it is anticipated that each of the projected 4,000m2 fenced dog facilities could cost between \$200,000 and \$250,000 – with 'Site B' (ROS Bridge / Castlereagh) more likely to sit at the upper end of that cost bracket due to more considerable earthworks and provision of a suitable standard of parking in this suburban location.

High level (order of magnitude) cost estimates for the three short-listed options are as follows:

Site Number	Location	Order of Magnitude Cost Estimate
1	Denison Link Public Open Space	\$220,000
2	ROS east of Treendale Bridge	\$300,000
3	Shire Depot	\$250,000

Budget – Whole of Life Cost

In addition to the initial construction cost, a fenced dog exercise area will also incur ongoing costs associated with:

1. Maintenance of the facility, such as mowing, litter removal, weed control and pruning of vegetation;
2. Utility costs for the supply of water and any electricity requirements (i.e. irrigation, any lighting if required);
3. Repairs to any damage or premature wear and tear; and
4. Future renewal for the facility (whether in components or in its entirety) due to it reaching the end of useful life.

Using a \$220,000 facility as an example, it is expected that approximately \$7,000 in maintenance and repairs be allowed for each year. Approximately \$9,000 per annum would need to be allowed for the future renewal of the facility. These are simply indicative figures and will depend on the type and style of facility provided.

Council Policy Compliance – Community Engagement

Council Policy CP090 – Community Engagement is applicable to this project. This policy and its associated documents (Community Engagement Framework, Community Engagement Procedure – 10 Steps Guide and Community Engagement Toolkit) was used to detail the Community Consultation section of the Project Plan.

Further detail on the community engagement process is included in the Officer Comment section below.

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.

<b>Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>	
Risk Event	<p>Site selection and design criteria result in a concept of excessive cost.</p> <p>Legal action taken by a nearby resident or group of residents who feel aggrieved about the proposed facility.</p> <p>Negative media attention is attracted to the project due to unhappy nearby residents.</p>
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	<p>The Project Plan requires the First and Second Draft concepts to be estimated and workshopped with Council, then approved by Council before proceeding to the next stage.</p> <p>Workshops are being held with affected nearby residents for each site that is selected for design consideration. Outcomes of workshops will be presented to the Council for consideration.</p> <p>Community engagement plan included as part of the project plan that will keep affected residents involved and the general public informed.</p>
Residual Risk Rating (after treatment or controls)	Moderate (5-11)
Risk Category Assessed Against	<p>Financial</p> <p>Site selection and design criteria result in a concept of excessive cost.</p>

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Legal and Compliance	Legal action taken by a nearby resident or group of residents who feel aggrieved about the proposed facility.
	Reputational	Negative media attention is attracted to the project due to unhappy nearby residents.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Negative perception of Shire and potential real community disappointment if project is shelved or delayed further  Site selection can impact on the natural or sensitive environment.
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 – Negative perception of Shire and potential real community disappointment if project is shelved or delayed further  Environment – Site selection can impact on the natural or sensitive environment.

#### Officer Comment

As per the process set out in January 2020 the next step was to select three additional sites for Council’s consideration to allow more detailed community consultation. Through an extensive assessment process by Officers of all potential locations within the Shire based on a set of Site Selection Criteria, four potential sites have been identified for Council’s consideration.

In order to develop the Site Selection Criteria, Officers used the Ethelo online platform to undertake a comprehensive community engagement process. This process aimed to determine exactly what the community’s expectations for a fenced dog exercise area facility are.

The Ethelo community engagement activity was undertaken for a three week period from the 21<sup>st</sup> of November to the 13<sup>th</sup> of December 2020. The Ethelo platform provided an opportunity for individual community members to set their design preferences for the park that they would like to see, by setting or tweaking parameters regarding the size, cost and elements to be included in the park. The Ethelo platform then used an algorithm to determine the most preferred fenced dog exercise area criteria for the Shire of Dardanup based on all the responses from the community. The Ethelo report of detailed engagement outcomes is attached at (Appendix ORD: 12.3.2C).

The Ethelo outcomes were divided into ‘draft site selection criteria’ and ‘design vision’, the latter comprising those Ethelo outcomes which could not easily be used in the actual site selection process but which it was deemed important to record as important considerations for the future design stages.

These were presented to Councillors, together with a summary of outcomes from the Ethelo engagement, in a workshop on the 20<sup>th</sup> of January 2021. In this workshop the site selection criteria were confirmed by Councillors and approved for use by Shire staff for the purposes of undertaking a systematic assessment of all available sites for the fenced dog exercise area and to determine which sites would be best suited to deliver the community’s expectations.

The confirmed site selection criteria for the fenced dog exercise area are as follows:

1. Facility size: ideal size is 4000m<sup>2</sup>
2. Toilets: site should ideally be located within 1km of existing or proposed new toilets
3. Car parking provision: ideal is 12 bays. Find site with existing parking, or with space to provide new bays
4. Parking bays location: site should ideally be within 50m of existing or proposed parking
5. Connectivity: site should ideally be within 50m of existing pathway
6. Buffer to residents: site should ideally be at least 75m away from neighbouring residential property boundaries
7. Proximity to playgrounds: site should ideally be at least 25m away from existing playgrounds
8. Proximity to picnic facilities: site should ideally be at least 100m away from existing picnic facilities
9. Shade: ideally a site will have existing shade trees, or new trees should be planted for future shade
10. Irrigation: ideally a site will have access to existing irrigation, or new irrigation factored into design

The 'design vision' criteria were established from the Ethelo outcomes as follows, for use in the design phase. These indicates the community's preferences for the facility as being:

- District level facility – intended to cater to the broader Shire of Dardanup community
- Medium grade facility – e.g. shelter/s, furniture, interactive dog 'play' features, irrigated landscaping
- Landscaping: preference for Medium screening shrubs, Medium to large trees (incl. for shade) and Low planting
- Ground treatment: A larger area of irrigated turf plus some smaller areas of other surface materials e.g. mulch, sand
- Lighting: no additional lighting to be provided at the facility (derived from 'daylight hours of opening only')

Officers used the site selection criteria to investigate all available sites over 4,000m<sup>2</sup> in size and to identify sites that best met the site selection criteria.

A thorough assessment was undertaken which included all parks and reserves in the Shire, as well as other potential sites including land which is currently privately or State Government owned but might have the potential to either be transferred to Shire ownership and/or management, or for permission to be given to construct a fenced dog facility on the land subject to approval.

Reserves were removed from further consideration if they were deemed unfit for the purpose of a fenced dog exercise area, which included obvious conflicts of use. For example – all narrow drainage reserves, wetlands and reserves part of the 4,000m<sup>2</sup> serving a drainage / detention function were disregarded, as were school sites, dedicated primary sports grounds, already filled with constructed facilities such as playgrounds or skate parks, railway reserves, narrow road reserves and service utilities. Long narrow reserves such as creek corridors were also removed from consideration where the shape was deemed unsuitable for creating a 4,000m<sup>2</sup> fenced area.

The site selection criteria relating to the distance to residential properties provided the next level of assessment, with favour given to sites where a buffer of at least 75m between the facility and nearby residential properties could be achieved. Sites with less than a 75m buffer to residential properties were not culled from consideration, however noted as not having met this site selection criteria.

The site assessment of 'possibly suitable' land areas is shown at (Appendix ORD: 12.3.2D). This document served as the 'long list' for internal staff review. This also includes indicative concept design footprints for each potential site, showing how a potential 4,000m<sup>2</sup> facility could fit into the most likely favoured

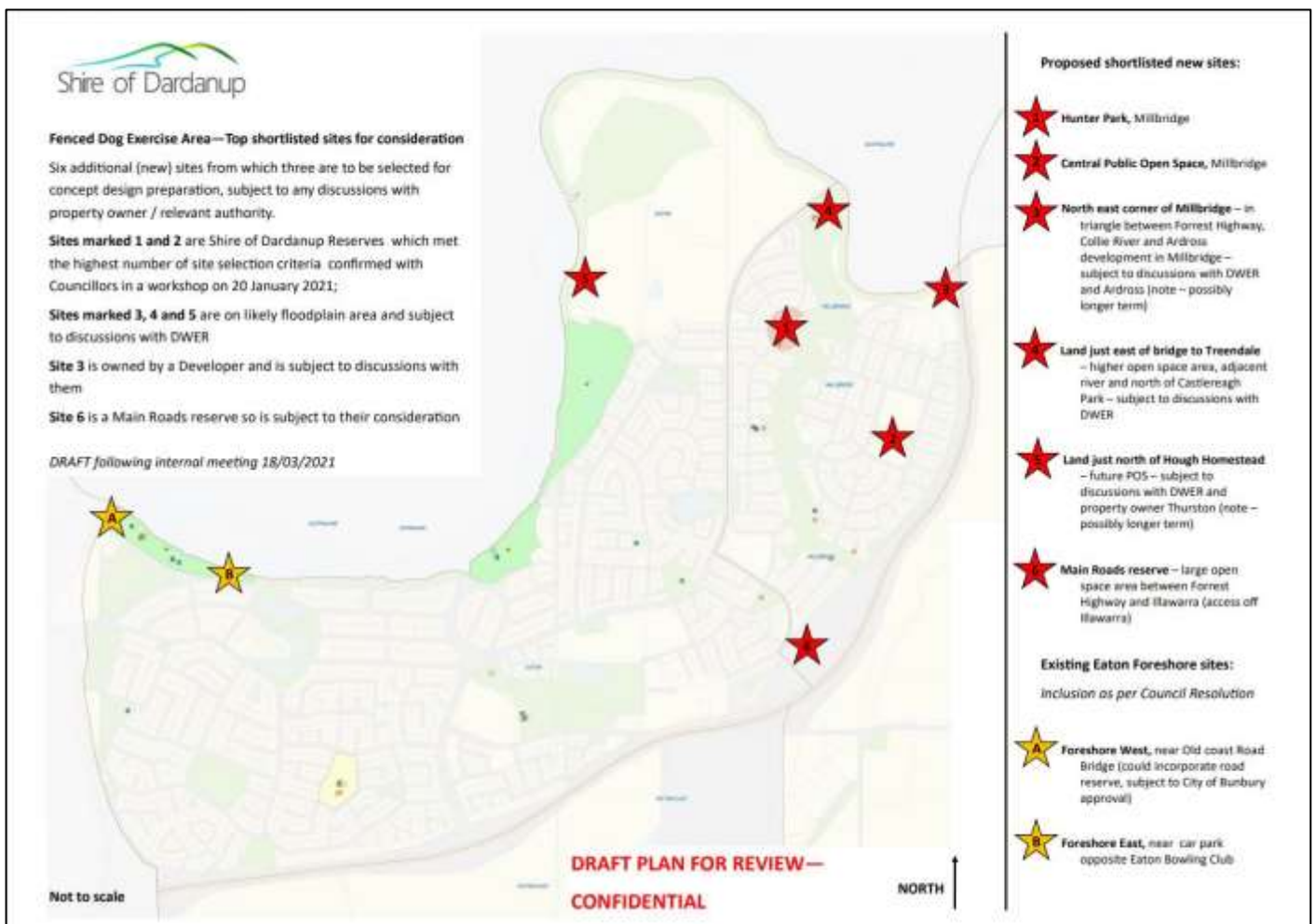
sites, with an aerial image showing existing surrounding amenities such as road access, parking, pathways and planting including trees and irrigated turf areas.

The sites from this list that best fitted the selection criteria were visited by the Shire’s Landscape Design Officer, Senior Environmental Officer and Principal Parks and Environment Supervisor. Following on-site assessment and comparison of the potential of each site, and also review with the Director of Infrastructure, Manager of Infrastructure Planning and Design and Senior Planning Officer, the following sites were shortlisted:

1. Hunter Park, Millbridge;
2. Denison Link Central Public Open Space, Millbridge;
3. Regional Open Space area / top north eastern corner of Ardross owned land, in triangle between the Forrest Highway, Collie Rive and Hazelgrove Cres;
4. Regional Open Space area just east of Eaton Drive bridge into Treendale and north of Castlereagh Park, Millbridge;
5. Future Regional Open Space just north of Houghs Homestead (currently owned by Developer);
6. Main Roads reserve west of Forrest Highway, near intersection of Illawarra Drive and Chamberlain Grove;
7. Shire Reserve on corner of Hynes road and Clifton road, Waterloo; and
8. Shire Depot site on Martin-Pelusey road cnr Bleweary Road

A map of the shortlisted sites is shown below (excluding 7 and 8 above):

In terms of the selection criteria, site number 1 (Hunter Park) met the largest number of site selection criteria out of all the options. It is also currently an off-lead dog exercise area between 3:00pm and 10:00am daily (except in Playground and BBQ area).

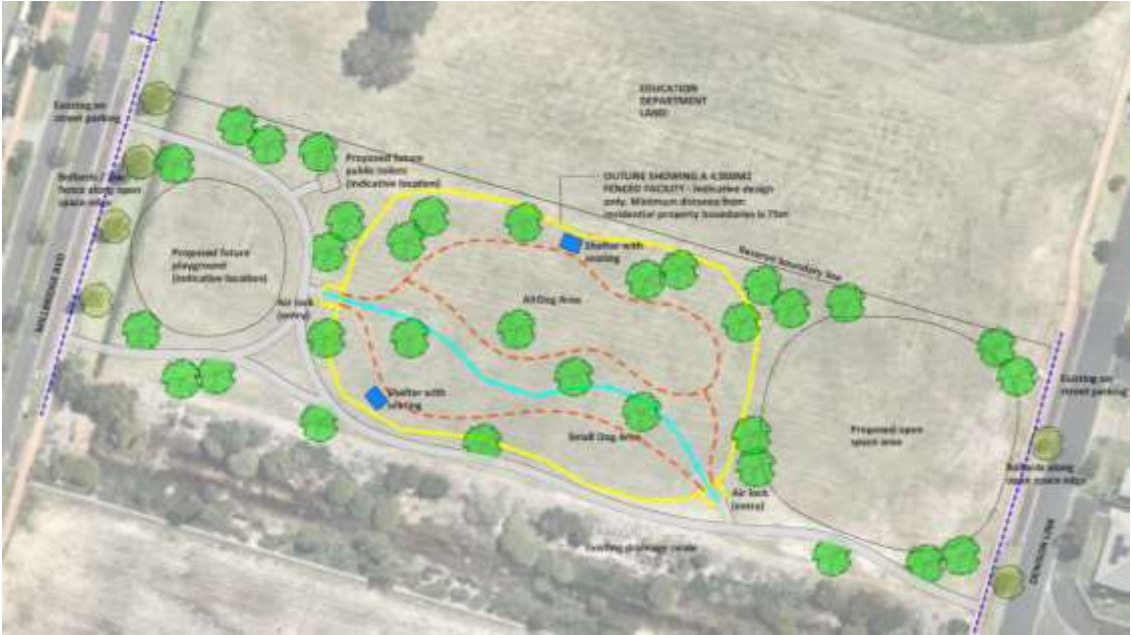


The draft shortlist as shown on the above plan was referred to Department of Water and Environmental Regulation (DWER), Main Roads (MRWA) and Ardross (the Developer of Lot 9537 Hazelgrove Crescent, Millbridge – relating to site no. 3 as shown in the map above (north eastern corner of Millbridge.). Feedback received from the above external stakeholders is included at (Appendix ORD: 12.3.2E).


A workshop with Councillors was held on the 31<sup>st</sup> of March 2021, at which a presentation was made by Officers. This is included at (Appendix ORD: 12.3.2F). The shortlisted sites were workshopped with Councillors including discussion on considerations for each site. Sites were then visited by Councillors and Officers. Following detailed discussions, the following three sites were identified for further consideration:

1. Denison Link Public Open Space (Millbridge Central – adjacent to possible future school site)
2. Regional Open Space to east of Eaton Drive bridge to Treendale, north of Castlereagh Park
3. Shire Depot site, cnr Martin-Pelusey Road and Blawearly Close, Waterloo

As per the endorsed project plan, first draft concepts were prepared for the three sites which currently comprise simple indicative footprints to show how a 4,000m<sup>2</sup> facility could fit into the nominated site, with an aerial image to show nearby road and pathway access and surrounding existing features. These indicative first draft concept design ‘footprints’ can be found in the presentation given to the Councillors by Officers and is included at (Appendix ORD: 12.3.2F).

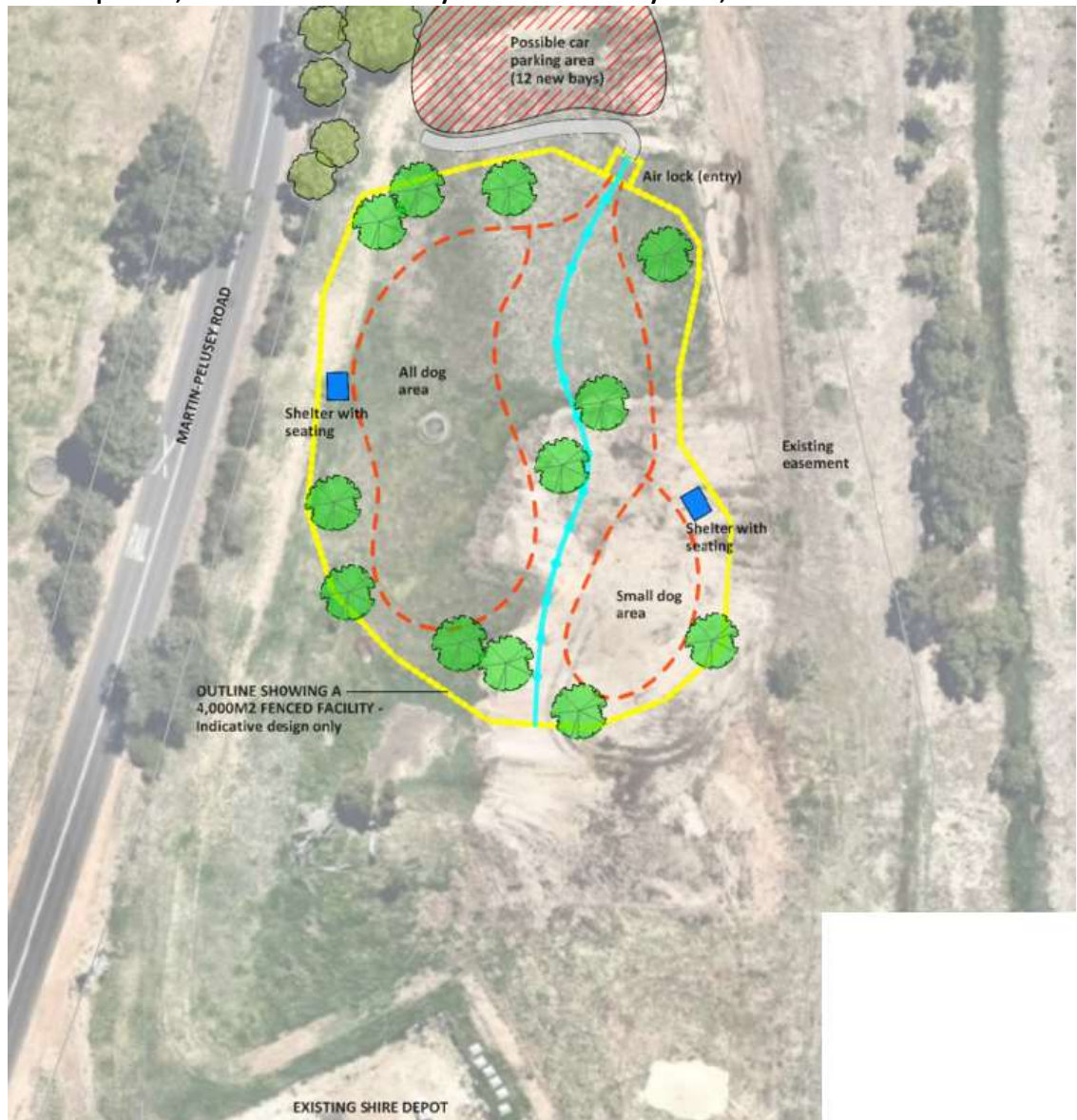
<p><b>Site Option 1</b></p>	<p><b>Denison Link Public Open Space (Millbridge Central – near possible future school site)</b></p>  <ul style="list-style-type: none"> <li>• The fenced area boundary is shown in yellow</li> <li>• Closest public toilets at Cadell Park are just over 1km away, but public toilets are proposed for this site in the future</li> <li>• Has existing on-street parking at both ends</li> <li>• On existing path network</li> <li>• Not within 75m of residential properties, but only if located in very centre</li> <li>• Not within 25m of playgrounds – but a new playground is proposed for here so 25m buffer might not be easily achieved if fenced dog facility is located within this site</li> <li>• Not within 100m of existing picnic facilities</li> <li>• No existing trees for shade, would need to plant</li> <li>• Does not have existing irrigation</li> <li>• Not a current gazetted dog exercise area</li> <li>• Not environmentally sensitive</li> </ul>
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	<p>Meets most of the site selection criteria, but would make for a 'tight' designed space with limited open space remaining e.g. for kick around activities; adjacent school site to north does not have a proposed date for development – informally used in meantime.</p> <p>This is public open space that was ceded as part of the subdivision of Millbridge and is vested to the Shire of Dardanup by the State.</p>
<p><b>Site Option 2</b></p>	<p><b>Regional Open Space to east of Treendale Bridge, north of Castlereagh Park</b></p>  <ul style="list-style-type: none"> <li>• The fenced area boundary is shown in yellow</li> <li>• Large relatively under-utilised section of land</li> <li>• Potential to connect under bridge to future POS area west of bridge (Southbank)</li> <li>• Wet area in parts of year – on flood plain</li> <li>• 1.2km walk to public toilets at Cadell Park</li> <li>• Minimal existing parking, would need to create more – space exists for this (may include construction of access road)</li> <li>• On existing path network – links to Parkridge and Millbridge</li> <li>• Not within 75m of residential properties</li> <li>• Not within 25m of playgrounds</li> <li>• Footprint shown is over 100m from the existing BBQ, so meets the picnic facilities buffer</li> <li>• Minimal existing trees for shade – would need to plant</li> <li>• No existing irrigation, but capacity off Castlereagh Park exists – if required (as on flood plain, ground is relatively wet through parts of the year, ie. 'natural irrigation')</li> <li>• Not a current gazetted dog exercise area</li> <li>• On flood plain in Regional Open Space – may be restrictions, or potential issues with approval if DWER assess a fenced facility in this location as adversely affecting flood flow</li> </ul> <p>DWER provided feedback advising that, due to the river channel being narrower in this location and the proposed site being upstream of the bridge, there may be specific design considerations or restrictions.</p> <p>This is regional open space that was ceded as part of the subdivision of Millbridge and is vested to the Shire of Dardanup by the State.</p> <p>Meets most of the site selection criteria</p>

**Site  
Option  
3**

**Shire Depot site, corner of Martin-Pelusey Road and Bleweary Road, Waterloo**



- The fenced area boundary is shown in yellow
- Lot 101 – Shire owned (depot use, plus balance of land currently leased for general farming)
- Large area – but may impact on potential for Shire depot to expand in future
- Note that hatched area on this plan shows a gas easement – to consider in design
- Limited facilities, could only drive to this location
- Potential for larger facility in this location (subject to depot future expansion plans)
- Close to BORR alignment
- Close to SW Highway / Waterloo Road intersection
- No existing public toilets within 1km
- No existing parking, would need to construct
- Not on or near the existing path network
- Not within 75m of existing residential properties
- Not within 25m of playgrounds
- Not within 100m of picnic facilities
- No existing trees for shade – would need to plant
- Potential to connect to irrigation from Shire depot water source
- Not a current gazetted dog exercise area
- Isolated; but is between townsites and Eaton/Millbridge, and close to BORR alignment

This is freehold land owned by the Shire of Dardanup.



### Chief Executive Officer Comment

In acknowledging the work done to date and giving further consideration to Council's intent to deliver on the community's request for a fenced dog exercise area, the CEO has requested that a fourth concept plan be prepared for the regional open space to the west of Parkridge Estate.

Based on the outcomes of the process and work undertaken thus far, it is my opinion that the other potential sites identified through this exhaustive process all have different functions which would be jeopardized if a Fenced Dog Exercise Area was developed on these sites. Detailed comments are provided against each site below:

- *Denison Link Public Open Space*

This site adjoins a future school site. Developing this as a Fenced Dog Exercise Area may jeopardise the future use for open space related to the future school including the provision of a joint use oval. Additionally, Council last year received a petition requesting the establishment of a playground on this reserve. Changing the use to a Fenced Dog Exercise Area will reduce the ability for a playground in this space.

Lastly in considering the hierarchy of open space outlined in Liveable Neighbourhoods and Council's recently endorsed Sport and Recreation Plan, the function of this open space is intended to be at a neighbourhood level, and therefore this park was not intended to provide a district level service. The Fenced Dog Exercise Area criteria as identified through the engagement processes was for the Fenced Dog Exercise Area to be at District level.

As such, it is recommend Council not consider this a suitable site.

- *Regional Open Space east of Treendale Bridge*

This site is located within the floodzone of the Collie River and may have significant challenges in providing a Fenced Dog Exercise Area. Additionally providing access to the site with adequate parking will also create a challenge as access from Eaton drive at this point is not possible. Therefore like the previous site, this site was not intended to deliver a district level function and would require local roads to provide access to a district park if it was to be developed as a Fenced Dog Exercise Area.

As such, it is recommended that Council not consider this a suitable site.

- *Shire Depot, corner Martin-Pelusey Road and Blawearly Rd.*

Whilst the Shire's depot site does have ample land currently and provides a central location for the Shire, the land is held in freehold which has significant commercial value to the Shire with long term intended depot and industrial uses. Establishing a Fenced Dog Exercise Area on this site would reduce the sites value and potential commercial returns or reduce the depot expansion options.

As such, it is recommended that Council not consider this a suitable site.

- *Regional Open Space to the West of Parkridge*

The regional open space to the west of Parkridge as set out in the Kalgulup Conservation Park Plan provides a great opportunity for Council to establish a Fenced Dog Exercise Area within the urban area that provides a district function.

In my opinion this option would provide a facility that delivers on all the site selection criteria and the design vision developed through the consultation to date. This would also allow an opportunity to provide further supporting infrastructure to the Kalgulup Park, considered in the previous item, and to

activate this area by providing car parking and footpaths as well as providing options for longer term facilities such as public toilets within this area.

The following concept shows a possibility for the location:



The full concept is provided in (Appendix 12.3.2A).

It should be noted that the areas to the south within the Kalgulup Park will remain as off-lead dog exercise areas, the parking and Fenced Dog Exercise Area if situated as proposed in the concept plan attached will provide a dual function and activate this part of the Collie River foreshore.

As an exhaustive process has now been undertaken with all other options considered not suitable, the regional open space west of Parkridge Estate presents the best opportunity to deliver on the communities requests. As such it is recommended that Council selects the regional open space west of Pakridge Estate as its only preferred site for a Fenced Dog Exercise Area.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Selects the Regional Open Space (ROS) west of the Parkridge Estate as the preferred site for the Fenced Dog Exercise Area.**
- 2. Requests the Chief Executive Officer to work with the Department of Planning, Lands and Heritage on vesting this land with the Shire as detailed in the Kalgulup Park Management Plan.**
- 3. 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.**

### 12.3.3 Title: Wireless Road – Proposal to Cut off Connection to South Western Highway

**Reporting Department:** Infrastructure Directorate  
**Reporting Officer:** Mr Nathan Ryder - Manager Infrastructure Planning & Design  
**Legislation:** Local Government Act 1995

#### Overview

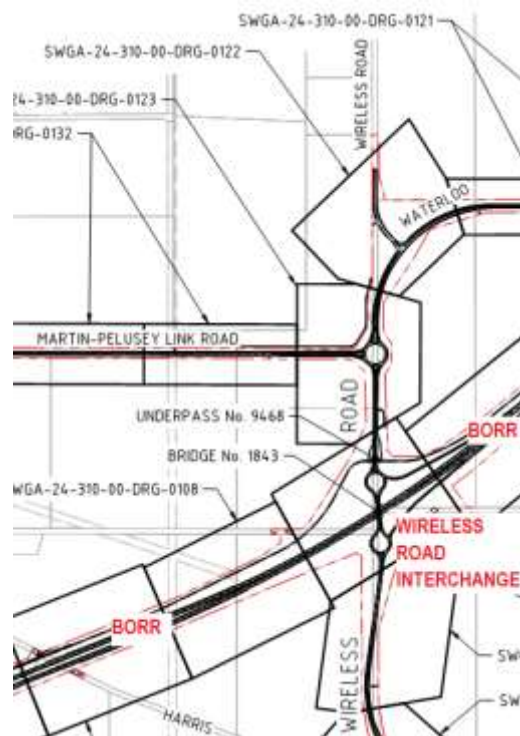
As a result of the proposed Bunbury Outer Ring Road (BORR), this item is seeking Council's in-principle agreement to remove the connection from Wireless Road to the South Western Highway.

#### Background

The proposed BORR is a 27-kilometre, four-lane road from Forrest Highway near Australind to the Bussell Highway near Gelorup. Design and construction will be completed by South West Gateway Alliance (SWGA), a consortium made up of Acciona, NRW Contracting, MACA Civil, AECOM and Aurecon.

The BORR will induce a major change to the Shire of Dardanup's road network and how road users use the network. Due to the proposed Wireless Road Interchange, to be located in the area of the intersection of Wireless Road, Bell Road and St Helena Road, it is anticipated that a significant proportion of road users will be attracted to use Wireless Road via South Western Highway as a preferred route.

Where the BORR crosses Wireless Road, which will be the new Wireless Road Interchange, Bell Road and St Helena Road will have Cul-De-Sacs constructed as part of the project. New local roads will be constructed that divert traffic along Martin Pelusey Road (via the Martin Pelusey Link Road) and also the new Waterloo Road alignment that connects to the new South Western Highway Interchange.





The remaining section of Wireless Road, between the intersection with the new Waterloo Road and the South Western Highway, is a narrow local road with the following characteristics:

- services a small number of local residents;
- 4m wide seal;
- deep open drain adjacent to the road;
- intersects with Railway Road, another small local road in relatively poor condition;
- railway crossing near South Western Highway, which does not have boom gates;
- no slip lane for right-hand turning vehicles from South Western Highway;
- no left hand turn pocket from South Western Highway;



Existing Wireless Road - will remain after the BORR is completed

Shire Officers have been involved in the technical meetings with the SWGA, where the question of possible closure of Wireless Road to cut off traffic to and from South Western Highway was suggested by SWGA and has been discussed briefly.

The matter is brought to Council to seek in-principle support to remove the direct connection from Wireless Road to the South Western Highway.

#### Legal Implications

There are two ways of closing the road should Council agree to support the closure:

1. Road closure via the Land Administration Act 1997 – in this option a section of the road reserve is closed and then amalgamated with adjoining private land. This option is not preferred by Officers as it closes the road permanently. There are also implications as to who then owns the land and whether they agree to own it.
2. Closure of thoroughfare to vehicles are given effect via Section 3.50 of the Local Government Act 1995. This is the preferred option as the road reserve remains intact and the thoroughfare is closed only on a small portion of the road. The closure is also able to be reversed in future if desired.

This is based on the understanding that any road closure given effect via Section 3.50 of the Local Government Act can be uplifted at any time by a further resolution of Council if the need arises.

Officers have delegated authority to close the thoroughfare in accordance with Section 3.50 of the Local Government Act 1995. However, due to the nature of this closure and possible impact on road users in the area, it is presented here to Council to seek in-principle support before staff commence the process of public consultation.

#### Strategic Community Plan

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

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

Environment - None

Precedents - None

#### Budget Implications

The cost to install a barrier / cul-de-sac cannot be determined at this point in time as the location is unknown. This would need to be brought back to Council in the future through the annual budgetary process.

There are likely some minor costs to Council as part of the consultation process, however, it is proposed to absorb these within the current Annual Budget.

Budget – Whole of Life Cost - None

### Council Policy Compliance

The Community Engagement Policy is applicable to this project and will be a critical part in the delivery of the overall project. The following documents will be used to develop the Community Engagement Plan for this project:

- Shire of Dardanup - Community Engagement Plan Template
- Shire of Dardanup - Community Engagement Framework
- Shire of Dardanup - Community Engagement 10 Step Guide

### Risk Assessment

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

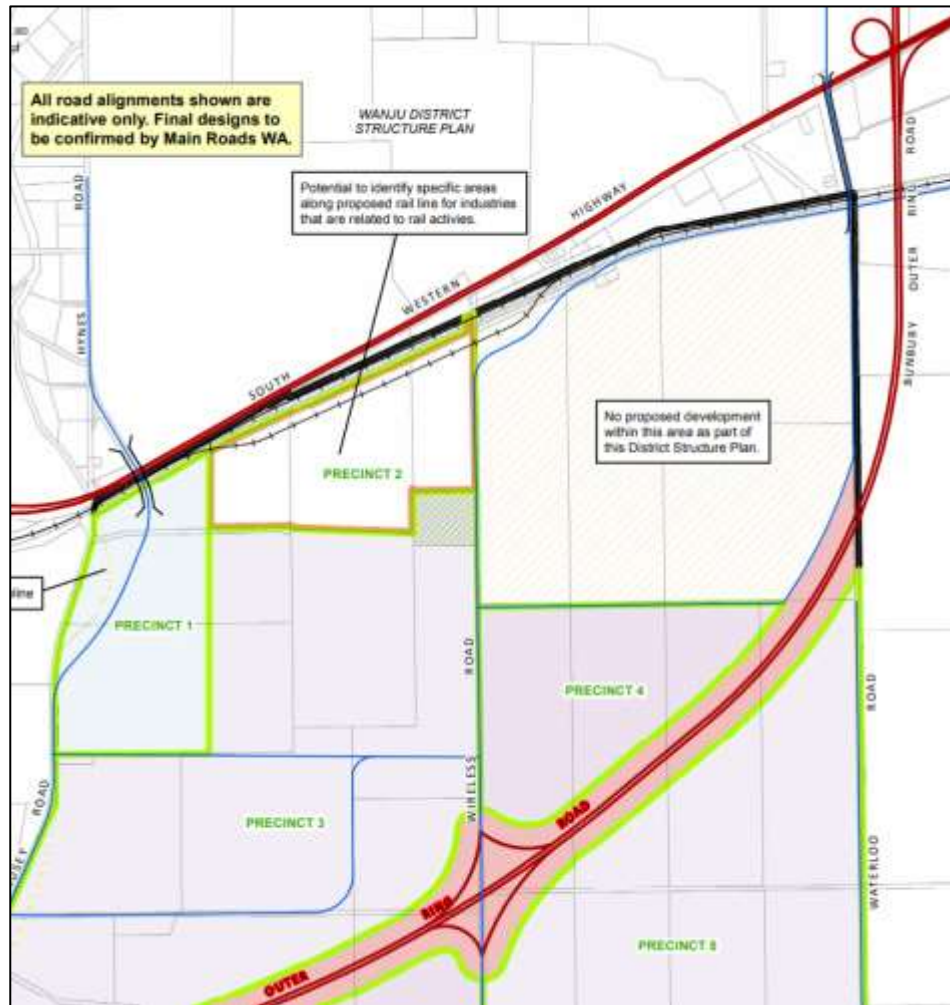
<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Wireless Road - Proposal to Cut off Connection to South Western Highway
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Reputational Proper consultation with public, stakeholders and impacted residents.

### Officer Comment

If Wireless Road remained open with full thoroughfare, it is expected that the road would need to be upgraded as it will present as a further connection to the new interchange and is likely to attract traffic that would otherwise be accessing the interchange from Martin-Pelusey Road or Waterloo Road. The costs of upgrading the remaining section of Wireless Road that would make it suitable for the increase in traffic would be considerable and the costs would need to be entirely borne by the Shire of Dardanup. Land acquisition would also be required.

Shire Officers believe that cutting off the direct connection of Wireless Road off to South Western Highway will be beneficial since it will force road users to use either Martin Pelusey Road or Waterloo Road, which will be designed for the higher traffic loading and suitable for the higher volume of vehicles.

Under the Waterloo Industrial Park Structure Plan, Wireless Road is identified as an Integrator A Road connected to the Bunbury Outer Ring Road / Wireless Road interchange and adjoins the eastern boundary of Precinct 2. Precinct 2 identifies potential opportunities for industries that are related to rail activities. The Plan shows Wireless Road as not being connected to South Western Highway. The following extract shows the proposed Wireless Road function as depicted in the Structure Plan:



Due to its proposed classification under the Structure Plan, it is expected that Wireless Road will be further developed to support the Industrial Park as it is developed in the future. This change in function is considered long term and will require significant expansion and upgrade to occur on the road, including land acquisition, drainage, lighting and pavement upgrade. Officers expect Wireless Road to form part of a developer contribution plan for the Waterloo Industrial Park which will collect contributions from developers for its upgrade and expansion as the area is subdivided. Depending on the location of the currently proposed closure, it may be necessary to re-open thoroughfare at the appropriate time in future to enable Wireless Road to perform its new function within the Industrial Park. This need and timing will be addressed as a part of the developer contribution plan.

There are several options for locating a barrier that would remove the direct connection from South Western Highway to the proposed Wireless Road Interchange:

- Cul-De-Sac at South Western Highway
- Cul-De-Sac at the railway line
- Cul-De-Sac at Railway Road
- Some other point along Wireless Road

It is suggested that the exact location of the barrier / cul-de-sac will be best determined through a process of consultation with the affected property owners in the area since they may have their own preferences with regards to the future way to access to their own properties and therefore may favour one location over another. Utilities, emergency service providers, and other stakeholders such as PTA / Arc Infrastructure as well as MRWA, will also need to be consulted.

The matter will be brought back to Council once the consultation phase is complete in order to seek confirmation of the exact location for the barrier / cul-de-sac as well as costs and timing for its implementation.



Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Endorses in-principle the removal of the direct connection of Wireless Road from South Western Highway;**
- 2. Requests the Chief Executive Officer to complete a Consultation Strategy and carry out Community Consultation, including all relevant stakeholders, as well as publically advertise the proposal in accordance with Section 3.50 of the Local Government Act; and**
- 3. Requests the Chief Executive Officer to bring the matter back to Council once the Community Consultation is complete in order to seek approval from Council as to the exact location of the barrier / Cul-De-Sac on Wireless Road as well as advise on costs and timeframe for implementation.**

**12.3.4 Title: Tender F0196739 - New Eaton Skate Park and Pump Track**

<b>Reporting Department:</b>	<i>Infrastructure Directorate</i>
<b>Reporting Officer:</b>	<i>Mr James Reilly - Project Engineer</i>
<b>Legislation:</b>	<i>Local Government Act 1995</i>

**Overview**

This report provides Council with the results of the tender called for construction of the new Eaton Skate Park and Pump Track and recommends that the contract be awarded to Advantesting Civil Engineers. The value of the contract exceeds the purchasing and contract threshold for the Chief Executive Officer and is therefore presented to Council for approval.

**Background**

At the Ordinary Council Meeting held on 20<sup>th</sup> of January 2021, Council made the following resolution [06-21]:

*THAT Council:*

1. *Endorses the 50% design drawings of the proposed new Eaton Skate Park included in (Appendix ORD: 12.5D), subject to further investigation around the bowl depth, to enable the Consultant to complete the design drawings and associated documentation for tendering purposes;*
2. *Endorses the following elements of the design for tendering (i) Civil Works, (ii) Concrete Skate Park, (iii) Fabricated Skate Steel, (iv) Balustrading and Handrails, (v) Concrete Pump Track, (vi) Shade structure; and (vii) Drinking fountain.*
3. *Authorises the Chief Executive Officer to complete the design and call tenders for the construction of the new Eaton Skate Park; and*
4. *Endorses the following future elements of the skate park to be included in the Shire's Forward Capital Works Programs (i) Rubbish Enclosure, (ii) Feature paint zones, (iii) Lighting and electrical, (iv) Timbering deck zones; and (v) Landscaping works.*

The Request for Tender was advertised in the West Australian on the 27<sup>th</sup> of February 2021, the South West Times on the 25<sup>th</sup> of February 2021, the Shire of Dardanup website on the 25<sup>th</sup> of February 2021 and Tendering Portal (e.g. Tenderlink at [www.tenderlink.com/dardanup](http://www.tenderlink.com/dardanup)) on the 25<sup>th</sup> of February 2021. The RFT closing date was the 26<sup>th</sup> of March 2021 at 14:00AWST.

**Legal Implications**

The Tender was conducted in accordance with Part 4 of the Local Government (Functions and General) Regulations 1996.

***Part 4 — Provision of goods and services***

*Division 2 — Tenders for providing goods or services (s. 3.57)*

***11. When tenders have to be publicly invited***

*(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*

### Strategic Community Plan

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

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

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

Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)

Environment - None.

### Precedents

The Shire of Dardanup has previously entered into agreements with contractors for construction work.

### Budget Implications

The 2020/21 Annual Budget contains the following allocations:

- J11576 - \$980,000
- J11644 - \$60,000

The tender submission that is recommended for acceptance is within the allocated budget.

### Budget – Whole of Life Cost

The Whole of Life Costs associated with running and maintaining the new Skate Park and Pump Track need to be factored into future maintenance programs and long term capital programs.

In addition to the initial construction cost, the skate park will also incur ongoing costs associated with:

5. Maintenance of the facility, such as litter removal, weed control, sweeping of loose material, landscaping maintenance, upkeep of seating and other fixtures;
6. Utility costs for the supply of water and electricity (i.e. lighting, irrigation);
7. Repairs to any damage, graffiti or premature wear and tear; and
8. Future renewal for the facility (whether in components or in its entirety) due to it reaching the end of useful life.

It is estimated that approximately \$30,000 in maintenance and repairs be allowed for each year for the facility. This is an average figure and could vary on the age and condition of the facility.

Approximately \$40,000 per annum would be needed for the future renewal of the facility on a like-for-like basis. However, this could be reduced to \$20,000 assuming that a new facility in future could be grant funded to 50% of its value. Should Council expect that a better facility be created in future instead of like-for-like, which is often the case, then more than \$20,000 per annum should be allowed for.

### Council Policy Compliance

This procurement activity has been undertaken in accordance with Council Policy CP034 – Procurement Policy.

### Risk Assessment

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

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Final cost of construction and award of contract
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Implement controls as per risk assessment.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial                      Final cost of construction exceeds available budget.
	Reputational                      Failure to award a contract and expend capital grant funding.

### Officer Comment

Tenders closing on the 26<sup>th</sup> of March 2021 were publically advertised as per the below:

- South Western Times newspaper –25<sup>th</sup> of February 2021
- West Australian newspaper – 27<sup>th</sup> of February 2021

The tender document, which also consists of the full contract documents, drawings and specifications, is included in (Appendix ORD: 12.3.4B).

Three submissions were received from the following businesses:

- (i) D.B Cunningham Pty Ltd t/a Advantearing Civil Engineers
- (ii) Convic Pty Ltd; and
- (iii) MG Group Pty Ltd

All tender submissions complied with the tender requirements and have therefore been considered.

The prices submitted are provided to Councillors under confidential separate cover.

The assessment process recommends D.B Cunningham Pty Ltd t/a Advantearing Civil Engineers as the preferred contractor for the design and construction of the new facility.

D.B Cunningham Pty Ltd t/a Advantearing Civil Engineers tender submission conveyed a good understanding of the Shire’s requirements, as well as a good level of prior experience on similar projects.

Their submission indicates that they are capable of working to the requirements of the contract.

Three (3) Tenders were received by the deadline of the Request for Tender. The Tender submissions were reviewed by an evaluation panel consisting of:

- Allan Hutcheon - Procurement Officer and Panel Chair
- James Reilly – Project Development Engineer
- Nathan Ryder – Manager Infrastructure Planning and Design

All members of the evaluation panel have made a conflict of interest declaration confirming they have no relationships with any of the tenderers.

- *Evaluation of Tenders*

The objective of the evaluation panel is to recommend a suitably qualified and experienced contractor to satisfy the requirement of the above-mentioned Request for Tender (RFT). All responses to the qualitative criteria were assessed by the panel, as well as the prices tendered.

The tenders are assessed on the following criteria and weightings, and a total score was determined to compare the tenders:

ASSESSMENT CRITERIA		RAW SCORE	WEIGHTING	WEIGHTED SCORE
Tendered Price		0 – 10	50%	5.0
Qualitative Criteria	Relevant Experience	0 - 10	10%	1.0
	Key Personnel, Skills & Experience	0 - 10	10%	1.0
	Tenderers Resources	0 - 10	10%	1.0
	Demonstrated Understanding	0 - 10	15%	1.5
	Sustainability	0 - 10	5%	0.5
<b>TOTAL SCORE</b>			<b>100%</b>	<b>10.0</b>

*i.e. Weighted Score = Raw Score x Weighting*

Price was scored on a percentage scale relative to the lowest tendered price, with the lowest price given a score of 10. As per the approved Procurement Plan, a price that was 46% or more compared to the lowest tendered price was given a score of 0.

Qualitative aspects were scored on the relative merits of the information provided by the tenderer in its tender submission.

- *Evaluation Justification*

The evaluation process determined that the recommended tenderer clearly represented the best value for money considering both the responses to the qualitative criteria and the tendered price submitted.

Each tenderer was scored and the results were as follows:

ASSESSMENT CRITERIA		Advanteering Civil Engineers	Convic Pty Ltd	MG Group Pty Ltd
Tendered Price		4.50	5.00	1.00
Qualitative Criteria	Relevant Experience	0.87	0.80	0.80
	Key Personnel, Skills & Experience	0.90	0.77	0.80
	Tenderers Resources	0.73	0.50	0.73
	Demonstrated Understanding	1.20	0.90	1.25
	Sustainability	0.37	0.25	0.38
<b>TOTAL SCORE</b>		<b>8.57</b>	<b>8.22</b>	<b>4.97</b>

Based on the tender submission received, Advanteering Civil Engineers was deemed the most advantageous to Council. The tender from Advanteering Civil Engineers includes all items of resolution [06-21] and items referenced in point four of resolution [06-21] will form part of this contract.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

1. **Accepts the most advantageous tender, that being submitted by D.B Cunningham Pty Ltd t/a Advantearing Civil Engineers, to provide, in accordance with RFT-F0196739, the New Eaton Skate Park and Pump track for a total payment of \$955,982.00 (GST Excl);**
2. **Enters into a contract with D.B Cunningham Pty Ltd t/a Advantearing Civil Engineers for the New Eaton Skate Park and Pump Track as per tender submission RFT-F0196739;**
3. **Accepts that, should a contract not be formed with D.B Cunningham Pty Ltd t/a Advantearing Civil Engineers, then the next most advantageous Tenderer, being Convic Pty Ltd, is accepted and a contract is to formed, under the terms and conditions noted in part in part and 2 above, in accordance with Regulation 20 (2) of the Local Government (Functions and General) Regulations 1996; and**
4. **Authorises the Chief Executive Officer to sign and execute the contract.**
5. **Delegates, by Absolute Majority, in accordance with section 5.42 of the *Local Government Act 1995*, authority to the Chief Executive Officer to negotiate in regard to the contract for Tender RFT-F0196739 to construct the the New Eaton Skate Park and Pump track:**
  - **Variations, after the contract has been entered into, limited to variations which do not change the scope of the contract and which do not increase the contract value beyond 5%, in accordance with Regulation 21A of the *Local Government (Functions and General) Regulations 1996*.**

*By Absolute Majority*

### 12.3.5 Title: Plant Program – Trailer and Vehicle Renewals

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Gick – Manager Operations</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

#### Overview

Officers are seeking Council approval to amend several trailer changeovers that are scheduled in the current Budget, specifically:

- Retain the large trailer SV999 (1TFN139) and not replace it;
- Disposal of SV001 (1TCK914) and 00330 (1TBF066) without replacement; and
- Replacement of SV021 (1TJU113), SV026 (1TMX103) and SV 023 (1TKW681) which are not in the current budget.

The above amended changeovers will improve the Shire's trailer fleet and will generate an overall saving.

Officers are also seeking Council approval to action the following budgeted vehicle changeovers which Officers deem to be critical to the effectiveness of the Shire's operations:

- Reticulation Vehicle (DA9279); and
- Leading hand vehicle (DA8200)

#### Background

Council recently adopted a moratorium on plant and vehicle purchases for the next two years. Officers are currently continuing with the replacement of budgeted plant and vehicles for which procurement had commenced prior to the moratorium. This includes Requests for Quotations and/or Purchase Orders that have been issued at the time.

As a result of the moratorium, the procurement of budgeted plant and vehicles has now been put on hold for those items for which procurement has yet to be commenced.

The 2020/21 Budget makes provision for the following trailer changeovers for which the procurement has not been commenced:

- Large plant and equipment trailer (1TFN139); and
- Flat-top trailer (1TCK914).

A review of the Shire's trailer fleet was recently undertaken and it has been determined that the Shire would benefit if the trailer changeover program was amended and implemented as soon as possible. The amendments identified would provide an overall improvement in the condition of the Shire's trailer fleet and would generate an overall saving in the trailer replacement program contained in the current budget.

A table of the trailers and their proposed renewal timeframes is attached at (Appendix ORD: 12.3.5A) including identifying photos.

Officers have also reviewed the outstanding vehicle changeovers and have identified the following vehicle changeovers as being necessary:

- Reticulation vehicle (DA9279) – this vehicle is currently used for the reticulation team and would benefit from a new vehicle that enables an improved setup.
- Leading hand vehicle (DA8200) – this vehicle currently is unable to tow the Shire’s mini-excavator (on a trailer) and would benefit from a new vehicle that has increased towing capacity.

#### Legal Implications

The Local Government (Functions and General) Regulations 1996 apply.

#### Strategic Community Plan

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

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

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

Strategy 4.1.4 - Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Environment - None.

#### Precedents

The Shire has purchased and traded plant and equipment previously.

#### Budget Implications

The following implications on the 2020/21 Budget apply as a result of the trailer amendments:

Asset No.	Rego	Description	Adopted Budget 2020/21 (\$)	Proposed Budget allocation (\$)	Comment
SV999	1TFN139	PLANT AND EQUIPMENT TRAILER	15,606 (Nil)	Nil	Retain as is. Occasional use.
SV001	1TCK914	TRAILER CMADE FLAT-TOP (SIGNS)	2,289 (451)	(200)	Surplus to requirements. Include in trade.
00330	1TBF066	1997 CMADE TRAILER (WITH AUGER)	Nil	(200)	Surplus to requirements. Include in trade.
SV021	1TJU113	2009 LDSTAR BOXTOP TRAILER – 8x5	Nil	3,100* (200) 500	Bring forward from 2029/30 and configure to suit water tank. Trade existing unit.
SV023	1TKW681	2010 LDSTAR TANDEM TRAILER	Nil	3,100* (200)	Not included in renewal program. Trade existing unit
SV026	1TMX103	2012 8x5 BOXTOP TIP TRAILER	Nil	8,350* (1,000)	Bring forward from 2023/24 and increase functionality. Trade existing unit.
		<b>TOTALS</b>	17,444	15,150 (1,800) 12,750	Purchase (Disposal)** Nett

\*Source: Coastmac Trailers website

\*\* Estimates



This proposal represents an approximate cost saving of \$4,200 in 2020/21.

In regards to the two vehicle changeovers, it is expected that the current budget allocations can remain as is.

Budget – Whole of Life Cost

The outright disposal of two trailers (SV001 & 00330) will remove future registration, repair and maintenance costs of these items.

The retention of SV999 will require ongoing registration, repair and maintenance costs. As this plant item is used infrequently, repair and maintenance is expected to be minimal.

The early renewal of two trailers (SV021 & SV026) will create future savings as a result of reduced repair and maintenance costs.

Renewing SV023 will have ongoing costs including registration, repairs and maintenance. Replacing an old trailer with a new one, will reduce future repair and maintenance costs.

Council Policy Compliance

CnG CP034 – PROCUREMENT POLICY  
 Infr CP048 - PLANT & VEHICLE ACQUISITIONS AND DISPOSAL POLICY

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3.5B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Plant Program – Trailer Renewals
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Health Operator injury.
	Financial Renewal of redundant plant. Non-renewal of required plant.

Officer Comment

Council owns 16 trailers outright. The following table provides the timeframes currently contained in the Infrastructure Plant & Vehicle Replacement Program:

PLANT No.	REGO	DESCRIPTION	2020/21 (\$) (2021/22 BUDGET)	2023/24 (\$)	2025/26 (\$)	2026/27 (\$)	2029/30 (\$)	2030/31 (\$)
SV001	1TCK914	TRAILER CMADE FLAT-TOP (SIGNS)	2,289					2,790
SV021	1TJU113	2009 LDSTAR BOXTOP TRAILER – 8x5					3,108	
SV024	DA9429	2012 ALUM TRAILER (TORO LAWNMOWER)	5,013					7,609
SV025	7WN233	8x5 BOXTOP TRAILER		2,650				
SV026	1TMX103	2012 8x5 BOXTOP TIP TRAILER		2,760				
SV027	DA4311	8x5 BOXTOP TRAILER		2,429				
SV029	1TPB147	TRAILER MOUNTED MESSAGE BOARD			29,886			
SV030	DA15303	COASTMAC 7x4 BOXTOP TRAILER				2,226		
SV031	DA15304	COASTMAC 8x5 BOXTOP TRAILER				3,175		
SV032	DA15305	COASTMAC 8x5 BOXTOP TRAILER				3,175		
SV033	DA15309	COASTMAC 10x5 TRAILER				6,093		
SV034	DA15307	8x5 BOXTOP FUEL TRAILER				5,741		
SV999	1TFN139	PLANT AND EQUIPMENT TRAILER	15,606					19,024
00330	1TBF066	1997 CMADE TRAILER (WITH AUGER)						
00693	DA4811	MOBILE SPEED TRAILER (Shared use)						
SV023	1TKW681	2010 LDSTAR TANDEM TRAILER						
SV035	DA15316	2016 COASTMAC 8x5 TRAILER (Events/ Emergencies)						

Council is requested to modify the following trailer renewal timeframes, specifically:

- Retain the large trailer SV999 (1TFN139) and not replace it;
- Dispose of SV001 (1TCK914) and not replace it;
- Dispose of 00330 (1TBF066) and not replace it;
- Bring the renewal of SV021 (1TJU113) forward into 2020/21;
- Bring the renewal of SV026 (1TMX103) forward into 2020/21; and
- Renewal of SV 023 (1TKW681) in 2020/21.

The two trailers that are proposed for disposal and to not be replaced are surplus to the Shire’s requirements. One trailer is a signs trailer which is now superseded by the fact that most signage is carried on trucks or on Parks and Environment trailers. The second trailer features a trailer-mounted auger, which is now considered as being outdated and superseded by new tools.

The larger plant and equipment trailer (SV999, 1TFN139), although used periodically, is considered useful and important for its ability to carry odd shaped or larger loads. Given its infrequent use and subsequent reduced wear and tear, it is recommended that this item be retained as is and not renewed.

The tipper trailer (SV026, 1TMX103) is a useful trailer, but its ram configuration is limited in that it cannot reach far enough to allow free tipping of heavy, dense or damp loads. Staff have often had to reach into the trailer with hand tools to loosen a load for tipping. This presents an Occupational Health and Safety risk that can be avoided by its early renewal and modifying the ram reach. This trailer is scheduled for renewal in 2023/24 and it would be beneficial to replace this trailer sooner.

The 8x5 Box trailer (SV021, 1TJU113) is used to transport a modified tank and pump system. This is used for hand watering of trees and gardens, water supply at civil works and as a utility water supply. The trailer is in average condition and would benefit from an early renewal. The tank and pump configuration have been modified to suit current activities, but pose a risk if the tank is overfilled. It is recommended that a suitable tank be bought to replace the current improvised arrangement.

The 8x5 Box trailer (SV023, 1TKW681) is in poor condition and it would be beneficial to replace this trailer sooner.

The proposed vehicle changeovers have been identified as being necessary for various reasons.

The Reticulation vehicle (DA9279) currently does not allow for the effective storage and transport of reticulation pipes and materials. It has been identified that a different setup on the current vehicle could allow longer pipes to be transported. By improving the setup to carry longer pipes would provide efficiency gains when installing reticulation. Longer pipe lengths will reduce the number of pipe connections required (and subsequent possible reticulation failure points) and provide worker time savings. Due to the significant mileage on the vehicle, it is preferred to amend the vehicle setup on a new vehicle in order to maximise the life span of the customised setup.

Leading hand vehicle (DA8200) is currently unable to tow the Shire's mini-excavator (on a trailer) and would benefit from a new vehicle that has increased towing capacity. A towing capacity of 3 tonnes is required. The Supervisor's vehicle is capable of towing the trailer; however, greater efficiency could be achieved if there are more vehicles in the fleet that have a suitable towing capacity.

Due to the long supply timeframes currently being experienced, it is expected that the vehicles will not be replaced until the 2021-2022 financial year. Council's approval of the procurement of these two vehicles is important to ensure that both vehicles can be carried over into the next budget.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Adjusts the 2020/21 budget to reflect the following trailer renewals:**
  - a) Retain the existing plant and equipment trailer (SV999; 1TFN139) and reduce the 2020/21 budget from \$15,606 to zero;**
  - b) Dispose of SV001 (1TCK914) and not replace it and reduce the 2020/21 budget from \$2,289 to zero;**
  - c) Dispose of 00330 (1TBF066) and not replace it;**
  - d) Allocate \$3,600 to renew SV021 (1TJU113) (including water tank) in 2020/21;**
  - e) Allocate \$8,350 to renew SV026 (1TMX103) in 2020/21; and**
  - f) Allocate \$3,600 to renew SV 023 (1TKW681) in 2020/21.**
  - g) Adjust the Plant & Vehicle Reserve to reflect the above amended renewals.**
  
- 2. Approves the procurement of the following vehicles included the 2020-2021 Budget:**
  - a) DA9279**
  - b) DA8200**

*By Absolute Majority*

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1 Title: Adoption of Shire of Dardanup Standards for Local Government CEO Recruitment and Selection, Performance Review and Termination

*Reporting Department:* Corporate & Governance Directorate  
*Reporting Officer:* Ms Cathy Lee - Manager Governance & HR  
*Legislation:* Local Government Act 1995

#### DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declares an Impartiality and a Financial Interest as this item relates to his position as Chief Executive Officer of the Shire of Dardanup.

#### Overview

The purpose of this report is to:

1. Present to Council for adoption the “Shire of Dardanup Standards for Local Government Chief Executive Officer Recruitment and Selection, Performance Review and Termination”; and
2. Amend the Terms of Reference and the appointment and endorsement of Councillors and representatives to the Shire of Dardanup CEO Review Committee.

#### Background

The *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and termination of employment of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes between local governments.

On the 3<sup>rd</sup> of February 2021, the *Local Government (Administration) Amendment Regulations 2021* (CEO Standards) introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government Chief Executive Officers (CEOs). The aim of the CEO Standards is to provide local government with a consistent and equitable process for CEO recruitment, performance review and termination across all local governments, in accordance with the principles of merit, equity and transparency.

In addition, Council resolved [130-20] at its meeting held on the 27<sup>th</sup> of April 2020 to establish the “CEO Review Committee” and adopt the new Committee Terms of Reference. With the introduction of the Model Standards, it is prudent to update the Terms of Reference for the CEO Review Committee accordingly.

#### Legal Implications

Local Government Act 1995 S 5.39A and S 5.39B

#### **5.39A. Model standards for CEO recruitment, performance and termination**

- (1) Regulations must prescribe model standards for local governments in relation to the following —
  - (a) the recruitment of CEOs;

- (b) *the review of the performance of CEOs;*
  - (c) *the termination of the employment of CEOs.*
- (2) *Regulations may amend the model standards.*

[Section 5.39A inserted: No. 16 of 2019 s. 22.]

**5.39B. Adoption of model standards**

- (1) *In this section —*  
**model standards** *means the model standards prescribed under section 5.39A(1).*
- (2) *Within 3 months after the day on which regulations prescribing the model standards come into operation, a local government must prepare and adopt\* standards to be observed by the local government that incorporate the model standards.*
- \* Absolute majority required.*
- (3) *Within 3 months after the day on which regulations amending the model standards come into operation, the local government must amend\* the adopted standards to incorporate the amendments made to the model standards.*
- \* Absolute majority required.*
- (4) *A local government may include in the adopted standards provisions that are in addition to the model standards, but any additional provisions are of no effect to the extent that they are inconsistent with the model standards.*
- (5) *The model standards are taken to be a local government's adopted standards until the local government adopts standards under this section.*
- (6) *The CEO must publish an up-to-date version of the adopted standards on the local government's official website.*
- (7) *Regulations may provide for —*
- (a) *the monitoring of compliance with adopted standards; and*
  - (b) *the way in which contraventions of adopted standards are to be dealt with.*

[Section 5.39B inserted: No. 16 of 2019 s. 22.]

It is a requirement that local governments prepare and adopt the CEO Standards within three months of the CEO Standards coming into operation (by the 3<sup>rd</sup> of May 2021). Until such time as a local government prepares and adopts its own CEO Standards, the model CEO Standards in regulations apply. It is important to note that local governments may introduce additional standards where appropriate, however, any additional standards must be consistent with the model standards in the Local Government (Administration) Amendment Regulations 2021.

The following Local Government Act requirements apply to the business before Council in relation to committees.

**5.8. Establishment of committees**

*A local government may establish\* committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

*\* Absolute majority required.*

**5.10. Appointment of committee members**

- (1) *A committee is to have as its members —*

- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*  
\* Absolute majority required.
- (2) *At any given time each Council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a Council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that Council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the Council a local government is to make an appointment to a committee that has or could have a Council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the Council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
- (a) *to be a member of the committee; or*
  - (b) *that a representative of the CEO be a member of the committee,*
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

### Strategic Community Plan

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

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

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

Environment - None.

### Precedents

Council has previously been advised of the amendments to the Local Government Act 1995. Council has also endorsed the CEO Review Committee and member nominations.

### Budget Implications

The recommendations within this report can be implemented within the current budget allocation.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

### Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Adoption of Shire of Dardanup Model Standards for Local Government CEO Recruitment and Selection, Performance Review and Termination
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Model Standards to be adopted by Council. Adherence to legislation and process.
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 impact to organisation is significant if legal compliance is not followed.
	Legal and Compliance Non-compliance with legislation can result in and possible industrial relations claims.
	Reputational The Shire’s reputation would be at risk with non-compliance of legislation by not adopting the Model Standards

#### Officer Comment

It is proposed that Council adopt the Model standards for ‘CEO recruitment, performance and termination’ as contained within Schedule 2 of the *Local Government (Administration) Regulations 1996*, as amended from time to time, as the “Shire of Dardanup CEO Recruitment, Performance and Termination” (Appendix ORD: 12.4.1B).

In addition to the adoption of the Model Standards, it is recommended that the Terms of Reference for the CEO Review Committee (Appendix ORD: 12.4.1C) be updated along with the membership of the committee. Previously, Cr. M T Bennett and Cr. P S Robinson were Committee members and Cr. C N Boyce was a deputy member. In accordance with S5.38 of the Local Government Act 1995, Cr. C N Boyce position should be amended from deputy member to member.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

#### Change to Officer Recommendation

No Change. **OR:**

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

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- Adopts the Model Standards for ‘CEO recruitment, performance and termination’ as contained within Schedule 2 of the *Local Government (Administration) Regulations 1996*, as amended from time to time, as the “Shire of Dardanup Standards for CEO Recruitment, Performance and Termination” as presented at (Appendix ORD: 12.4.1B).**



- 2. Requests the Chief Executive Officer to publish the adopted “Shire of Dardanup Standards for CEO Recruitment, Performance and Termination” on the Shire of Dardanup website in accordance with section 5.39B(6) of the *Local Government Act 1995*;**
- 3. Adopts the amended Terms of Reference for “CEO Review Committee” as appended (Appendix ORD: 12.4.1C); and**
- 4. Endorses the following elected members on the CEO Review Committee:**
  - **Cr. M T Bennett – Shire President**
  - **Cr. P S Robinson – Deputy Shire President**
  - **Cr. C N Boyce – Elected Member**

*By Absolute Majority*

12.4.2 Title: Adoption of Bush Fire Brigades Local Law 2021

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Ms Cathy Lee - Manager Governance & HR and Ms Miranda Akerman - Statutory Enforcement Officer
Legislation:	Local Government Act 1995

Overview

Proposed adoption of Shire of Dardanup Bush Fire Brigades Local Law with amendments, for gazettal.

Background

At its meeting held on the 28<sup>th</sup> of October 2020 Council resolved [294-20] as follows:

*THAT Council:*

1. *In accordance with Section 3.12 of the Local Government Act 1995 approves the advertising of the proposed local law 'Shire of Dardanup Bush Fire Brigades Local Law 2021' (Appendix ORD: 12.10C) 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 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 the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4).*

Legal Implications

Section 3.12 of the Local Government Act 1995 (the Act) details the procedure to be followed when adopting or amending a local law.

- 3.12(4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law\* as proposed or make a local law\* that is not significantly different from what was proposed.*

*\* Absolute majority required.*

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

(8) In this section —

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

### Strategic Community Plan

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

Strategy 1.1.2 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

Environment - None.

### Precedents

Council reviews its local laws on a regular basis. Section 3.16 of the *Local Government Act* requires periodic reviews of Local Laws. A Local Government is to carry out a review of a Local Law to determine whether or not it considers that it should remain unchanged, be repealed or amended. The review is to be conducted within eight years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted under s.3.16.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

### Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Adoption of Local Law - Proposed Bush Fire Brigades Local Law 2021	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Failing to review in the 8 yearly cycle as stipulated in s.3.16 of Local Government Act 1995.
	Reputational	Council would be seen in a negative light if we failed in our legislative requirements.

### Officer Comment

The Minister for Local Government was provided with a copy of the local law for comment on 20 November 2020. The state-wide advertising inviting submissions concluded on the 31<sup>st</sup> of December 2020. The Minister for Emergency Services was provided with a copy of the local law for comment on the 16<sup>th</sup> of February 2021.

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

Comments were received from the Department for Local Government, Sport and Cultural Industries and the Department of Fire and Emergency Services.

One submission was received from the public, an individual member of a bush fire brigade in the Shire of Dardanup. Comments were made as follows:

NAME	COMMENTS	OFFICER RECOMMENDATION
Ian Bridges	<p>Would like Council to consider altering the local law to clarify issues with membership of a volunteer brigade unit.</p> <p>Under the local law a person may be a member of more than one brigade in the Shire of Dardanup.</p> <p>Sees no reason to allow a person to be in more than one brigade.</p> <p>Allowing a person to be in more than one brigade creates uncertainty within brigade management. It also disrupts the efficiency and effectiveness of the brigade.</p> <p>Does not agree that a person should be permitted to hold a management / rank/committee position in more than one brigade within the Shire of Dardanup.</p>	<p>Amendments to the local law are sought by an individual member of a brigade regarding the management and administration of the affairs of the bush fire brigade.</p> <p>Part 3 of the Bush Fire Brigade Local Law (local law) deals with the organisation and maintenance of bush fire brigades.</p> <p>Under clause 3.1 the Local Government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.</p> <p>The main elements of the structure established in the local law include:</p> <ul style="list-style-type: none"> <li>• Chief Bush Fire Control Officer (CBFCO)</li> <li>• CBFCO has primary managerial responsibility for the organisation and maintenance of bush fire brigades.</li> <li>• Committee of Management - Bush Fire Advisory Committee (BFAC).</li> <li>• In addition each bush fire brigade has its own Committee which conducts an AGM every year where it elects a representative (bush fire control officer – BFCO) to serve on BFAC.</li> <li>• Each brigade representative (BFCO) has one vote on BFAC.</li> </ul> <p>The Rules in the First Schedule govern the operation of the brigades.</p> <p>Under clause 4.1(1) of the Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee of the bush fire brigade.</p> <p>Under clause 4.1(2)(a), it is a function of the Committee 'to recommend to the Local Government amendments to the Rules'.</p> <p>The Committee is a consensus-decision-making body.</p>

NAME	COMMENTS	OFFICER RECOMMENDATION
		<p>An email was sent to all Bush Fire Control Officers on the 24 September 2020 inviting comment from all members of the brigade to the amendments of the Bush Fire Brigade Local Law by Monday 5 October 2020.</p> <p>BFAC considered the matter of amendments to the local law on 14 October 2020. The Committee's suggestions have been taken into account in drafting the proposed Bush Fire Brigades Local Law 2021.</p> <p>Maintaining bush fire brigades is a priority for the Shire of Dardanup. Resource issues weigh against the making of a law to prevent a person from being a member of more than one brigade.</p> <p>Recommend</p> <ol style="list-style-type: none"> <li>1. That no amendment be made preventing a person from being a member of more than one brigade; and</li> <li>2. That suggested amendments to the local law sought by an individual member of a brigade be dealt with via the Committee in accordance with the Rules (noting that the relevant provisions remain unaffected by the proposed amendments).</li> </ol>

On the 15<sup>th</sup> of April 2021 the Department of Fire and Emergency Services provided written comment to the Council that the amendments to the local law were reviewed and found to be consistent with the *Bush Fires Act 1954*. No particular changes or edits were recommended.

The Department of Local Government, Sport and Cultural Industries made comments on the Local Law and suggested amendments as follows:

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES COMMENTS	OFFICER RECOMMENDATION
<p><b>1. Page numbers</b></p> <p>It is suggested that the page numbers be removed from the contents page. These numbers will clash with the existing page system in the <i>Government Gazette</i>. As long as the contents page lists the clause numbers and clause titles, this should provide sufficient guidance to readers.</p>	<p>Page numbers be removed from the contents page.</p>
<p><b>2. Commencement clause</b></p> <p>It is suggested that the local law include a commencement clause so a reader can identify when the local law comes into operation. The Standard wording is as follows:</p> <p><b>1.5 Commencement</b></p> <p>This local law come into operation 14 days after the date of its publication in the <i>Government Gazette</i>.</p>	<p>Clause 1.5 be included as follows:</p> <p><b>1.5 Commencement</b></p> <p>This local law come into operation 14 days after the date of its publication in the <i>Government Gazette</i>.</p>
<p><b>3. Clause 1.3 – Repeal</b></p> <p>It is suggested that clause 1.3 be reformatted as follows:</p> <p>This local law repeals the <i>Shire of Dardanup Bush Fire Brigades Local Law 2003</i> published in the <i>Government Gazette</i> on 17 April 2003 and as amended on 8 April 2008.</p>	<p>Clause 1.3 be reformatted as follows:</p> <p>This local law repeals the <i>Shire of Dardanup Bush Fire Brigade Local Law 2003</i> published in the <i>Government Gazette</i> on 17 April 2003 and as amended on 8 April 2008.</p>
<p><b>4. Minor edits</b></p> <p>The following minor edits are suggested:</p> <ul style="list-style-type: none"> <li>• Defined terms should be formatted in bold and italics and without quote marks. It is suggested that the defined terms in this local law be reformatted to reflect this.</li> <li>• <b>Clause 1.1:</b> italicise “Shire of Dardanup Bush Fire Brigades Local Law 2021”.</li> <li>• <b>Clause 1.2:</b> In the definition of <b>CEO</b>, replace “chief executive officer” with “Chief Executive Officer”.</li> <li>• <b>Clause 2.2(1)</b> <ul style="list-style-type: none"> <li>○ In subclause (1)(c)(viii), replace the full stop with a semicolon.</li> <li>○ In subclause (1)(c)(ix), insert “; and” at the end of the paragraph.</li> <li>○ In subclause (5) insert a full stop at the end of the subclause.</li> </ul> </li> </ul>	<p>Defined terms be formatted in bold and italics and without quote marks.</p> <p>In <b>clause 1.1</b> “Shire of Dardanup Bush Fire Brigades Local Law 2021” be italicised.</p> <p>In <b>clause 1.2</b> in the definition of <b>CEO</b>, “chief executive officer” be replaced with “Chief Executive Officer”.</p> <p>In <b>clause 2.2</b> the following changes be made:</p> <ul style="list-style-type: none"> <li>○ In subclause (1)(c)(viii) the full stop be replaced with a semicolon.</li> <li>○ In subclause (1)(c)(ix) “; and” be inserted at the end of the paragraph.</li> <li>○ In subclause (1)(c)(x) replace “Any” with “any”.</li> <li>○ In subclause (5) a full stop be inserted at the end of the subclause.</li> </ul>

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES COMMENTS	OFFICER RECOMMENDATION
<ul style="list-style-type: none"> <li>• <b>Clause 2.3(1):</b> in line with best drafting principles, it is suggested that clauses be formatted as a single sentence. The Shire may wish to split this subclause into separate subclauses/paragraphs.</li> <li>• <b>Clause 3.5(c):</b> insert the word “and” after the semicolon.</li> <li>• <b>Clause 3.14(j):</b> insert the word “and” after the semicolon.</li> <li>• <b>Clause 4.4(e):</b> insert the word “and” after the semicolon.</li> <li>• <b>Clause 4.5(2):</b> replace the semicolon with a full stop.</li> <li>• It is suggested that the title of “FIRST SCHEDULE” be reformatted as follows: --- <b>Schedule 1 – Rules governing the operation of bush fire brigades</b> [Clause 2.4] --- If the Shire changes the title, all instances of “First Schedule” should also be changed to “Schedule 1”.</li> <li>• <b>Schedule 1:</b> <ul style="list-style-type: none"> <li>○ <b>Clause 1.1(2):</b> <ul style="list-style-type: none"> <li>• In the definition of <b>absolute majority</b>, in paragraph (b) replace the full stop with a semicolon.</li> <li>• In the definition of <b>local law</b>, replace “SHIRE OF DARDANUP Bush Fire Brigades Local Law 2021” with “Shire of Dardanup Bush Fire Brigades Local Law 2021”.</li> <li>• In the definition of <b>normal brigade activities</b>, insert a full stop after “Act”.</li> </ul> </li> <li>○ <b>Clause 2.3(c):</b> insert the word “and” after the semicolon.</li> <li>○ <b>Clause 2.7(1)(e):</b> insert the full stop at the end of the paragraph.</li> <li>○ <b>Clause 2.11:</b> It is suggested that the second instances of (a) to (c) be redesignated as (d) to (f). Alternatively, all the words after “objection to the local government” should be moved to its own subclause.</li> <li>○ <b>Clause 3.1:</b> italicise “Bush Fires Act 1954”.</li> <li>○ <b>Clause 3.2(l):</b> insert the word “and” after the semicolon.</li> <li>○ <b>Clause 3.3:</b></li> </ul> </li> </ul>	<p><b>Clause 2.3</b> be reformatted as follows:</p> <p>Where, under the Act and Bush Fire Operating Procedures, members of a bush fire brigade have command of a fire</p> <p>–</p> <ul style="list-style-type: none"> <li>(a) where a bush fire control officer is in attendance at the fire, the most senior bushfire control officer has full control over all other persons fighting the fire and is to issue instructions as to methods and tactics to be adopted by the fire fighters; and</li> <li>(b) in the absence of a bush fire control officer, the Captain has full control over all other persons fighting the fire, and is to issue instructions as to the methods and tactics to be adopted by the firefighters; and</li> <li>(c) in the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.</li> </ul> <p>In <b>clause 3.5(c)</b> the word “and” be inserted after the semicolon.</p> <p>In <b>clause 3.14(j)</b> the word “and” be inserted after the semicolon.</p> <p>In <b>clause 4.4(e)</b> the word “and” be inserted after the semicolon.</p> <p>In <b>clause 4.5(2)</b> the semicolon be replaced with a full stop.</p> <p>The title of “FIRST SCHEDULE” be reformatted as follows: --- <b>Schedule 1 – Rules governing the operation of bush fire brigades</b> [Clause 2.4] --- In <b>Schedule 1</b>, the following changes be made:</p> <ul style="list-style-type: none"> <li>• In <b>clause 1.1(2):</b> <ul style="list-style-type: none"> <li>○ In the definition of <b>absolute majority</b>, in paragraph (b) the full stop be replaced with a semicolon.</li> <li>○ In the definition of <b>local law</b>, “SHIRE OF DARDANUP Bush Fire Brigades Local Law 2021” be replaced with “Shire of Dardanup Bush Fire Brigades Local Law 2021”.</li> </ul> </li> </ul>

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES COMMENTS	OFFICER RECOMMENDATION
<ul style="list-style-type: none"> <li>• In subclause (2)(a) insert the word “and” after the semicolon.</li> <li>• In subclause (3)(h) insert the word “and” after the semicolon.</li> </ul> <ul style="list-style-type: none"> <li>○ <b>Clause 3.4:</b> <ul style="list-style-type: none"> <li>• In subclause (1)(e), replace the full stop with a semicolon.</li> <li>• In subclause (1)(f), replace the full stop with “; and”.</li> </ul> </li> <li>○ <b>Clause 3.5:</b> <ul style="list-style-type: none"> <li>• In paragraph (d) delete the word “and” after the semicolon.</li> <li>• In paragraph (e) replace the full stop with a semicolon.</li> <li>• In paragraph (f), replace the full stop with “; and”.</li> </ul> </li> <li>○ <b>Clause 3.6:</b> <ul style="list-style-type: none"> <li>• In paragraph (a) replace the full stop with a semicolon.</li> <li>• In paragraph (b) replace the full stop with “; and”.</li> </ul> </li> <li>○ <b>Clause 3.7:</b> <ul style="list-style-type: none"> <li>• In paragraph (e) replace the full stop with “; and”.</li> <li>• In paragraph (f) replace “The” with “the”.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>○ In the definition of <i>normal brigade activities</i>, a full stop be inserted after “Act”.</li> <li>• In <b>clause 2.3(c)</b> the word “and” be inserted after the semicolon.</li> <li>• In <b>clause 2.7(1)(e)</b>: a full stop be inserted at the end of the paragraph.</li> <li>• In <b>clause 2.11</b> the second instances of (a) to (c) be redesignated as (d) to (f).</li> <li>• In <b>clause 3.1</b> “Bush Fires Act 1954” be italicised.</li> <li>• In <b>clause 3.2(l)</b> the word “and” be inserted after the semicolon.</li> <li>• In <b>clause 3.3:</b> <ul style="list-style-type: none"> <li>○ In subclause (2)(a) the word “and” be inserted after the semicolon.</li> <li>○ In subclause (4)(g) the word “and” be inserted after the semicolon.</li> </ul> </li> <li>• In <b>clause 3.4:</b> <ul style="list-style-type: none"> <li>○ In subclause (1)(e), the full stop be replaced with a semicolon.</li> <li>○ In subclause (1)(f), the full stop be replaced with “; and”.</li> </ul> </li> <li>• In <b>clause 3.5:</b> <ul style="list-style-type: none"> <li>○ In paragraph (d) the word “and” be deleted after the semicolon.</li> <li>○ In paragraph (e) the full stop be replaced with a semicolon.</li> <li>○ In paragraph (f), the full stop be replaced with “; and”.</li> </ul> </li> <li>• In <b>clause 3.6:</b> <ul style="list-style-type: none"> <li>○ In paragraph (a) the full stop be replaced with a semicolon.</li> <li>○ In paragraph (b) the full stop be replaced with “; and”.</li> </ul> </li> <li>• In <b>clause 3.7:</b> <ul style="list-style-type: none"> <li>○ In paragraph (e) the full stop be replaced with “; and”.</li> <li>○ In paragraph (f) the words “The Training Officer is to” be deleted.</li> </ul> </li> </ul>



**Following a final review of the proposed local law, the following additional changes are recommended:**

- Clause headings be formatted with each word (except the first word which is capitalised) in lower case.
- **In clause 3.14:**
  - In paragraph (b) “Act” be replaced with “act”.
  - In paragraph (c) “Issue” be replaced with “issue”.
  - In paragraph (d) “Inspect” be replaced with “inspect”.
  - In paragraph (e) “Carry” be replaced with “carry”.
  - In paragraph (f) “Take” be replaced with “take”.
  - In paragraph (i) the word “to” be deleted.
  - In paragraph (j) the word “to” be deleted.
- **In clause 4.5(4)** “is” be inserted after “(DFES)”.
- **In Part 6:**
  - Clause 4.1 be redesignated as clause 6.1.
  - Clause 4.2 be redesignated as clause 6.2.
  - Clause 4.3 be redesignated as clause 6.3.
  - Clause 4.4 be redesignated as clause 6.4.
- **In Schedule 1:**
  - **In clause 3.2:**
    - In paragraph (e) “may” be deleted.
    - In paragraph (g) “undertakes” be replaced with “undertake”.
    - In paragraph (h) “is to” be deleted.
    - In paragraph (j) “ensures” be replaced with “ensure”.
    - In paragraph (m) “to” be deleted.
  - **In clause 3.3:**
    - Subclause (3) be redesignated as subclause (4).
    - New subclause (3) be inserted as follows: “(3) In the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;”
    - In subclause (4):
      - The word “is” be replaced with “are”.
      - Paragraph (a) be deleted.
      - Paragraphs (b) to (i) be redesignated as (a) to (h).
      - In paragraph (d) “. Encourage” be deleted and “and encourage” be inserted.
      - In paragraph (h) “to” be deleted.

The above amendments are shown at (Appendix ORD: 12.4.2B).

Section 3.13 of the Local Government Act 1995 provides that the Local Government cannot make a local law that would be significantly different from what it first proposed. In this instance, the suggested changes are in the main to clarify the clauses and do not change the legal effect of the clauses.

Officers consider that amendments listed above are of a minor nature and do not significantly change the original proposed local law. Therefore, it is proposed that the amendments suggested by the Department of Local Government, Sport and Cultural Industries be made and that the local law be adopted.

A copy of the proposed ‘*Shire of Dardanup Bush Fire Brigades Local Law 2021*’ inclusive of the amendments for adoption and gazettal is attached (Appendix ORD: 12.4.2C).

Council Role - Legislative.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. **Receives the submissions received from the public and the Department of Local Government, Sport and Cultural Industries in respect of the Shire of Dardanup Bush Fire Brigades Local Law 2021.**
2. **By Absolute Majority decision, adopts the *Shire of Dardanup Bush Fire Brigades Local Law 2021* (Appendix ORD: 12.4.2C) inclusive of the following amendments:**
  - a) **Page numbers be removed from the contents page.**
  - b) **Clause 1.5 be included as follows:**

*1.5 Commencement*

*This local law come into operation 14 days after the date of its publication in the Government Gazette.*
  - c) **Clause 1.3 be reformatted as follows:**

*This local law repeals the Shire of Dardanup Bush Fire Brigade Local Law 2003 published in the Government Gazette on 17 April 2003 and as amended on 8 April 2008.*
  - d) **Defined terms be formatted in bold and italics and without quote marks.**
  - e) **Clause headings be formatted with each word (except the first word which is capitalised) in lower case.**
  - f) **In clause 1.1 “Shire of Dardanup Bush Fire Brigades Local Law 2021” be italicised.**
  - g) **In clause 1.2 in the definition of *CEO*, “chief executive officer” be replaced with “Chief Executive Officer”.**
  - h) **In clause 2.2, the following changes be made:**
    - **In subclause (1)(c)(viii) the full stop be replaced with a semicolon.**
    - **In subclause (1)(c)(ix) “; and” be inserted at the end of the paragraph.**
    - **In subclause (1)(c)(x) replace “Any” with “any”.**

- In subclause (5) a full stop be inserted at the end of the subclause.

i) Clause 2.3 be reformatted as follows:

*Where, under the Act and Bush Fire Operating Procedures, members of a bush fire brigade have command of a fire –*

- (a) where a bush fire control officer is in attendance at the fire, the most senior bushfire control officer has full control over all other persons fighting the fire and is to issue instructions as to methods and tactics to be adopted by the fire fighters; and*
- (b) in the absence of a bush fire control officer, the Captain has full control over all other persons fighting the fire, and is to issue instructions as to the methods and tactics to be adopted by the firefighters; and*
- (c) in the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.*

j) In clause 3.5(c) the word “and” be inserted after the semicolon.

k) In clause 3.14:

- In paragraph (b) “Act” be replaced with “act”.
- In paragraph (c) “Issue” be replaced with “issue”.
- In paragraph (d) “Inspect” be replaced with “inspect”.
- In paragraph (e) “Carry” be replaced with “carry”.
- In paragraph (f) “Take” be replaced with “take”.
- In paragraph (i) “to” be deleted.
- In paragraph (j) “to” be deleted and “and” be inserted after the semicolon.

l) In clause 4.4(e) “and” be inserted after the semicolon.

m) In clause 4.5:

- In paragraph (2) the semicolon be replaced with a full stop.
- In paragraph (4) the word “is” be inserted after “(DFES)”.

n) In Part 6:

- Clause 4.1 be redesignated as clause 6.1.
- Clause 4.2 be redesignated as clause 6.2.
- Clause 4.3 be redesignated as clause 6.3.
- Clause 4.4 be redesignated as clause 6.4.

o) The title of “FIRST SCHEDULE” be reformatted as follows:

*Schedule 1 – Rules governing the operation of bush fire brigades  
[Clause 2.4]*

p) In Schedule 1, the following changes be made:

- In clause 1.1(2):
  - In the definition of *absolute majority*, in paragraph (b) the full stop be replaced with a semicolon.

- In the definition of *local law*, “SHIRE OF DARDANUP Bush Fire Brigades Local Law 2021” be replaced with “Shire of Dardanup Bush Fire Brigades Local Law 2021”.
  - In the definition of *normal brigade activities*, a full stop be inserted after “Act”.
- In clause 2.3(c) the word “and” be inserted after the semicolon.
  - In clause 2.7(1)(e): a full stop be inserted at the end of the paragraph.
  - In clause 2.11 the second instances of (a) to (c) be redesignated as (d) to (f).
  - In clause 3.1 “Bush Fires Act 1954” be italicised.
  - In clause 3.2:
    - In paragraph (e) the word “may” be deleted.
    - In paragraph (g) the word “undertakes” be replaced with “undertake”.
    - In paragraph (h) the words “is to” be deleted.
    - In paragraph (j) the word “ensures” be replaced with “ensure”.
    - In paragraph (i) the word “and” be inserted after the semicolon.
    - In paragraph (m) the word “to” be deleted.
  - In clause 3.3:
    - In subclause (2)(a) the word “and” be inserted after the semicolon.
    - Subclause (3) be redesignated as subclause (4).
    - New subclause (3) be inserted as follows: “(3) In the absence of the brigade Captain the most senior Lieutenant present assumes the responsibilities and duties of that officer and takes ultimate responsibility for the successful performance of all Brigade activities;”.
    - In subclause (4):
      - The word “is” be replaced with “are”.
      - Paragraph (a) be deleted.
      - Paragraphs (b) to (i) be redesignated as (a) to (h).
      - In paragraph (d) the word “. Encourage” be deleted and “and encourage” be inserted.
      - In paragraph (g) the word “and” be inserted after the semicolon.
      - In paragraph (h) the word “to” be deleted.
  - In clause 3.4:
    - In subclause (1)(e), the full stop be replaced with a semicolon.
    - In subclause (1)(f), the full stop be replaced with “; and”.
  - In clause 3.5:
    - In paragraph (d) the word “and” be deleted after the semicolon.
    - In paragraph (e) the full stop be replaced with a semicolon.
    - In paragraph (f), the full stop be replaced with “; and”

- **In clause 3.6(1):**
    - **In paragraph (a) the full stop be replaced with a semicolon.**
    - **In paragraph (b) the full stop be replaced with “; and”.**
  
  - **In clause 3.7:**
    - **In paragraph (e) the full stop be replaced with “; and”.**
    - **In paragraph (f) the words “The Training Officer is to” be deleted.**
- 3. Publishes a copy of the adopted local law in the government gazette.**
  
  - 4. Gives a copy of the adopted gazette ready Local Law to the Minister for Local Government.**
  
  - 5. After the local law has been published in the Gazette, gives local public notice as per section 1.7 of the Local Government Act 1995 advising:**
    - **The title of the local law;**
    - **Summarizing the purpose and effect of the local law;**
    - **Specifying the day on which the local law comes into operation; and**
    - **Advising the location of copies of where the local law may be inspected or obtained.**
  
  - 6. Supplies copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament’s Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.**

*By Absolute Majority*

### 12.4.3 Title: Draft Corporate Business Plan 2021/22 – 2024/25

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

#### Overview

Council is requested to consider and endorse the draft Corporate Business Plan 2021/22-2024/25 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan. Year one of the Corporate Business Plan will be incorporated into the 2021/22 Annual Budget.

#### Background

Council adopted its reviewed and updated Strategic Community Plan 2018 – 2028 on the 28<sup>th</sup> of March 2018, which runs for a 10 year period. This review was conducted 4 years after the development of its first Strategic Community Plan and is consistent with the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements. A Strategic Community Plan 2020-2030 – Internal Review was also conducted in 2020 to guide Council over the next two years until the next full review of the Strategic Community Plan is conducted in late 2021/early 2022.

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

A strategic objective has been developed for each of the five identified key areas of community interest. These five areas are:

- Leadership,
- Environment,
- Community,
- Prosperity, and
- Amenity.

Desired outcomes have been determined to achieve each of the objectives after considering the Council's current and future resources, demographic trends and internal and external influences.

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

- *Corporate Business Plan*

The Corporate Business Plan contains details of the actions and resources (human and financial) to achieve each strategy. It is a rolling 4 year plan which acts as an organisational guide to the Council and management.

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

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

The previous Corporate Business Plan 2020/21 – 2023/24 has been reviewed to produce the current Corporate Business Plan 2021/22 – 2024/25. This is part of an annual review conducted to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan will be ‘sliced off’ to form the basis of the draft annual budget for consideration by the Council.

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

This report recommends Council endorse the draft Shire of Dardanup Corporate Business Plan 2021/22 - 2024/25 (refer to Appendix ORD: 12.4.3A – Under Separate Cover).

### Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

#### *Local Government (Administration) Regulations 2011*

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

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Strategic Community Plan

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

Action 1.3.1.2 is to review and update annually the Shire of Dardanup Corporate Business Plan.

Environment - None.

Precedents

The previous Shire of Dardanup four year Corporate Business Plan 2020/21 to 2023/24 was reviewed and adopted last year in accordance with legislative requirements, and formed the foundation of the current Shire of Dardanup Corporate Business Plan 2021/22 to 2024/25.

Budget Implications

Revenue and expenditure forecasts for the next four years are incorporated within the current Shire of Dardanup Corporate Business Plan 2021/22 to 2024/25.

Budget – Whole of Life Cost

Financial commitments made within the various plans that form part of the Corporate Business Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

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.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix OCM: 12.4.3B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Draft Corporate Business Plan 2021/22 – 2024/25
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	Legislative requirements and compliance determine the need for the production of Corporate Business Plan.
	Financial	The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.

### Officer Comment

Council’s Corporate Business Plan was developed in conjunction with the reviewed Strategic Community Plan 2018-2028, and was workshopped with Council management to identify actions required to meet Council’s Strategic Objectives and Strategies. The document has therefore been developed to be read in conjunction with the original and updated Shire of Dardanup Strategic Community Plan, with the layout and imagery reflective of the same corporate theme and branding.

Resource allocation has occurred within the Plan through medium and long term financial projections based on the costing of services and assets, reviewed and refined through each year’s Annual Budget, Long Term Financial Plan, Workforce Plan, Asset Management Plans and Service Strategies.

The medium term priorities of Council’s Strategic Community Plan have been incorporated in the four year Corporate Business Plan.

The strategic direction of Council is translated into services and projects that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s Corporate Business Plan is reviewed annually and reported to community through the Annual Report.

The draft Corporate Business Plan is presented to Council for its endorsement. It is anticipated that the final Shire of Dardanup Corporate Business Plan 2021/22 to 2024/25 will be presented to Council at the Special Council meeting on the 2<sup>nd</sup> June 2021 for adoption and reflect the adopted financial projections in the adopted Long Term Financial Plan.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

### Change to Officer Recommendation

No Change. **OR:**

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

### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives and endorses the Shire of Dardanup draft Corporate Business Plan 2021/22 - 2024/25 (Appendix 12.4.3A).**

*By Absolute Majority*

12.4.4 Title: Long Term Financial Plan 2021/22 – 2030/31

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis – Deputy Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

Council is requested to consider and endorse the Long Term Financial Plan 2021/22 -2030/31 which has been updated as part of the annual review of the Corporate Business Plan and Long Term Financial Plan. Year one of the Long Term Financial Plan will form the basis of the 2021/22 Annual Budget.

Background

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years.

The Long Term Financial Plan (LTFP) is a ten year rolling plan that incorporates the four-year financial projections accompanying the Corporate Business Plan (refer to Appendix ORD: 12.4.4A – Under Separate Cover). It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government Annual Budgets and are directly aligned to the Corporate Business Plan and LTFP.

The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index, local government cost index, interest rates, etc. Major capital and operational expenditure implications included in the Integrated Planning and Reporting suite are included and specifically referenced in the LTFP.

The LTFP includes strategies regarding:

- Rating Structure;
- Fees and Charges;
- Alternative Revenue Sources ;
- Pursuit of Grants;
- Workforce;
- Reserves;
- Debt / Loan Funding ;
- Asset Disposal; and
- Investment Policy.

The use of asset and financial ratios are key sustainability measures that can highlight where attention needs to focus in order to keep on track. Note that there are a number of mandatory ratios, however each Local Government is able to supplement these with other ratios.

The Department of Local Government and Communities and Western Australian Treasury Corporation have partnered to release long term financial planning tools for Local Governments. The tools include the Financial Health Indicator calculator, which enables a Local Government to project changes to its financial position over the course of the long term financial plan. Local Governments can use this to calculate projections of their financial health using the Financial Health Indicator methodology. These ratios are provided for discussion (refer to Appendix OCM: 12.4.4B).

Scenario modelling is used to explore alternative futures (such as optimistic, conservative and worst case scenarios) to determine the level of flexibility in the LTFP, and sensitivity testing is used to ascertain the

impact of variations in the key assumptions (such as CPI estimates, payroll, interest rates, recurrent grant funding). The impact of increasing rate income by 0%, 2.0% and 3.0% has been estimated as follows, inclusive of Council’s resolution to not increase minimum rates for 2021/22:

Rate Increase Percentage	Minimum Rate	Total Rates \$ Raised	Growth Rate/Change from UV to GRV plus % Increase	Increase on previous year
0%	\$1,547.50	\$13,488,666	0.63%	\$85,000
2.0%	\$1,547.50	\$13,758,439	2.67%	\$354,773
3.0%	\$1,547.50	\$13,893,252	3.65%	\$489,586

These differing rate increases translate into an annual increase in rates of \$0 for 0%, \$35.31 for 2.0%, and \$52.97 for 3.0% for the average residential rate of \$1,765.58 (excludes ESL, Specified Area Rates, and waste charges). Similarly, these translate into an annual increase in rates of \$0 for 0%, \$58.45 for 2.0%, and \$87.67 for 3.0% for the average rural rate of \$2,922.56 (excludes ESL and any other charges).

For the purposes of the Long Term Financial Plan and based on Council’s resolution to apply a 3.0% increase for 2021/22, the following rate increases have been forecast:

Year	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Rate % Increase	3.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Growth % **	0.72	0.80	1.07	1.30	1.73	1.72	2.00	2.15	2.29	2.73

\*\* Growth projections are based on forecast population growth projections produced by ID.Solutions in 2018.

Legal Implications

Local Government (Administration) Regulations 1996:

19C. *Strategic community plans, requirements for (Acts. 5.56)*

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

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government’s priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government’s internal business planning by expressing a local government’s priorities by reference to operations that are within the capacity of the local government’s resources; and*
  - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and **long term financial planning.***
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government’s strategic community plan.*

- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Strategic Community Plan

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

Environment - None.

Precedents

The previous Shire of Dardanup Long Term Financial Plan 2020/21 - 2029/30 that was reviewed and adopted last year has formed the foundation of the current Long Term Financial Plan 2021/22 - 2030/31.

Budget Implications

Revenue and expenditure forecasts for the next 10 years are incorporated within the current Shire of Dardanup Long Term Financial Plan.

Budget – Whole of Life Cost

Financial commitments made within the various plans that form part of the Long Term Financial Plan in the year of the planned activity. This financial commitment will be in the form of:

- a) Project Expenditure;
- b) Equipment acquisition / replacement;
- c) Annual Reserve allocations; and
- d) New borrowings and subsequent loan repayments.

Alteration to financial commitments can be changed by amendment to the relevant plans.

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.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Long Term Financial Plan 2021/22 – 2030/31
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	Legislative requirements and compliance determine the need for the production of a Long Term Financial Plan.
	Financial	The financial implications associated within the elements of the LTFP can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the LTFP build community expectation.

### Officer Comment

The financial elements and plans integrated with the Long Term Financial Plan have been modelled to produce a 10 year Rate Setting Statement (refer to Appendix ORD: 12.4.4A – Under Separate Cover), which identifies the projected rate income required to achieve a sustainable financial position. For the first part of 2020/21 there has been a significant financial impact on Council due to the financial impact of the Corona Virus, and Council’s decision to minimise the financial burden on residents and ratepayers through a 0% increase in rates and a freezing of general interest charges. This adopted 0% rate increase in 2020/21 when compared to the previously adopted 4.0% proposed increase, resulted in reduced rate income of \$6.6 million over the 10 year life of the LTFP.

While Council has lost a significant amount of revenue in the later part of 2019/20 and early part of 2020/21 due largely to membership fees and usage charges from the Eaton Recreation Centre being suspended, through tight budgetary measures and reduced staffing costs this reduced expenditure has offset a large proportion of the lost revenue. This has enabled the anticipated surplus estimated as part of the mid-year budget review as at 30 June 2021 to be maintained at \$169,560, which is close to the original budgeted surplus of \$218,987.

Based on this projected end of year financial position for Council, and the above rate and forecast growth increases, the annual estimated carried forward surplus/(deficit) for the 10 year LTFP is as follows:

Year	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31
Closing Carried Forward Surplus / (Deficit)	\$27,057	\$24,558	\$6,095	\$13,067	\$25,731	\$26,038	\$48,690	\$147,521	\$176,884	\$223,618

The above projections illustrate that Council’s expenditure will need to be closely monitored to ensure over expenditure does not occur, however over the long term Council’s financial position remains strong and sustainable provided the assumed increased rate revenue anticipated from the next stage of the Citygate development and the new administration building lease income eventuates as anticipated.

Council’s overall cash reserves have been utilised and replenished during the term of the LTFP to assist in funding capital works, with a noticeable impact during the building of the new Council Administration/Library building and the increased new building program. Adjustments to a number of the reserve transfers has occurred following the Integrated Planning Committee workshop with Councillors on the 14<sup>th</sup> April 2021 to produce a balanced long term position and to ensure all reserves maintain a positive balance over the entire 10 year period, which differs marginally to some of the transfers previously endorsed by Council. These adjustments over the 10 year period will result in an overall reduction of \$180,000, and are detailed in the LTFP and summarised as follows:

- Reduce the transfer to the Election Expenses reserve – total \$35,000.
- Reduce the transfer to the Town Planning Consultancy reserve – total \$185,000.
- Reduce the transfer to the Land Development reserve – total \$30,000.
- Reduce the transfer to the Strategic Planning Studies reserve – total \$90,000.
- Increase the transfer to the Storm Water reserve – total \$150,000.
- Increase the transfer to the Building reserve – total \$300,000.
- Increase the transfer to the Road Construction & Major Mtce reserve – total \$170,000.
- Increase the transfer to the Pathways reserve – total \$30,000.
- Increase the transfer to the Plant & Vehicles reserve – total \$10,000.
- Increase the transfer to the Compliance & Exec vehicles reserve – total \$20,000.
- Reduce the transfer to the Employee Relief reserve – total \$210,000.
- Reduce the transfer to the Carried Forward Projects reserve – total \$310,000.

As part of Council's discussion on the draft Long Term Financial Plan on the 14<sup>th</sup> April 2021, it was noted that there would be a number of updates made to the final Long Term Financial Plan to present a balanced position to Council over the 10 year life of the Plan. A complete copy of the final LTFP together with the Schedules and detailed papers is provided for Councillors information (refer to Appendix ORD: 12.4.4A – Under Separate Cover).

The Long Term Financial Plan presented to Council for adoption provides a long term analysis of Council's financial commitments over the next 10 years. It demonstrates that Council will provide many new facilities and services for the community while maintaining existing services and infrastructure in a financial sustainable and responsible manner.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives and endorses the Long Term Financial Plan 2021/22-2030/31 (Appendix OCM: 12.4.4A – Under Separate Cover).**

12.4.5 Title: Eaton Bowling Club and Eaton Senior Citizens Club Joint Management Committee – Council Representative/Independent Party

*Reporting Department:* Corporate & Governance Directorate  
*Reporting Officer:* Ms Cathy Lee - Manager Governance & HR  
*Legislation:* Local Government Act 1995

Overview

Council is requested to nominate an elected member to sit on the Eaton Bowling Club building Joint Management Committee as an independent party.

Background

The Eaton Bowling & Social Club and the Eaton Senior Citizens Association [EBC & ESCC] entered into a Memorandum of Understanding (MoU) (Appendix ORD: 12.4.5A) associated with the two groups operating together out of the new Eaton Bowling Club Building. The MoU outlines the objectives of both parties involved in the Joint Management Committee.

The structure of the Committee requires an independent party representing the Shire of Dardanup to be part of the Joint Management Committee.

Legal Implications

The establishment of a Joint Management Committee will be a requirement of the new Lease Agreement to be established with the Eaton Bowling Club building.

Strategic Community Plan

Strategy 1.1.1 - Ensure equitable, inclusive and transparent decision-making. (Service Priority: High)  
 Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents

Elected members are members of several committees; both Council based and external groups.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

<b>Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	Eaton Bowling Club and Eaton Senior Citizens Club Joint Management Committee – Council Representative/Independent Party

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
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	All categories with no discernible inherent risk identified.

Officer Comment

The structure of the Eaton Bowling & Social Club and Eaton Senior Citizens Association Joint Management Committee is as follows:



Council are requested to nominate and endorse an elected member to sit on the Joint Management Committee for the EBC & ESCC.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council nominates and endorses Cr ..... to be the Shire of Dardanup representative/independent party on the Joint Management Committee associated with the Eaton Bowling Club building, together with representatives from the Eaton Bowling & Social Club and the Eaton Senior Citizens Association.**



12.4.6 Title: Monthly Statement of Financial Activity for the Period Ended on the 31<sup>st</sup> of March 2021

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Mr Ray Pryce - Accountant
Legislation:	Local Government Act 1995

Overview

This report presents the monthly Financial Statements for the period ended on the 31<sup>st</sup> of March 2021 for Council adoption.

Background

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

Legal Implications

## Local Government Act 1995 – Section 6.4

6.4. *Financial Report*

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

## Local Government (Financial Management) Regulations 1996 r. 34

## Part 4 — Financial Reports — s. 6.4

34. *Financial activity statement required each month (Act s. 6.4)*(1A) *In this regulation —*

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

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

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

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

### Strategic Community Plan

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

Environment - None.

### Precedents

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

### Budget Implications

The financial activity statement compares budget estimates to actual expenditure and revenue to the end of the month to which the statement relates. Material variances and explanations of these are included in the notes that form part of the report.

Budget – Whole of Life Cost - None.

### Council Policy Compliance

CnG CP036 Investment Policy & CnG CP128 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 March 2021
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

### Officer Comment

The Monthly Financial Report for the period ended on the 31<sup>st</sup> of February 2021 is contained in (Appendix ORD: 12.4.6B) and consists of:

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

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2019/20 of \$474,501, with a forecast surplus at the 30<sup>th</sup> of June 2021 of \$169,558 based on current officer estimates of annual operations.

Note 2 – Explanation of material variances. 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 2020/21 for reporting material variances is 5% or \$25,000, whichever is greater.

At the 31<sup>st</sup> of March 2021, the net current position (closing funds) shows a surplus of \$6,206,128 as opposed to the year-to-date budget estimate of \$1,017,186. Although there are numerous variances, the difference is substantially due to the timing of acquisition and construction of Council assets and associated revenues from grants, contributions and reserve transfers. Generally, the budget is prepared on the basis of an even spread of grant revenue and asset acquisition costs across the year. However, most of the capital works are being carried out in the latter part of this year and the timing of receipt of some associated grants is linked to the construction timing. Additional details are provided in Note 2 with the reasons for revenue or expenditure variances exceeding the minimum reportable variance level.

Note 6 – Statement of Investments reports the current Council cash investments and measures the portfolio against established credit risk limits based on reputable credit ratings agencies and incorporated in the Council’s Investment Policy.

The total investment portfolio is currently \$24,600,296 and is mainly invested with AA rated Australian banks (87% of the portfolio). Yield return on bank term deposit investments remain subdued in a period of generally worldwide record low interest rates. Government and Reserve Bank stimulus measures in place to assist with economic stability and recovery amid the Covid-19 pandemic are contributing to the low interest rate regime.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.4.6B) for the period ended on the 31<sup>st</sup> of March 2021.**

12.4.7 Title: Schedule of Paid Accounts as at the 9<sup>th</sup> of April 2021

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Jasmine Sillifant – Accounts Payable Officer</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>

Overview

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

Background

Council delegates authority to the Chief Executive Officer annually:

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

Legal Implications

Local Government Act 1995

*S6.5. Accounts and records*

Local Government (Financial Management) Regulations 1996

*R11. Payments, procedures for making etc.*

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

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

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

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

- (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

Payments are checked to ensure compliance with Council’s Purchasing Policy CP034 – Procurement Policy and processed in accordance with Policy CP035 – 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 9 April 2021	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 16/03/2021 to 9/04/2021 as follows:**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT41888	18/03/2021	21 Graphic Design Pty Ltd	Monthly Graphic Design and Creation of Artwork for Community News - December 2020 - February 2021	MUNI	297.00
EFT41889	18/03/2021	Absolute Office Comforts	Workstation - Sustainable Development	MUNI	801.55
EFT41890	18/03/2021	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	374.00
EFT41891	18/03/2021	Ampol Australia Petroleum Pty Ltd	Fuel for Shire Vehicles - Feb 2021	MUNI	18111.55
EFT41892	18/03/2021	B L & R J Putt	Reimbursement for Fuel Purchased for Dardanup Central Brigade Appliance While On Deployment To Worooloo	MUNI	121.15
EFT41893	18/03/2021	Bailey Harkness	Umpire Recoup 16/03/2021	MUNI	45.00
EFT41894	18/03/2021	BCE Surveying Pty Limited	Feature Survey - Japonica View & Survey Services Eaton Drive Dual Carriageway	MUNI	10107.55
EFT41895	18/03/2021	Boc Ltd	ERC - Hire of Oxygen Bottle	MUNI	11.33
EFT41896	18/03/2021	Brad Goode and Associates Pty Ltd	Collie River Historic Walk Trail - Aboriginal Signage Project - Workshop March 2021 - 50% of Total Cost Estimate for Commencement of Survey	MUNI	7206.84
EFT41897	18/03/2021	Brandicoot	Monthly Web Hosting for Shire Sites - Feb 2021	MUNI	907.00
EFT41898	18/03/2021	Brett Hodgson	Umpire Recoup 17/03/2021	MUNI	110.00
EFT41899	18/03/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	56.31



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT41900	18/03/2021	Bunbury Bearings	Parts for Grease Gun Repairs	MUNI	42.90
EFT41901	18/03/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	660.00
EFT41902	18/03/2021	Bunnings Group Limited	Broom, Hand Brushes and Mould, Moss Remover for Dardanup War Memorial Cleanup & Health Supplies	MUNI	144.19
EFT41903	18/03/2021	Burekup and District Country Club	Payment for Installation of Roller Shutters (Internal) Burekup Country Club As Per Council Resolution #26-21	MUNI	6280.00
EFT41904	18/03/2021	Cameron Baker	Umpire Recoup 17/03/2021	MUNI	88.00
EFT41905	18/03/2021	Cathy Lee	Refund of Telstra Dongle 0408 013 732 - Covid - Monthly Fee - January & February 2021	MUNI	126.00
EFT41906	18/03/2021	Cecilia Muller	2020/21 Uniform Reimbursement	MUNI	153.13
EFT41907	18/03/2021	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point To Point Microwave Service - Feb 2021	MUNI	2893.00
EFT41908	18/03/2021	Cleanaway	Hire of Bins for Shire Events - Summer Sounds - Dardanup & Burekup	MUNI	83.43
EFT41909	18/03/2021	Cleanaway Solid Waste Pty Ltd	Landfill Waste & Kerbside Collection - 4/03/2021 - 10/03/2021	MUNI	5800.96
EFT41910	18/03/2021	Cleanway Xtra Cleaning Services	ERC - Staff Cleaner Cover for the Period 08 -15 March 2020 (6 Days)	MUNI	990.00
EFT41911	18/03/2021	Coates Hire Ltd	Dry Hire 12T Padfoot Roller - Eaton Drive Expansion - 9/02/2021 - 24/02/2021	MUNI	3758.07
EFT41912	18/03/2021	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	202.88

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT41913	18/03/2021	Country Landscaping Pty Ltd	Supply and Install Ups and Grounding Plate - Duncan Loop Reserve, Supply and Install Replacement Cable Pit - Cadell Park & Locate Existing Pipe Supply and Install a New Valve Assemble and Decoder - Entry Statement Millbridge	MUNI	3315.67
EFT41914	18/03/2021	Cross Security Services	ERC - Fault in Security System Due To Power Outage	MUNI	233.20
EFT41915	18/03/2021	Crown Perth	Accommodation - 10/03/21 - Ray Pryce in Place of Phil Anastasakis - LGPA Finance Professionals Conference 2021	MUNI	180.00
EFT41916	18/03/2021	Darcy Webb	High Risk Work License Renewal & Passport Photos for Renewal	MUNI	62.45
EFT41917	18/03/2021	Dardanup & Districts Residents Association	2020/21 Quick Response Community Grant - PA Hire for Dardanup Anzac Day Service	MUNI	500.00
EFT41918	18/03/2021	Dardanup Social Dance Inc	2020/21 Quick Response Community Grant - Chair Hire	MUNI	208.25
EFT41919	18/03/2021	Daryl Fishwick	Umpire Recoup 17/03/2021	MUNI	88.00
EFT41920	18/03/2021	Donna Bastow	Umpire Recoup 17/03/2021	MUNI	132.00
EFT41921	18/03/2021	Donna Nicholls	Umpire Recoup 12/03/2021, 15/03/2021 & 16/03/2021	MUNI	165.00
EFT41922	18/03/2021	Gas - It Pipe Contracting	Pratt Road - Service Locations in Front of Eaton Bowling Club	MUNI	6011.50
EFT41923	18/03/2021	Gresley Abas Pty Ltd	Concept Design for ERC Revitalisation Project - 78.75% Complete	MUNI	15576.00
EFT41924	18/03/2021	Harvey Norman	ERC - Creche - Bissel Concentrate Blossom and Breeze Carpet Cleaner	MUNI	22.95
EFT41925	18/03/2021	Hays Specialist Recruitment	Appointment of Manager Recreation Centre - 22 February 2021	MUNI	9557.86

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT41926	18/03/2021	Hey Presto	Movies By Moonlight - Eaton - 30 Minute Preshow Magic Performance	MUNI	320.00
EFT41927	18/03/2021	Jackie Nichol	2020/21 Uniform Reimbursement	MUNI	229.45
EFT41928	18/03/2021	Jason Cartledge	Umpire Recoup 17/03/2021	MUNI	110.00
EFT41929	18/03/2021	JP Group - CPSS Pty Ltd	3 Monthly Lease of Transfer Station at Lot 81 Banksia Road Dardanup - 1/04/2021 - 30/06/2021	MUNI	3187.98
EFT41930	18/03/2021	Kaitlyn O'Dea	Umpire Recoup 16/03/2021	MUNI	90.00
EFT41931	18/03/2021	Karyn Rowe	Umpire Recoup 12/03/2021, 15/03/2021 & 16/03/2021	MUNI	187.50
EFT41932	18/03/2021	Kenny Pomare	Umpire Recoup 17/03/2021	MUNI	132.00
EFT41933	18/03/2021	Kings Tree Care	Carry out Power Line Clearance Pruning as Per Western Power Notice & Remove Verge Tree and Grind Stump - 11 Avon Gardens Millbridge	MUNI	11295.00
EFT41934	18/03/2021	Kmart	Lawn Games for End of Year Function	MUNI	123.00
EFT41935	18/03/2021	Leschenault Timber Industry Club	2021 Wold Forestry Day Dinner - Attendees: Shire President and Chief Executive Officer	MUNI	160.00
EFT41936	18/03/2021	Liam Yates	2020/21 Uniform Reimbursement	MUNI	186.67
EFT41937	18/03/2021	Madison Hancock	Umpire Recoup 16/03/2021	MUNI	67.50
EFT41938	18/03/2021	Malatesta Road Paving and Hotmix	Eaton Drive Expansion - Northbound Land Widening Primer Seal & 250L Emulsion for Offer Road	MUNI	5790.62

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT41939	18/03/2021	Marindi Fabrications	ERC - New Hole in Netball Post To Make Them the Correct Size To SW Jets	MUNI	55.00
EFT41940	18/03/2021	Marketforce	Public Notices and Advertising - Feb 2021	MUNI	1996.69
EFT41941	18/03/2021	Modal Pty Ltd	Executive Team Development Day	MUNI	3697.22
EFT41942	18/03/2021	Monitored Electronics	ERC - Duress Alarm System Monitoring 01/04/2021 - 30/06/2021	MUNI	57.20
EFT41943	18/03/2021	Promote You	Embroidery of Staff Uniforms x 5	MUNI	38.50
EFT41944	18/03/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	1032.58
EFT41945	18/03/2021	Signs Plus	Name Badges for Shire Staff As Required	MUNI	53.70
EFT41946	18/03/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT41947	18/03/2021	Southwest Onsite Computer Services	It Managed Service Agreement for Chief Fire Brigade Officer and Laptop - 01/02/2021 - 31/01/2022	MUNI	1500.00
EFT41948	18/03/2021	Stephen Eaton	Reimbursement for Purchase of Annual Parallels Software License Renewal - Invoice #Akd-73687070952	MUNI	249.90
EFT41949	18/03/2021	Synergy	Electricity Account for 7 x Shire Sites	MUNI	3213.63
EFT41950	18/03/2021	Te Wairimu Elinor Pomare	Umpire Recoup 17/03/2021	MUNI	88.00
EFT41951	18/03/2021	Telstra	Shire Mobiles Account - Feb 2021	MUNI	3966.02
EFT41952	18/03/2021	The Hougomont Hotel	2 Nights Accommodation and Parking - Luke Botica IPWEA Conference 11/0/2021 - 12/03/2021	MUNI	420.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT41953	18/03/2021	The Recover Group Pty Ltd	Pre-Employment Medical Examination - Parks and Environment General Hand	MUNI	336.44
EFT41954	18/03/2021	Therese Price	Umpire Recoup 15/03/2021 & 16/03/2021	MUNI	180.00
EFT41955	18/03/2021	Toni Hotchin	Umpire Recoup 15/03/2021	MUNI	90.00
EFT41956	18/03/2021	UWA Mediation Clinic	Mediation Process	MUNI	2750.00
EFT41957	18/03/2021	Veolia Environmental Services (Australia) Pty Ltd	Street Sweeping in Eaton and Millbridge and Emergency Call Out After Thunderstorms	MUNI	1391.50
EFT41958	18/03/2021	Water Corporation	Water Use and Service Charges for 16 x Shire Sites	MUNI	14827.33
EFT41959	18/03/2021	Western Power	Eaton Drive and Blue Wren Drive Roundabout - Street Lighting - Cancellation Fees	MUNI	1468.00
EFT41960	18/03/2021	Woolworths Group Limited	General Items Purchased (Milk, Grocery Etc)	MUNI	10.77
EFT41961	25/03/2021	21 Graphic Design Pty Ltd	Work On Events Calendar January - March 2021	MUNI	396.00
EFT41962	25/03/2021	A1 Sign Shop	Reflective Vehicle Sign 300Mm x 600Mm As Per Artwork (Set of 2) - Fire Control Officer	MUNI	794.07
EFT41963	25/03/2021	All Aussie Truck and Bobcat Services	Bobcat and Truck Services - Transfer Station 8/03/2021 & 12/03/2021	MUNI	990.00
EFT41964	25/03/2021	Anthony John & Shevaun Kathleen Bertelli	Rates Refund - 62 Denison Link, Millbridge	MUNI	696.42
EFT41965	25/03/2021	Australian Tax Office	PAYG Fortnight Ending 19/03/2021	MUNI	79882.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT41966	25/03/2021	Beyond Bricks WA Pty Ltd	Dardanup War Memorial Phase 1 Scope of Works Including Boxing Out, Paving, Flag Removal, Kerbing and Installation of A Pram Ramp	MUNI	11182.50
EFT41967	25/03/2021	Brooks Hire Service Pty Ltd	Dry Hire of Ad Truck for Boxout of Subgrade - Eaton Drive Expansion 12/02/2021 - 13/02/2021	MUNI	3290.86
EFT41968	25/03/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	127.79
EFT41969	25/03/2021	Built Right Approvals	4 Year Pool Inspections 20-21 Contract - Inspections x 42.50	MUNI	2290.75
EFT41970	25/03/2021	Bunbury Auto One	Light Globes for Flashing Lights	MUNI	41.49
EFT41971	25/03/2021	Bunbury Coffee Machines	ERC - Barista Training x 2	MUNI	200.00
EFT41972	25/03/2021	Bunbury Subaru	Purchase and Trade In - Subaru Outback AWD Wagon 2.5 Premium Petrol As Per RFT F0172847 - DA1314	MUNI	19000.00
EFT41973	25/03/2021	Bunbury Truck Sales and Service Centre	Repair Works - DA9513	MUNI	614.35
EFT41974	25/03/2021	Bunnings Group Limited	Retaining Post, Rapid Set, Hasp and Staple, Water Pipes, Spray Primer, Caps	MUNI	104.08
EFT41975	25/03/2021	Cameron Baker	Umpire Recoup 24/03/2021	MUNI	66.00
EFT41976	25/03/2021	CB Traffic Solutions	Revise Generic Traffic Management Plan including RTM Endorsement	MUNI	605.00
EFT41977	25/03/2021	Cleanaway	Waste and Recycle Bin Deliveries and Repairs - Feb 2021	MUNI	1628.56
EFT41978	25/03/2021	Cleanaway Solid Waste Pty Ltd	Landfill Waste & Kerbside Collection - 11/03/2021 - 17/03/2021	MUNI	6123.81

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT41979	25/03/2021	Convic Pty Ltd	Eaton Skate Park - Detailed Design - Final Claim	MUNI	15312.00
EFT41980	25/03/2021	Craven Foods	ERC - Cafe Order	MUNI	287.28
EFT41981	25/03/2021	Dapco Tyre and Auto Centre	50,000 Km Service of Vehicle DA017	MUNI	575.08
EFT41982	25/03/2021	Daryl Fishwick	Umpire Recoup 24/03/2021	MUNI	110.00
EFT41983	25/03/2021	Department of Communities	Education and Care Regulatory License Late Fee	MUNI	46.65
EFT41984	25/03/2021	Department of Water and Environmental Regulation	Dardanup Waste Transfer Station - Annual Licence Renewal - L8888/2015/1	MUNI	324.80
EFT41985	25/03/2021	Donna Bastow	Umpire Recoup 24/03/2021	MUNI	88.00
EFT41986	25/03/2021	Donna Nicholls	Umpire Recoup 22/03/2021 & 23/03/2021	MUNI	157.50
EFT41987	25/03/2021	Eaton Community Pharmacy	ERC - Cafe Order	MUNI	149.97
EFT41988	25/03/2021	Ella Geluk-Howarth	2020/21 Uniform Reimbursement	MUNI	369.52
EFT41989	25/03/2021	Erin Hutchins	2020/21 Uniform Reimbursement	MUNI	117.12
EFT41990	25/03/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 10/03/2021, 12/03/2021 & 13/03/2021	MUNI	180.00
EFT41991	25/03/2021	Ferguson Valley Marketing and Promotions Inc	Regional Event Grant 2020/21	MUNI	11000.00
EFT41992	25/03/2021	Fortus Group	Grader Blades, Scarifier Tip-Ribbed and Freight Costs	MUNI	1871.65
EFT41993	25/03/2021	Fulton Hogan Industries WA	2 Tonne Premix - Pile Road & Offer Road	MUNI	836.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT41994	25/03/2021	Gas - It Pipe Contracting	Locate Sewer Main - Eaton Drive Expansion	MUNI	2502.50
EFT41995	25/03/2021	Grace Records Management	Records Management, Bin Exchange & Purchase of Cartons - Feb 2021	MUNI	982.47
EFT41996	25/03/2021	Graham Lewis - Roo Rescue WA	Spring Out - 3 Hour Joey Display and Souvenir Photos	MUNI	400.00
EFT41997	25/03/2021	Hancock Memorials	Additional Names to be Included on the New Memorial Plaque (Dardanup) - Cross and Alexander	MUNI	91.30
EFT41998	25/03/2021	Holcim Australia Pty Ltd	10 Tonne of 5mm Bluemetal Delivered To Martin Pelusey Yard	MUNI	510.73
EFT41999	25/03/2021	Howson Technical	Project Management Services - 1/02/2021 - 15/03/2021	MUNI	9927.50
EFT42000	25/03/2021	HPE Financial Services	Desktop Refresh & Firewall Replacement Leases - 1/04/2021 - 30/06/2021	MUNI	10061.70
EFT42001	25/03/2021	Hynes Contracting	Hire of Skid Steer Loader for Boxout of Footpath To Subgrade From the 24/02/2021 - 25/02/2021	MUNI	1980.00
EFT42002	25/03/2021	Isaac Salter	Movies By Moonlight - Eaton - 20 Minute Circus Pre-Show Performance	MUNI	350.00
EFT42003	25/03/2021	IVC Computer Services	Microphone With Mute Button	MUNI	149.00
EFT42004	25/03/2021	Jason Cartledge	Umpire Recoup 24/03/2021	MUNI	88.00
EFT42005	25/03/2021	Jayne Lee Performance & Entertainment	Presenter Fee for Storytime in the Park for February 2021	MUNI	160.00
EFT42006	25/03/2021	JD's Music Tuition	Summer Sounds - Performance x 2 Sets	MUNI	200.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42007	25/03/2021	Jetline Kerbing Contractors	Dual Use Pathway From Casuarina Street To Lucretia Street	MUNI	28671.50
EFT42008	25/03/2021	Jim's Test and Tag	Electrical Test and Tag 2020/21 - Upper Ferguson BFB	MUNI	145.72
EFT42009	25/03/2021	Jo Jingles South West	9 x Jo Jingles Sessions in the Library - Feb 2021	MUNI	1584.00
EFT42010	25/03/2021	Kaitlyn O'Dea	Umpire Recoup 23/03/2021	MUNI	67.50
EFT42011	25/03/2021	Karyn Rowe	Umpire Recoup 22/03/2021 & 23/03/2021	MUNI	157.50
EFT42012	25/03/2021	Kenny Pomare	Umpire Recoup 24/03/2021	MUNI	44.00
EFT42013	25/03/2021	Kent Lyon Architect	Project Management Services - Feb 2021 - Eaton Bowling Club Redevelopment	MUNI	6930.00
EFT42014	25/03/2021	Kristy Hitchens	2020/21 Uniform Reimbursement	MUNI	209.85
EFT42015	25/03/2021	Kwik Kerb Bunbury	Dardanup Hall - Approx 43M of 150 x 200 Large Barrier Grey Edging	MUNI	1089.00
EFT42016	25/03/2021	Kylie's Magical Face Painting	Summer Sounds - Dardanup - 2 x Bubbleologist	MUNI	420.00
EFT42017	25/03/2021	Louise Marie Mckenzie	Development Application Fee Refund - Double Payment	MUNI	147.00
EFT42018	25/03/2021	Malatesta Road Paving and Hotmix	2 Tonne Red Hot Mix - Clarence Crescent Eaton	MUNI	424.00
EFT42019	25/03/2021	Mantrac	Bushfire Mitigation Clearing x 4 Locations & Box Out Turf and Kerb at Dardanup War Memorial	MUNI	8195.00
EFT42020	25/03/2021	Mckayhla Pomare	Umpire Recoup 24/03/2021	MUNI	88.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42021	25/03/2021	MGM Bulk Pty Ltd	Supply and Deliver MRWA Basecourse Spec. Gravel - Eaton Drive Expansion	MUNI	40562.68
EFT42022	25/03/2021	Modal Pty Ltd	Management Team Development Training	MUNI	4276.26
EFT42023	25/03/2021	Natalie Hopkins	Uniform Reimbursement and Travel Expenses for Budgeting Workshop 12/03/2021	MUNI	63.37
EFT42024	25/03/2021	Naturaliste Hygiene	Sharps Disposal Service 2020/2021 - Eaton Foreshore Public Toilets & Watson Street Reserve Public Toilets	MUNI	330.00
EFT42025	25/03/2021	Pages Mechanical Repairs	Service for Maintenance Truck - DA8457	MUNI	583.00
EFT42026	25/03/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	989.60
EFT42027	25/03/2021	Pirtek Bunbury	Call Out To Repair Hydraulic Hose - DA698	MUNI	411.72
EFT42028	25/03/2021	Promote You	Embroidery of Staff Uniforms	MUNI	53.90
EFT42029	25/03/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	274.57
EFT42030	25/03/2021	SOS Office Equipment	Printer Rental and Consumables November 2020 - January 2021	MUNI	8960.20
EFT42031	25/03/2021	State Library of Western Australia	Better Beginnings Program 2020/21	MUNI	1028.50
EFT42032	25/03/2021	Successful Projects	Project Management - New Eaton Administration Building and Library - Jan 2021	MUNI	15840.00
EFT42033	25/03/2021	Synergy	Electricity Account for 5 x Shire Sites	MUNI	9608.28
EFT42034	25/03/2021	Te Wairimu Elinor Pomare	Umpire Recoup 24/03/2021	MUNI	44.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42035	25/03/2021	Telstra	Telephone Charges for Eaton and Dardanup Offices - Feb 2021	MUNI	6046.40
EFT42036	25/03/2021	The Perth Mint	Citizenship Coins x 100	MUNI	506.00
EFT42037	25/03/2021	Theona Christine Sloan	Workshop: Mixed Media Art 8 March 2021 Products and Presenting Fee	MUNI	225.00
EFT42038	25/03/2021	Therese Price	Umpire Recoup 19/03/2021 & 22/03/2021	MUNI	97.50
EFT42039	25/03/2021	TKL Contractors Pty Ltd	Cut Out, Remove & Replace 6.5M of Existing Concrete Kerb From the Driveway Area of 5 Lennard Street Eaton	MUNI	1825.10
EFT42040	25/03/2021	Toni Hotchin	Umpire Recoup 22/03/2021 & 23/03/2021	MUNI	135.00
EFT42041	25/03/2021	Veolia Environmental Services (Australia) Pty Ltd	Road Sweeping - Pile Road, Mitchell Way, Hayward Street	MUNI	506.00
EFT42042	25/03/2021	Water Corporation	Water Use and Service Charges for Swan Avenue Reserve 14/01/2021 - 15/03/2021	MUNI	78.33
EFT42043	25/03/2021	Western Australia Treasury Corporation	Loan 59 & 65 Repayment	MUNI	74940.31
EFT42044	25/03/2021	Winc Australia Pty Ltd	Eaton Admin Stationery Order & ERC Stationery Order	MUNI	858.59
EFT42045	25/03/2021	Woolworths Group Limited	ERC - Cafe Order	MUNI	265.91
EFT42046	1/04/2021	A1 Sign Shop	Charlotte Street Dardanup - No Stopping On Footpath Sign With Left Arrow & Signage for Dardanup and Burekup RV Areas	MUNI	338.36

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42047	1/04/2021	Advanced Traffic Management WA P/L	Traffic Management - Eaton Drive, Harris Road, Garvey Road, Ferguson Road & Emergency Traffic Control After Storms	MUNI	30806.22
EFT42048	1/04/2021	Ampol Petroleum Distributors Pty Ltd	6 x 10 Litre Adblue for DA9513	MUNI	330.98
EFT42049	1/04/2021	Aquila Food Forest	Sustainable Living Workshop - March	MUNI	230.00
EFT42050	1/04/2021	AusQ Training	Worksite Traffic Management (WTM) Reaccreditation x 3	MUNI	1570.00
EFT42051	1/04/2021	Austraffic WA - Watc Management Pty Ltd	Automatic Traffic Counts at 12 x Locations - Pratt Road and Joshua Creek Road - Two Week Period	MUNI	6149.00
EFT42052	1/04/2021	Baileys Fertilisers	Fertiliser - Dardanup Oval Including Freight	MUNI	2732.40
EFT42053	1/04/2021	BCF Boating Camping Fishing	Multi - Use Face Scarf PPE - Parks Crew	MUNI	50.97
EFT42054	1/04/2021	Big W	Summer Reading Challenge Grant Finale - Book Sets for Prize and Lollies	MUNI	113.50
EFT42055	1/04/2021	Boyles Plumbing and Gas	Works at Dardanup Hall, Dardanup Oval & Watson Reserve	MUNI	1146.97
EFT42056	1/04/2021	Brett Hodgson	Umpire Recoup 31/03/2021	MUNI	44.00
EFT42057	1/04/2021	Bunbury Batteries & Radiators	Battery and Charger for Generator - West Dardanup Brigade	MUNI	176.00
EFT42058	1/04/2021	Bunbury Holden	Vehicle Service - 135,000 DA9136	MUNI	768.79
EFT42059	1/04/2021	Bunbury Machinery	2 x Bucket Control Ball Joints for Tractor - DA2833 & Hire of Fertilizer Spreader	MUNI	274.89
EFT42060	1/04/2021	Bunbury Mower Service	Parts for Repairs - Parks and Environment Equipment	MUNI	362.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42061	1/04/2021	Bunbury Settlement Services Pty Ltd	Conveyancing Fees - Purchase of 1 Council Drive, Eaton	MUNI	1536.71
EFT42062	1/04/2021	Bunbury Subaru	Service 33,000 Km DAO	MUNI	544.24
EFT42063	1/04/2021	Bunbury Tyrepower - Picton	Replace Staked Front Tyre On the Cat Grader and Fit It at Patterson Road - DA698	MUNI	1477.00
EFT42064	1/04/2021	Bunnings Group Limited	Bolts,Tubs, Hooks,Pipe Tap for Lofthouse Park Maintenance, Health Supplies & Maintenance Materials for Softball Clubroom Repairs	MUNI	182.73
EFT42065	1/04/2021	Cameron Baker	Umpire Recoup 31/03/2021	MUNI	44.00
EFT42066	1/04/2021	Carmel Boyce	Meeting Attendance & ICT Allowance	MUNI	1158.92
EFT42067	1/04/2021	Caroline Mears	Chair Yoga for February	MUNI	345.00
EFT42068	1/04/2021	Christopher Ian & Kyle Ann Sherry	Rates Refund - 20 Lusitano Ave, Eaton	MUNI	545.73
EFT42069	1/04/2021	Chubb Fire and Security	Annual Security Monitoring Service - Dardanup Office, 3 Little Street - 1/04/2021 - 30/06/2021	MUNI	269.48
EFT42070	1/04/2021	Civitest Pty Ltd	Subbase & Basecourse Compaction Testing - Eaton Drive Expansion	MUNI	1760.00
EFT42071	1/04/2021	Cleanaway Solid Waste Pty Ltd	Landfill Waste & Kerbside Collection - 18/03/2021 - 24/03/2021	MUNI	5523.31
EFT42072	1/04/2021	Coates Hire Ltd	Hire of Road Saw - Eaton Drive Extension	MUNI	118.98
EFT42073	1/04/2021	Connect Call Centre Services	After Hours Call Centre Service - Feb 2021	MUNI	414.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42074	1/04/2021	Connect Hearing	Pre-Employment Audio - General Hand P & E	MUNI	99.00
EFT42075	1/04/2021	Country Landscaping Pty Ltd	Bore Cap Replacement Works - Eaton Oval & Eaton Foreshore	MUNI	2213.90
EFT42076	1/04/2021	Craven Foods	ERC - Cafe Order	MUNI	349.14
EFT42077	1/04/2021	Daryl Fishwick	Umpire Recoup 31/03/2021	MUNI	44.00
EFT42078	1/04/2021	Dell Financial Services Pty Ltd	Nutanix Server (Nutanix) Lease - 1/05/2021 - 31/07/2021	MUNI	3410.99
EFT42079	1/04/2021	Donna Bastow	Umpire Recoup 31/03/2021	MUNI	88.00
EFT42080	1/04/2021	Donna Nicholls	Umpire Recoup 30/03/2021 & 1/04/2021	MUNI	75.00
EFT42081	1/04/2021	Elliotts Irrigation Pty Ltd	Supply and Install Ebara Aeration Pump - Millbridge	MUNI	2310.00
EFT42082	1/04/2021	Fits Training Services	Chainsaw Operators Training - 18/03/2021 - Principal Works Supervisor	MUNI	1050.00
EFT42083	1/04/2021	Fortus Group	Caterpillar M12 Grader Blades & Freight	MUNI	1527.13
EFT42084	1/04/2021	Geographe Community Landcare Nursery Inc.	Deposit - Trees for 2021 Planting	MUNI	4430.00
EFT42085	1/04/2021	Government of WA - North Metropolitan Tafe	Customer Engagement and Roving Training - 5 Staff	MUNI	732.75
EFT42086	1/04/2021	Harvey Norman	Bluetooth Speaker for Workshops	MUNI	98.00
EFT42087	1/04/2021	Hays Tree Lopping	Remove Fallen Gum Tree - Rail Reserve Burekup	MUNI	2750.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42088	1/04/2021	Heatleys	4 x Boxes of P2 Respirator Masks & 37 x Coveralls Size 3XL	MUNI	845.92
EFT42089	1/04/2021	Hynes Contracting	Bushfire Mitigation Activity at 3 x Locations & Bobcat Hire for Eaton Drive Expansion	MUNI	7167.50
EFT42090	1/04/2021	Jacqueline Elizabeth - Develop U	Mindfulness Sessions x 2	MUNI	315.00
EFT42091	1/04/2021	Jamie Anderton	Reimbursement for Purchase of Cover for Work Phone	MUNI	50.00
EFT42092	1/04/2021	Janice Patricia Dow	Meeting Attendance & ICT Allowance	MUNI	1158.92
EFT42093	1/04/2021	Jason Cartledge	Umpire Recoup 31/03/2021	MUNI	44.00
EFT42094	1/04/2021	Jetline Kerbing Contractors	Dual Use Pathway From Atkinson Road To Shenton Road & Kerb Repair - Clarence Crescent, Millbridge	MUNI	54065.00
EFT42095	1/04/2021	Jim's Test and Tag	Electrical Test and Tag 2020/21 - Various Sites	MUNI	4695.85
EFT42097	1/04/2021	Karyn Rowe	Umpire Recoup 29/03/2021 & 30/03/2021	MUNI	112.50
EFT42098	1/04/2021	Kenny Pomare	Umpire Recoup 31/03/2021	MUNI	22.00
EFT42099	1/04/2021	Kirstie Hahn - Blue Tongue Screenprinting	Silk Screen and Ink for Youthfest T-Shirts	MUNI	110.00
EFT42100	1/04/2021	Kylie's Magical Face Painting	Summer Sound - Burekup - 1 Facepaint Artist and 1 Bubbleologist	MUNI	420.00
EFT42101	1/04/2021	Landgate	DOLA Online Property Search - Feb 2021	MUNI	106.80
EFT42102	1/04/2021	Luke Davies	Meeting Attendance & ICT Allowance	MUNI	1158.92
EFT42103	1/04/2021	Malatesta Road Paving and Hotmix	250Lt of Catamol - Dowdells Line	MUNI	400.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42104	1/04/2021	Mantrac	Bushfire Mitigations Activity - Shier Reserve & Storm Damage Repairs to Lofthouse and Torrens Loop Parks	MUNI	1661.00
EFT42105	1/04/2021	Mark Richard Hutchinson	Meeting Attendance & ICT Allowance	MUNI	1158.92
EFT42106	1/04/2021	Mckayhla Pomare	Umpire Recoup 31/03/2021	MUNI	44.00
EFT42107	1/04/2021	Michael Bennett	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	3838.25
EFT42108	1/04/2021	Natsync Environmental	Night Walks at Watson Reserve and Burekup	MUNI	960.00
EFT42109	1/04/2021	Nutrien Ag Solutions	Star Pickets 1500Mm x 50 & Backpack Sprayers 15L x 2	MUNI	698.50
EFT42110	1/04/2021	Onsite Rental Group	Gnomesville Clean-Up Toilet Hire 8/03/2021 - 9/03/2021	MUNI	585.15
EFT42111	1/04/2021	Pages Mechanical Repairs	Replace Transmission Cooler - DA9513	MUNI	1946.50
EFT42112	1/04/2021	Parker Garden Pty Ltd	Refund of Development Application Fees - 321 Collie River Road - Exempt Under CP091	MUNI	774.40
EFT42113	1/04/2021	Parkridge Group Pty Ltd	Rates Refund - Overpayment	MUNI	961.53
EFT42114	1/04/2021	Patricia Perks	Meeting Attendance & ICT Allowance	MUNI	1158.92
EFT42115	1/04/2021	Perfect Landscapes	Mowing Week Commencing 8/03/2021	MUNI	8943.00
EFT42116	1/04/2021	Peron Naturaliste Partnership	2020/21 Contribution To the Capel To Leschenault CHRMAP	MUNI	8248.35
EFT42117	1/04/2021	Peter Robinson	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	1697.84



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42118	1/04/2021	PFI Supplies	Cleaning Supplies - Eaton & Dardanup Offices	MUNI	287.35
EFT42119	1/04/2021	Promotions Only	ERC - Sports Prizes Backpacks	MUNI	908.60
EFT42120	1/04/2021	Rain Bird Australia Pty Ltd	Rainbird Irrigation Agreement 2019-2021	MUNI	330.00
EFT42121	1/04/2021	Reface Industries	Disc Repair Machine Service, Inspection Fee, Freight & Consumable Pack	MUNI	592.25
EFT42122	1/04/2021	Simon Peter & Samantha King	2020/21 Uniform Reimbursement	MUNI	51.60
EFT42123	1/04/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	374.00
EFT42124	1/04/2021	South West Tree Safe	Under Prune Trees for Line of Sight - Ferguson Road & Tree Removal Harold Douglas Drive	MUNI	1980.00
EFT42125	1/04/2021	Southern Lock and Security	Shire Keys Cut x 3	MUNI	82.50
EFT42126	1/04/2021	St John Ambulance Western Australia Ltd	Annual Servicing of 1St Aid Kits	MUNI	2427.31
EFT42127	1/04/2021	Stacey Gillespie	Meeting Attendance & ICT Allowance	MUNI	1158.92
EFT42128	1/04/2021	Suzanne Occhipinti	2020/21 Uniform Reimbursement	MUNI	25.00
EFT42129	1/04/2021	Synergy	Electricity Account for Shire Sites x 2	MUNI	1100.94
EFT42130	1/04/2021	Te Wairimu Elinor Pomare	Umpire Recoup 31/03/2021	MUNI	22.00
EFT42131	1/04/2021	Telstra	Telephone Account for Wellington Mills Bush Fire Brigade	MUNI	89.99

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42132	1/04/2021	The Cafe Merchant	Catering for Citizenship Ceremony 10/03/2021 - Assorted Platters	MUNI	310.00
EFT42133	1/04/2021	The Workwear Group	2020/21 Uniform Order - Bradley Batrick	MUNI	230.40
EFT42134	1/04/2021	Therese Price	Umpire Recoup 29/03/2021 & 30/03/2021	MUNI	112.50
EFT42135	1/04/2021	Toll Transport	Postage & Freight - Brigade Uniforms and Health Samples	MUNI	44.11
EFT42136	1/04/2021	Toni Hotchin	Umpire Recoup 30/03/2021	MUNI	45.00
EFT42137	1/04/2021	Total Eden Pty Ltd	Parts for Repairs - Torrens Loop	MUNI	150.37
EFT42138	1/04/2021	Totally Workwear	Michael Harnett - Work Boots	MUNI	226.05
EFT42139	1/04/2021	Tyrrell Gardiner	Meeting Attendance & ICT Allowance	MUNI	1158.92
EFT42140	1/04/2021	Walga	Rates in Local Government - Debt Collection - 31/03/2021 - Sonya Williams	MUNI	578.00
EFT42141	1/04/2021	Western Power	Golding Crescent Picton East Street Lighting	MUNI	118912.00
EFT42142	1/04/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin Centre & Eaton Community Library	MUNI	354.29
EFT42143	1/04/2021	Woolworths Group Limited	Grocery items for Eaton Admin Office and Events Feb & March 2021	MUNI	613.33
EFT42144	1/04/2021	Work Clobber	Uniform for Manager Operations	MUNI	252.00
EFT42145	8/04/2021	ABC Filter Exchange	ERC - Two Monthly Filter Exchange	MUNI	50.60

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42146	8/04/2021	Advanced Traffic Management WA P/L	Traffic Management Pile Road & Harris Road	MUNI	2218.57
EFT42147	8/04/2021	Alina Gribble	Reimbursement for Filex Summit	MUNI	149.00
EFT42148	8/04/2021	Amity Signs	Sand Bags x 50 - Eaton Drive Extension	MUNI	107.25
EFT42149	8/04/2021	Aurecon Australia Pty Ltd	Lump Sum Payment for JTPS - Shire of Harvey / Shire of Dardanup	MUNI	4400.00
EFT42150	8/04/2021	Australia Post	Monthly Invoice of Mail and Postage - March 2021	MUNI	751.18
EFT42151	8/04/2021	Australian Institute of Business	MBA Course Fees - Deputy Chief Executive Officer - Phil Anastasakis	MUNI	3147.00
EFT42152	8/04/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 2/04/2021	MUNI	77597.00
EFT42153	8/04/2021	Australind Landscaping Supplies	General Clean Up - Soil Conditioner 5 x Scoops - Dardanup Memorial	MUNI	160.00
EFT42154	8/04/2021	B & B Street Sweeping Pty Ltd	Street Sweepng After Storms - Berkeley View	MUNI	990.00
EFT42155	8/04/2021	BGC Construction	Eaton Bowling Club Redevelopment - Design & Construct - Progress Claim No. 4	MUNI	87004.81
EFT42156	8/04/2021	Brad Goode and Associates Pty Ltd	Eaton Bowling Club - Site Identification Ethnographic Survey Bowling Club Section 18 - Ethnography - 50% of Cost Estimate	MUNI	4681.04
EFT42157	8/04/2021	Bullivants Pty Ltd - Sling Rig	Lifting Chains - Depot Maintenance	MUNI	351.27
EFT42158	8/04/2021	Bunbury Machinery	Retainer - T150346 x 12 - DA9774	MUNI	987.50
EFT42159	8/04/2021	Bunbury Mower Service	Stihl Chainsaw Spur 30Cm, Chainsaw Chaps and Helmet	MUNI	1021.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42160	8/04/2021	Bunbury Settlement Services Pty Ltd	Purchase of Lot 300 On DP 50376 and Associated Settlement Fees	MUNI	8235.61
EFT42161	8/04/2021	Bunnings Group Limited	Taps, Sealant, Toilet Seat, Pvc Sheet, Replacement Handle - Burekup Skate Park	MUNI	106.42
EFT42162	8/04/2021	Castledine Gregory	Legal Advice Relating To Height of Landfill Cells On Lot 2 Banksia Road, Crooked Brook	MUNI	10597.40
EFT42163	8/04/2021	Cineads Australia Pty Ltd	Scheduled Media Screening - Feb 2021	MUNI	1100.00
EFT42164	8/04/2021	Civil Projects Southwest	Bobcat Hire - Eaton Drive Road Works	MUNI	880.00
EFT42165	8/04/2021	Civitest Pty Ltd	Subbase Compaction Testing - Eaton Drive Expansion	MUNI	880.00
EFT42166	8/04/2021	Cleanaway Solid Waste Pty Ltd	ERC - Skip Bin Hire - March 2021	MUNI	124.74
EFT42167	8/04/2021	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	152.16
EFT42168	8/04/2021	Construction Training Fund : BCITF	BCITF Remittance - March 2021	MUNI	864.91
EFT42169	8/04/2021	Country Landscaping Pty Ltd	Supply and Install Ups To Existing Controller at Glen Huon Oval	MUNI	4042.49
EFT42170	8/04/2021	Craven Foods	ERC - Cafe Order	MUNI	674.80
EFT42171	8/04/2021	Crown Perth	Accommodation - 2 Nights 10/3/21-11/03/21 - N Hopkins - LGPA Finance Professionals Conference 2021	MUNI	440.00
EFT42172	8/04/2021	Department of Mines, Industry, Regulations & Safety (Dmirs) - BSL	BSL Remittance - March 2021	MUNI	4830.27

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42173	8/04/2021	Department of Premier and Cabinet	Gazettal Notice for Scheme Amendment No 196 - 512 Wellington Mill Road	MUNI	222.48
EFT42174	8/04/2021	Diesel Force	Air Con Regas for DA8457	MUNI	430.12
EFT42175	8/04/2021	Elliotts Irrigation Pty Ltd	Supply and Install An Iron Removal Filtration System, Soakwells and Replacement of Main Line - Watson Reserve & Service Iron Filter Gary Engel Park	MUNI	111413.50
EFT42176	8/04/2021	Engie Mechanical Services WA Pty Ltd	ERC - Quarterly Center Maintenance On Air Conditioning Units	MUNI	522.50
EFT42177	8/04/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 24/03/2021, 26/03/2021 & 27/03/2021	MUNI	420.00
EFT42178	8/04/2021	Fit2Work	Monthly Invoice for Australian Employee Police Checks - March 2021	MUNI	191.95
EFT42179	8/04/2021	Fresh Floral Studio	3 x Anzac Day Wreaths - Eaton Community College, Dardanup Anzac Service and River Valley	MUNI	225.00
EFT42180	8/04/2021	Go Electrical Contracting	ERC Repair Toilet Light, Control Socket on Grandstand and Replace Light Switch in Store Room	MUNI	172.15
EFT42181	8/04/2021	Greenacres Turf Group	Village Green Premium Kikuyu x 70 Bags & Turf Start 25kg Bag - Community Program	MUNI	579.50
EFT42182	8/04/2021	Heatleys	Coverall Disposable 456 White - 3XL	MUNI	683.10
EFT42183	8/04/2021	Hooleys Catering Company	Council Meeting Dinner - 31/03/2021 - 12 x Attendees	MUNI	636.00
EFT42184	8/04/2021	Jasminde Kowalczyk	Reimbursement for Filex Summit - One Day Only	MUNI	149.00
EFT42185	8/04/2021	JB Hi-Fi Ltd	Purchase of 2 x Handheld Radio (Twin Pack)	MUNI	1158.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42186	8/04/2021	Kal Jarred Falcone	Reimbursement for Safety Cover & Screen Protector for Work Phone	MUNI	99.90
EFT42187	8/04/2021	Kings Tree Care	Removal of 3 Verge Trees - Denison Link (Including Traffic Management) & Removal of 2 Dead Verge Trees - Garvey Road	MUNI	3740.00
EFT42188	8/04/2021	Larry Price	Service Toro 360 - DA10105	MUNI	565.34
EFT42189	8/04/2021	Les Mills Asia Pacific	ERC - Monthly Licence Fees April 2021	MUNI	1384.68
EFT42190	8/04/2021	Mainline Plumbing	Repair Leak in Front of Public Toilet Block at Dardanup Hall	MUNI	274.89
EFT42191	8/04/2021	Mantrac	Slashing in Burekup Under the Big White Gum	MUNI	330.00
EFT42192	8/04/2021	Mcleods Barristers and Solicitors	Review of RFT-F0171287 - Eaton Library and Administration Building - Design and Construct	MUNI	19594.62
EFT42193	8/04/2021	Officeworks Superstores Pty Ltd	Stationary for Team Workshop & Marketing Posters	MUNI	185.27
EFT42194	8/04/2021	Perfect Landscapes	Mowing Week Commencing 22/03/2021	MUNI	4389.00
EFT42195	8/04/2021	Promote You	Embroidery of Staff Uniforms x 5	MUNI	53.90
EFT42196	8/04/2021	Qmani Pty Ltd	2020-21 Qmani Sms Monthly Charges - March 2021	MUNI	66.00
EFT42197	8/04/2021	Safetcard Australia	Monitoring Fees for Safetcards x 6 - April 2020	MUNI	264.00
EFT42198	8/04/2021	Sarah Martin	Reimbursement for Filex Summit	MUNI	149.00
EFT42199	8/04/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	365.87

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42200	8/04/2021	Select Music Agency Pty Ltd	Deposit - Performance for Youthfest 2021	MUNI	750.00
EFT42201	8/04/2021	Shire of Capel	LSL Contribution For Employee # 544	MUNI	7465.30
EFT42202	8/04/2021	Shire of Dardanup	Building Services Levy - Ba #2020210400 - Eaton Bowling Club	MUNI	4671.70
EFT42203	8/04/2021	Simon Colin Dixon	Refund for Development Application Fees Not Required Under CP091	MUNI	147.00
EFT42204	8/04/2021	South West Compressors	Depot Air Compressor Service	MUNI	254.54
EFT42205	8/04/2021	Spacecubed Ventures Pty Ltd	Community and Commercial Space Requirements Assessment - Eaton Admin Centre Project	MUNI	40700.00
EFT42206	8/04/2021	Stewart and Heaton Clothing Company Pty Ltd	Brigades PPE - Jacket x 1 and Replacement Badges x 10	MUNI	221.48
EFT42207	8/04/2021	Synergy	Townsite Street Lights - 4/03/2021 - 01/04/2021	MUNI	25499.07
EFT42208	8/04/2021	Telstra	Shire Mobile Accounts & West Dardanup BFB - March 2021	MUNI	4128.42
EFT42209	8/04/2021	Total Eden Pty Ltd	Watson Reserve - Sprinkler Geardrive x 30 and Valve Air Release & Parts for Repairs at Dardanup Memorial Reticulation	MUNI	1893.08
EFT42210	8/04/2021	Totally Workwear	PPE - Works Crew - 3 x Shirts, 3 x Pants & 1 x Boots	MUNI	660.20
EFT42211	8/04/2021	Tutt Bryant Hire	Excavator Hire 3.5T and Trailer Hire for Road Maintenance - Joshua Crooked Brrok Road, Warburton Road & Forest Road	MUNI	1623.86
EFT42212	8/04/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin Centre	MUNI	354.41


PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42213	8/04/2021	Woolworths Group Limited	Batteries, Mouse Traps, Milk and Workshop supplies for Eaton Admin Office	MUNI	149.74
EFT42214	8/04/2021	Work Clobber	PPE for Parks and Gardens Crew - Shirts x 4	MUNI	256.80
<b>CHEQUES</b>					
<b>TRUST</b>					
<b>PAYROLL</b>					
DD15620.1	19/03/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	36358.36
DD15620.2	19/03/2021	Hostplus	Superannuation Contributions	MUNI	459.76
DD15620.3	19/03/2021	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	170.31
DD15620.4	19/03/2021	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15620.5	19/03/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15620.6	19/03/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	246.40
DD15620.7	19/03/2021	One Path Masterfund	Superannuation Contributions	MUNI	83.70
DD15620.8	19/03/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15620.9	19/03/2021	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	51.64
DD15620.10	19/03/2021	Local Government Super	Superannuation Contributions	MUNI	232.58



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15620.11	19/03/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	257.92
DD15620.12	19/03/2021	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15620.13	19/03/2021	The Bro Code Super Fund	Superannuation Contributions	MUNI	79.37
DD15620.14	19/03/2021	Rest Superannuation	Payroll Deductions	MUNI	1006.25
DD15620.15	19/03/2021	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15620.16	19/03/2021	Media Super	Superannuation Contributions	MUNI	522.66
DD15620.17	19/03/2021	Australiansuper	Superannuation Contributions	MUNI	2662.34
DD15620.18	19/03/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	832.09
DD15620.19	19/03/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15623.1	26/03/2021	Aware Super Pty Limited	Superannuation Contributions	MUNI	111.73
DD15646.1	2/04/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	35455.95
DD15646.2	2/04/2021	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	182.65
DD15646.3	2/04/2021	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15646.4	2/04/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15646.5	2/04/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	240.87
DD15646.6	2/04/2021	One Path Masterfund	Superannuation Contributions	MUNI	144.97
DD15646.7	2/04/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15646.8	2/04/2021	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	63.43
DD15646.9	2/04/2021	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15646.10	2/04/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	257.92
DD15646.11	2/04/2021	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15646.12	2/04/2021	The Bro Code Super Fund	Payroll Deductions	MUNI	28.86
DD15646.13	2/04/2021	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15646.14	2/04/2021	Rest Superannuation	Payroll Deductions	MUNI	1037.69
DD15646.15	2/04/2021	Media Super	Superannuation Contributions	MUNI	522.66
DD15646.16	2/04/2021	Australiansuper	Superannuation Contributions	MUNI	2651.12
DD15646.17	2/04/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1052.72
DD15646.18	2/04/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15646.19	2/04/2021	Hostplus	Superannuation Contributions	MUNI	418.03

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b>CREDIT CARD</b>					
DD15650.1	30/03/2021	Facebook Ireland Limited	Community Events & Activities - Facebook & Instagram - 2020-21	MUNI	227.08
DD15650.2	30/03/2021	SAI Global	AS 1744-2015 Standard Alphabets for Road Signs	MUNI	357.54
DD15650.3	30/03/2021	Mailchimp	Monthly Subscription and Charge for Electronic Newsletters March 21	MUNI	102.71
DD15650.4	30/03/2021	Australia Post	Annual PO Box Renewal	MUNI	330.00
DD15650.5	30/03/2021	Autodesk	Autocad Commercial Product Subscription (Renewal for 1 Year)	MUNI	3586.00
<b>DIRECT DEBIT</b>					
DD15659.1	1/04/2021	Fitness On Demand	Fitness On Demand - License Fee April 2021	MUNI	148.45
<b>INTERNATIONAL</b>					
DD15662.1	7/04/2021	Business View Magazine Oceania	Business View Oceania Magazine Shire of Dardanup Advertising Feature	MUNI	2650.00
DD15662.2	7/04/2021	Pentalogic Technology Ltd	Annual Premium Support and Maintenance - Highlighter - 27/02/2021 To 26/02/2022	MUNI	465.00
<b>BPAY</b>					
DD15631.1	25/03/2021	Alinta	Electricity Account - Eaton Recreation Centre - 16/02/2021 - 15/03/2021	MUNI	3376.34
DD15631.2	25/03/2021	linet Ltd	Monthly Charge for Business-4 Service Sod@Westenet.Com.Au - 1/04/2021 - 1/05/2021	MUNI	174.94

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b>REPORT</b>					<b>1,427,037.77</b>
<b>TOTALS</b>					
EFT		1,326,005.89	CERTIFICATE OF CHIEF EXECUTIVE OFFICER		
Muni Cheque		0.00	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		
Trust		0.00			
Payroll		89,613.82			
Credit Card		4,603.33			
Direct Debit		148.45			
International		3,115.00			
BPAY		3,551.28			
<b>TOTAL</b>		<b>1,427,037.77</b>	 <b>MR ANDRÉ SCHÖNFELDT</b> Chief Executive Officer		

## 12.5 COMMITTEES

### 12.5.1 Title: New Administration, Library and Community Building Committee Meeting Minutes Held 8<sup>th</sup> of April 2021

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

#### **MINUTES OF THE SHIRE OF DARDANUP NEW ADMINISTRATION, LIBRARY AND COMMUNITY BUILDING COMMITTEE MEETING HELD ON THURSDAY, THE 8<sup>th</sup> OF APRIL 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

#### Officer Comment

The Minutes of the New Administration, Library and Community Building Committee Meeting held on the 8<sup>th</sup> of April 2021 are attached (Appendix ORD: 12.5.1A). Following the Committee Meeting Officers have further developed the Request for Tender documentation in line with Council's previous resolution, legal advice as well as probity and project management advice. The updated Request for Tender documentation and Design Brief is attached for Council's endorsement (Confidential Attachment – 12.5.1B).

#### **OFFICER RECOMMENDED RESOLUTION**

##### **THAT Council:**

- 1. Receives the Minutes of the New Administration, Library and Community Building Committee Meeting held on the 8<sup>th</sup> of April 2021 (Appendix ORD: 12.5.1A).**
- 2. Endorses the attached Request for Tender documentation and Design Brief as per confidential attachment (Confidential Appendix ORD: 12.5.1B).**

#### **SOD NEW ADMINISTRATION, LIBRARY AND COMMUNITY BUILDING COMMITTEE RESOLUTION**

##### **THAT Council:**

- 1. Endorses the appointment of Mr Merv Hart to the SoD New Administration, Library and Community Building Committee; and**
- 2. Endorses the amendment to the SoD New Administration, Library & Community Building Committee Instrument of Appointment & Terms of Reference 2021 reflecting the appointment.**

12.5.2 Title: Grants, Awards and Scholarship Meeting Minutes Held 7<sup>th</sup> April 2021

*Reporting Department:* Sustainable Development Directorate  
*Reporting Officer:* Ms Susan Oosthuizen - Director Sustainable Development  
*Legislation:* Local Government Act 1995

**DECLARATION OF INTEREST**

Mr André Schönfeldt has declared an Impartiality Interest in these Minutes as his family attends and are patrons of the Eaton Family Centre and Toy Library who have applied to receive a Level 2 – Community Grant.

**MINUTES OF THE SHIRE OF DARDANUP GRANTS, AWARDS AND SCHOLARSHIP COMMITTEE MEETING HELD ON WEDNESDAY, THE 7<sup>th</sup> OF APRIL 2021, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.00PM.**

Officer Comment

The Minutes of the Grants, Awards and Scholarship Committee Meeting held on the 7<sup>th</sup> April 2021 are attached (Appendix ORD: 12.5.2).

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes of the Grants, Awards and Scholarship Committee Meeting held on the 7<sup>th</sup> of April 2021 (Appendix ORD: 12.5.2).**

**OFFICER RECOMMENDED RESOLUTION  
& GAS COMMITTEE RESOLUTION 'A'**

**THAT Council considers the applications received by the following groups under Community and Events Grants Scheme Round 2 2020/21 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:**

<b>COMMUNITY GRANTS – LEVEL 2</b>		
<b>Eaton Lions Club</b>	<b>\$993.75</b>	<b>Storage tubs for events equipment. Bollards to be used for community events.</b>
<b>Millbridge Lions Club</b>	<b>\$954.65</b>	<b>Guy ropes for newly purchased gazebos. Storage tubs for events equipment, bollards to be used for community events.</b>
<b>Wheelchair Sports South West Inc</b>	<b>\$1,000</b>	<b>Purchase of speciality sports wheelchairs for club members to use.</b>
<b>Dardanup Lions Club</b>	<b>\$1,000</b>	<b>Maintenance, repairs and additions to their BBQ trailer.</b>
<b>South West Rose Society Inc</b>	<b>\$1,000</b>	<b>New PA system to be utilised at club meetings and events.</b>
<b>Eaton Combined Playgroup Association Incorporated Eaton Family Centre</b>	<b>\$1,000</b>	<b>New play equipment, materials, and resources for the centre.</b>
<b>Wellington Mills Community Association Inc</b>	<b>\$986</b>	<b>New carpet for the Wellington Mills Fire Brigade Hall.</b>
<b>Eaton CWA</b>	<b>\$464</b>	<b>Repairs to damaged paving causing trip hazard, and mulch for garden.</b>
<b>River Valley Community Play Group</b>	<b>\$521.21</b>	<b>New toys, outdoor play equipment and craft supplies for the centre.</b>
<b>Eaton Toy Library Inc</b>	<b>\$842.51</b>	<b>New good quality toys for inventory.</b>
<b>Dardanup Community Playgroup</b>	<b>\$954</b>	<b>Promotional &amp; directional signage for the centre &amp; equipment to replenish outdated first aid kit.</b>
<b>Bunbury Repertory Club</b>	<b>\$401</b>	<b>Replenish existing first aid kit &amp; purchase of new first aid kit &amp; fire blankets.</b>
<b>Eaton Primary School</b>	<b>\$952</b>	<b>240 L wheelie bins to set up community recycling station for soft plastics and other hard to recycle materials.</b>
<b>TOTAL</b>		<b>\$10,547.91</b>

**OFFICER RECOMMENDED RESOLUTION  
& GAS COMMITTEE RESOLUTION 'B'**

THAT Council considers the applications received by the following groups under Community and Events Grants Scheme Round 2 2020/21 – Level 3 grants for funding between \$1,001-\$5,000; and

1. Approves funding to the following organisations:

<b>COMMUNITY GRANTS – LEVEL 3</b> (Funding between \$1,001 - \$5,000 with a 50:50 matching component)		
Eaton Senior Citizens	\$4,578.50	New furniture and shelving for new premises.
Breakaway Aboriginal Corporation	\$4,448.00	Materials, equipment, and workshops required for a project that aims to engage Aboriginal people in the production and manufacture of Aboriginal art and artefacts.
South West Mountain Bike Club	\$4,000.00	New club storage shed at Wells Recreation Reserve.
Dardanup Horse and Pony Club	\$4,000.00	Repairs, maintenance and upgrades to the cross country course.
Burekup & Districts Country Club	\$5,000.00	New storage shed and shade area within fenced grass area at the Burekup Country Club.
<b>TOTAL</b>		<b>\$22,026.50</b>

2. Approves funding for the cash component only to the following organisation, subject to the Heritage Council Grant being successful:

<b>COMMUNITY GRANTS – LEVEL 3</b> (Funding between \$1,001 - \$5,000 with a 50:50 matching component)		
Dardanup Heritage Collective	\$3,286.00	Establishment of a Heritage Trail in the Dardanup town site. Financial assistance to go towards costs of signage. In-kind support has also been requested.

3. Gives further consideration to the in-kind component applied for by the Dardanup Heritage Collective once confirmation of the Heritage Council Grant's success has been received;
4. Requests the Chief Executive Officer to work with the Dardanup Heritage Collective to deliver on the election commitment received towards this project.



**12.5.3 Title: Integrated Planning Committee Meeting Minutes Held 14<sup>th</sup> April 2021**

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

**MINUTES OF THE INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY THE 14<sup>th</sup> OF APRIL 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 9.00AM.**

**Officer Comment**

The Minutes of Integrated Planning Committee Meeting held on the 14<sup>th</sup> of April 2021 are attached (Appendix ORD: 12.5.3A).

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes of the Integrated Planning Committee Meeting held on the 14<sup>th</sup> of April 2021 (Appendix ORD: 12.5.3A).**

**DECLARATION OF INTEREST**

Cr. T G Gardiner has declared a Proximity Interest in this resolution as he is a landholder adjacent to Henty Road. Henty Road forms part of the Road Asset Management Plan.

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

**THAT Council endorses the 10 year Road Asset Management Plan 2021/22-2030/31 program of works (Appendix ORD: 12.5.3B).**

**DECLARATION OF INTEREST**

Chief Executive Officer, Mr André Schönfeldt has declared an Impartiality Interest in this resolution in relation to the Eaton Family Centre Building. Mr Schönfeldt's wife [Evian] and son [Lukas] are members of the Eaton Combined Playgroup Association Incorporated - Eaton Family Centre.

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

**THAT Council endorses the 10 year Building Asset Management Plan 2021/22-2030/31 program of works (Appendix ORD: 12.5.3C).**

**DECLARATION OF INTEREST**

Cr. S Gillespie has declared a Proximity Interest in this resolution as the pathway between Pratt Road and Hands Avenue forms part of the expansion/upgrade of the Pathway Asset Management Plan.  
Cr. S Gillespie lives on Pratt Road.

**DECLARATION OF INTEREST**

Cr. M T Bennett has declared a Proximity Interest in this resolution as the pathway between Pratt Road and Hands Avenue forms part of the expansion/upgrade of the Pathway Asset Management Plan.  
Cr. M T Bennett owns property on Pratt Road.

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

**THAT Council endorses the 10 Year Pathway Asset Management Plan 2021/22-2030/31 program of works (Appendix ORD: 12.5.3D).**

**DECLARATION OF INTEREST**

Chief Executive Officer, Mr André Schönfeldt has declared a Proximity Interest in the Parks & Reserves Asset Management Plan discussions/decision that relate to the improvements at the Garry Engel Park. Mr Schönfeldt advised that he owns and resides in property that is adjacent to the park.

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

**THAT Council endorses the 10 year Parks & Reserves Asset Management Plan 2021/22-2030/31 program of works. (Appendix ORD: 12.5.3E), with the removal of McCaughan Park – Flag pole area enhancement and upgrade at a value of \$30,000.**

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

**THAT Council endorses the 10 year Stormwater Asset Management Plan 2021/22-2030/31 program of works (Appendix ORD: 12.5.3F).**

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

**THAT Council endorses the 10 year Plant & Vehicle Asset Management Plan 2021/22-2030/31 acquisition and replacement program (Appendix ORD: 12.5.3G).**

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

**THAT Council endorses the 10 year Executive & Compliance Vehicle Asset Management Plan 2021/22 - 2030/31 acquisition and replacement program (Appendix ORD: 12.5.3H).**

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

**THAT Council endorses the 10 year Recreation Centre Equipment Asset Management Plan 2021/22-2030/31 acquisition and replacement program (Appendix ORD: 12.5.3I) inclusive of the following amendments:**

- **Reduce the transfers to the Reserves to \$80,000 per annum for the next ten years; and**
- **Not replace the Eaton Recreation Centre Grand Stand until the 2033/34 financial year.**

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

**THAT Council adopts the IT Asset Management Plan 2021/22 – 2030/31 (Appendix ORD: 12.5.3J).**

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

**THAT Council notes the Committee's resolution with regards to the draft Long Term Financial Plan 2021/22-2030/31 being:**

***THAT Council consider the draft Long Term Financial Plan 2021/22-2030/31 based on a projected rate increase of 3.0% for the 2021/22 budget and 4% for the years thereafter, and identify and endorse the required amendments to enable a sustainable surplus / breakeven position over the 10 year period.***

**13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

None.

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

None.

**15 PUBLIC QUESTION TIME**

**16 MATTERS BEHIND CLOSED DOORS**

None.

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday, the 26<sup>th</sup> of May 2021, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer to declare the meeting closed.