



# **A G E N D A**

FOR THE

## **ORDINARY**

### **COUNCIL MEETING**

To Be Held

Wednesday, 28<sup>th</sup> of August 2024  
Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 28<sup>th</sup> of August 2024 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 23<sup>rd</sup> August 2024

**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

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

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## TABLE OF CONTENTS

|             |  |           |
|-------------|--|-----------|
| <b>1</b>    | <b>DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....</b>   | <b>1</b>  |
| <b>2</b>    | <b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED .....</b>   | <b>2</b>  |
| 2.1         | <i>Attendance.....</i>   | 2         |
| 2.2         | <i>Apologies.....</i>  | 2         |
| 2.3         | <i>Leave of Absence.....</i>   | 2         |
| 2.4         | <i>Previous Meetings.....</i>  | 2         |
| <b>3</b>    | <b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>   | <b>3</b>  |
| 3.1         | <i>Mr Alan Rowson - Ordinary Council Meeting - 24<sup>th</sup> of July 2024 .....</i>  | 3         |
| 3.2         | <i>Mr Edo Accorsini - Ordinary Council Meeting - 24<sup>th</sup> of July 2024.....</i>   | 4         |
| <b>4</b>    | <b>PUBLIC QUESTION TIME.....</b>   | <b>4</b>  |
| <b>5</b>    | <b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>   | <b>5</b>  |
| <b>6</b>    | <b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>   | <b>5</b>  |
| <b>7</b>    | <b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>   | <b>5</b>  |
| 7.1         | <i>Ordinary Council Meeting Held on the 24<sup>th</sup> of July 2024 .....</i>   | 5         |
| <b>8</b>    | <b>ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION .....</b>  | <b>6</b>  |
| 8.1         | <i>Title: Shire President Monthly Report.....</i>  | 6         |
| <b>9</b>    | <b>ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....</b>   | <b>8</b>  |
| 9.1         | <i>Title: Purchase of Lot 100 Martin Pelusey Road, Waterloo .....</i>  | 8         |
| 9.2         | <i>Title: Letter - Roger Blowers Gym Membership.....</i>   | 8         |
| 9.3         | <i>Title: Chief Executive Officer KPI Quarterly Report.....</i>  | 8         |
| <b>10</b>   | <b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....</b>  | <b>9</b>  |
| <b>11</b>   | <b>DECLARATION OF INTEREST .....</b>   | <b>9</b>  |
| <b>12</b>   | <b>REPORTS OF OFFICERS AND COMMITTEES .....</b>  | <b>10</b> |
| <b>12.1</b> | <b>EXECUTIVE REPORTS.....</b>  | <b>10</b> |
| 12.1.1      | <i>Title: 2024 Western Australian Local Government Convention and Annual General Meeting.....</i>                                    | 10        |
| 12.1.2      | <i>Title: 2024 Western Australian Local Government Convention and Annual General Meeting Motion from the Shire of Dardanup .....</i> | 15        |
| <b>12.2</b> | <b>SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS .....</b>   | <b>20</b> |
| 12.2.1      | <i>Title: Bunbury &amp; Districts Softball Association – Support for CSRFF Small Grant Application .....</i>                         | 20        |
| 12.2.2      | <i>Title: DFES Funding Received – Building Upgrades and Installation of Bore .....</i>   | 25        |
| <b>12.3</b> | <b>INFRASTRUCTURE DIRECTORATE REPORTS .....</b>  | <b>33</b> |
| 12.3.1      | <i>Title: Eaton Drive Strategic Intersection Treatments – Community Consultation .....</i>   | 33        |
| <b>12.4</b> | <b>CORPORATE &amp; GOVERNANCE DIRECTORATE REPORTS.....</b>   | <b>46</b> |
| 12.4.1      | <i>Title: Paperless Council Meeting Agenda’s.....</i>  | 46        |
| 12.4.2      | <i>Title: Monthly Statement of Financial Activity for the Period Ended on the 31<sup>st</sup> of July 2024.....</i>                  | 50        |
| 12.4.3      | <i>Title: Schedule of Paid Accounts as at the 31<sup>st</sup> of July 2024 .....</i>   | 55        |
| <b>12.5</b> | <b>COMMITTEES.....</b>   | <b>90</b> |
| 12.5.1      | <i>Title: Local Emergency Management Committee Meeting Minutes held on the 14<sup>th</sup> August 2024 .....</i>                     | 90        |
| <b>13</b>   | <b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>   | <b>90</b> |
| <b>14</b>   | <b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....</b>   | <b>90</b> |
| <b>15</b>   | <b>PUBLIC QUESTION TIME.....</b>   | <b>90</b> |
| <b>16</b>   | <b>MATTERS BEHIND CLOSED DOORS .....</b>   | <b>91</b> |
| 16.1        | <i>Title: Proposed Purchase of Lot 100 Martin Pelusey Road, Waterloo .....</i>   | 92        |
| 16.2        | <i>Title: Letter - Roger Blowers Gym Membership.....</i>   | 92        |

|      |  |           |
|------|--|-----------|
| 16.3 | Title: Chief Executive Officer KPI Quarterly Report..... | 93        |
| 17   | <b>CLOSURE OF MEETING .....</b>                          | <b>93</b> |

## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

## RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

| Rating (Level)           | Health   | Financial Impact          | Service Interruption  | Legal and Compliance   | Reputational  | Environmental  | Property   |
|--------------------------|--|---------------------------|---|--|---|--|--|
| <b>Insignificant (1)</b> | Near miss<br>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.<br><b>Legal</b> - Threat of litigation requiring small compensation.<br><b>Contract</b> - No effect on contract performance.   | Unsubstantiated, low impact, low profile or 'no news' item.<br><b>Example:</b> Gossip, Facebook item seen by limited persons.   | Contained, reversible impact managed by on site response.                                | Inconsequential or no damage.  |
| <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.<br><b>Legal</b> - Single minor litigation.<br><b>Contract</b> - Results in meeting between two parties in which one party expresses concern.   | Substantiated, low impact, low news item.<br><b>Example:</b> Local paper / Industry news article, Facebook item seen by multiple groups.  | Contained, reversible impact managed by internal response.                               | Localised damage rectified by routine internal procedures.   |
| <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.<br><b>Legal</b> - Single moderate litigation or numerous minor litigations.<br><b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued. | Substantiated, public embarrassment, moderate impact, moderate news profile.<br><b>Example:</b> State-wide paper, TV News story.  | Contained, reversible impact managed by external agencies.                               | Localised damage requiring external resources to rectify.  |
| <b>Major (4)</b>         | Long-term disability/ multiple injuries<br>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.<br><b>Legal</b> - Single major litigation or numerous moderate litigations.<br><b>Contract</b> - Receive/issue written notice threatening termination if not rectified.                    | Substantiated, public embarrassment, high impact, high news profile, third party actions.<br><b>Example:</b> Australia wide news stories. Regulatory / Political commentary involvement.  | Uncontained, reversible impact managed by a coordinated response from external agencies. | Significant damage requiring internal & external resources to rectify.                                       |
| <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.<br><b>Legal</b> - Numerous major litigations.<br><b>Contract</b> - Termination of contract for default.  | Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions.<br><b>Example:</b> Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement. | Uncontained, irreversible impact.  | Extensive damage requiring prolonged period of restitution.<br>Complete loss of plant, equipment & building. |

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 28<sup>th</sup> OF AUGUST 2024, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, EATON, COMMENCING AT 5.00PM.**

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

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

*Acknowledgement of Country*

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

*Emergency Procedure*

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

*Affirmation of Civic Duty and Responsibility*

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



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

### 2.1 Attendance

### 2.2 Apologies

### 2.3 Leave of Absence

### 2.4 Previous Meetings

| DATE               | TYPE | Cr. T<br>BELL | Cr. L W<br>DAVIES | Cr. T G<br>GARDINER | Cr. S L<br>GILLESPIE | Cr. A C<br>JENOUR | Cr. E P<br>LILLY | Cr. M R<br>HUTCHINSON | Cr. J D<br>MANONI | Cr. A L<br>WEBSTER |
|--------------------|------|---------------|-------------------|---------------------|----------------------|-------------------|------------------|-----------------------|-------------------|--------------------|
| <b>May 2024</b>    |      |               |                   |                     |                      |                   |                  |                       |                   |                    |
| 15/05/24           | AF   | ✓             | NA                | ✓                   | ✓                    | ✓R                | LoA              | ✓                     | ✓                 | ✓                  |
| 22/05/24           | OCM  | ✓             | ✓                 | ✓                   | ✓                    | ✓                 | ✓                | ✓                     | ✓                 | ✓                  |
| 29/05/24           | SCM  | ✓             | ✓                 | ✓                   | ✓                    | ✓R                | ✓                | ✓                     | ✓                 | ✓                  |
| <b>June 2024</b>   |      |               |                   |                     |                      |                   |                  |                       |                   |                    |
| 05/06/24           | CF   | Ap            | NA                | ✓                   | Ap                   | ✓                 | ✓                | ✓                     | Ap                | Ap                 |
| 19/06/24           | AF   | ✓             | NA                | ✓                   | ✓                    | ✓                 | ✓                | ✓                     | ✓                 | ✓                  |
| 26/06/24           | OCM  | ✓             | ✓                 | ✓                   | ✓                    | ✓R                | ✓                | ✓                     | ✓                 | ✓                  |
| <b>July 2024</b>   |      |               |                   |                     |                      |                   |                  |                       |                   |                    |
| 10/07/24           | SCM  | ✓             | Ap                | ✓                   | ✓                    | ✓R                | ✓R               | ✓                     | ✓                 | Ap                 |
| 17/07/24           | AF   | NA            | ✓                 | ✓                   | ✓                    | Ap                | ✓                | ✓                     | ✓                 | ✓                  |
| 24/07/24           | OCM  | ✓             | ✓                 | ✓                   | ✓                    | ✓R                | ✓                | ✓                     | ✓                 | ✓                  |
| 31/07/24           | CF   | ✓             | NA                | ✓                   | ✓                    | ✓                 | ✓                | ✓                     | ✓R                | NA                 |
| <b>August 2024</b> |      |               |                   |                     |                      |                   |                  |                       |                   |                    |
| 14/08/24           | WS   | NA            | ✓                 | ✓                   | ✓                    | ✓                 | ✓                | ✓                     | NA                | ✓                  |
| 21/08/24           | AF   | ✓R            | Ap                | ✓                   | Ap                   | ✓R                | ✓                | ✓                     | NA                | Ap                 |
| 28/08/24           | OCM  |               |                   |                     |                      |                   |                  |                       |                   |                    |

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

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

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

#### 3.1 Mr Alan Rowson - Ordinary Council Meeting - 24<sup>th</sup> of July 2024

At the July Ordinary Council Meeting the following questions were taken on notice:

Mr Alan Rowson asked the following:

- *Request for speed limit signage on Hayward Street, Dardanup*
- *Request for a refuge island be placed on the street on Hayward Street, Dardanup*
- *Request some form of traffic management on Hayward Street, Dardanup*
- *Request signage to advise it is a multi-use path on Hayward Street, Dardanup*

Response from Director Infrastructure, Mr Theo Naudé:

*At the Ordinary Council Meeting of 27<sup>th</sup> of April 2022 a letter from Mr Rowson requesting speed humps in Hayward Street as well as a petition to that effect was presented to Council. Council at that meeting resolved that further investigations regarding speeding issues and costing be done for appropriate treatment that would potentially address the issues raised in the letter and a report be brought back to Council.*

*Investigations were carried out and traffic counters were installed on Hayward Street to collect traffic data in terms of type, number and speed of vehicles using Hayward Street, which enabled the Shire to determine the type of issues on the road. Data collected shows that the average speed by users on Hayward Street, which has a posted speed limit of 50km/h was 45.9km/h and the 85<sup>th</sup> percentile speed was 54.7km/h. Based on the data collected by the Shire it was not recommended that any traffic calming devices be installed. These devices often only control isolated users whilst creating unnecessary inconvenience to the majority of road users.*

*The findings were reported back to Council and at the Ordinary Council Meeting on 23<sup>rd</sup> of November 2022 Council resolved to install a mobile Speed Indication Device (SID) for a period of 3 months on Hayward Street to assist with issues of speeding. These SID's are portable and are currently being used around the Shire where hot spots or perceived speeding occurs and could be brought back to Hayward Street at a later occasion.*

*Hayward Street is in a Built-Up Area and a speed limit of 50 km/h is applicable. Main Roads WA, who is the responsible authority for determining speed zoning, does not put speed zone signs on roads subject to default speed limits such as in the case of Hayward Street. In addition, advisory "Remember 50 in Built-Up Areas" signs are no longer used on roads subject to the default speed limits.*

*There is a refuge island on Hayward Street in front of the school located near Mitchell Way. Apart from this location, the construction of a refuge island, which would require road widening in another location is not considered appropriate or necessary.*

*The resurfacing roadworks on Ferguson Road were over a very short period of time (about a week in total) and were unlikely to have resulted in vehicles preferentially using Hayward Street. Trucks and buses that are classified as General Access Vehicles (GAV) are permitted to use Hayward Street. Heavy Vehicles however, that exceed the definition of a GAV are not permitted to use Hayward Street. Monitoring and management of heavy vehicles on public roads is managed by Heavy Vehicle Services (HVS) in Main Roads WA. The Shire can place a traffic counter again on Hayward Street, when possible, to see if any changes have occurred since the last counters were placed on the road.*

*Regarding the footpath, both pedestrians and cyclists are permitted to use the footpath along Hayward Street. Rules for usage are defined in the Road Traffic Code 2000, including that cyclists must keep left and give way to pedestrians, and as such, it is considered that specific signage on the path is not required.*

### 3.2 Mr Edo Accorsini - Ordinary Council Meeting - 24<sup>th</sup> of July 2024

At the July Ordinary Council Meeting the following questions were taken on notice:

Mr Edo Accorsini requested clarification on the maintenance responsibilities and in general who was responsible for the verge.

Response from Director Infrastructure, Mr Theo Naudé:

*Mr Accorsini was contacted by a Shire Officer on the 12<sup>th</sup> of August 2024 to discuss verge maintenance responsibilities. It was explained that, although verges are within the Road Reserve, which is managed by the Shire of Dardanup, maintenance of verges are generally the adjoining property owner's responsibility in built-up areas. There are however some exceptions, as outlined in Council Policy Inf CP117 Maintenance of Verges by the Shire.*

*Regarding maintenance of property crossovers (driveways), the landowner must construct the crossover to the Shire's requirements. The cost for the first property crossover is partially subsidised by the Shire as per Council Policy Infr CP050 Crossovers – Approvals, Standards and Subsidy. The ongoing maintenance and upkeep of crossovers is the responsibility of the property owner and at their own cost. Council does not accept any costs associated with any repairs, unless the repairs are required as a direct result of action by Council (or any of its contractors). Mr Accorsini was emailed copies of the above Council Policies as well as Infr CP057 Residential Road Verge and Infr CP121 Tree Management Policy.*

|                               |
|-------------------------------|
| <b>4 PUBLIC QUESTION TIME</b> |
|-------------------------------|

**5 APPLICATIONS FOR LEAVE OF ABSENCE****COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the Ordinary Council Meeting to be held on the 25<sup>th</sup> of September 2024.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS****7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING****7.1 Ordinary Council Meeting Held on the 24<sup>th</sup> of July 2024****OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 24<sup>th</sup> of July 2024, be confirmed as true and correct subject to the following corrections:**

- **Amend page 7 of the Minutes to update the attendees of the Country Women's Association within the Shire President Report.**
  - **To remove Chief Executive Officer, Mr André Schönfeldt as an attendee.**
  - **Add Place Community Engagement Officer, Mr Will Tuck as an attendee with special thanks from the members of the Country Women's Association for the digital display he had prepared for the event.**

## 8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

### 8.1 Title: Shire President Monthly Report

#### Reporting Department

*Elected Members*

#### Elected Member

*Cr. Tyrrell Gardiner - Shire President*

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

|               |  |
|---------------|--|
| <b>Event:</b> | <b>25/07/2024 – Jodie Hanns MLA</b>  |
| Report:       | <p>Hosted at: Shire of Dardanup<br/>           Attended by: President Gardiner and Chief Executive Officer.</p> <p>Discussions on community needs particularly in regard to the recent Council endorsed Dardanup and Burekup Precinct Plans</p>  |
| <b>Event:</b> | <b>29/07/2024 - RRG Elected Members Meeting July 2024</b>  |
| Report:       | <p>Hosted at: Shire of Dardanup<br/>           Attended by: President Gardiner</p> <p>Regular meeting of Regional Road Group.</p> <p>The increasing problem (throughout the region) of capital costs for roads and bridges a priority.</p>   |
| <b>Event:</b> | <b>30/07/2024 - BGEA LG Executive Committee Meeting</b>  |
| Report:       | <p>Hosted at: Shire of Dardanup<br/>           Attended by: President Gardiner</p> <p>Key points of discussion:</p> <ol style="list-style-type: none"> <li>1) Regional Investment Prospectus.</li> <li>2) Proposed Regional Events Fund.</li> <li>3) Bunbury Geographe Sub Regional Strategy.</li> <li>4) Integrated Regional transport study.</li> <li>5) Regional Waste.</li> <li>6) CHRMAP.</li> <li>7) Planning inconsistencies.</li> </ol>  |
| <b>Event:</b> | <b>31/07/2024 - Neurological Council of WA - NeuroKids South-West Launch</b>   |
| Report:       | <p>Attended by: Deputy President Lilly</p> <p>Following the success the Neurological Council's Perth-based NeuroKids service, proudly supported by Telethon7, we are delighted to receive funding from the <b>Stan Perron Charitable Foundation</b> to establish a new paediatric community neurological nursing service in the South West, based in Bunbury, with a particular focus on 10–17 year olds. The new service will enhance access to specialised paediatric community neurological nursing, care, education and support closer to home for children and families in the South West region.</p> |

|                                  |  |                                  |                                     |                              |                                 |
|----------------------------------|--|----------------------------------|-------------------------------------|------------------------------|---------------------------------|
| <b>Event:</b>                    | <b>01/08/2024 - UDIA WA 2024 Awards for Excellence; Judging Site Visit.</b>  |                                  |                                     |                              |                                 |
| <b>Report:</b>                   | <p>The Shire has been shortlisted for the Urban Development Institute of Australia WA awards for excellence in two Award categories:</p> <ul style="list-style-type: none"> <li>• Sustainability (1 of 4 nominations); and</li> <li>• Social and Community Infrastructure (1 of 6 nominations).</li> </ul> <p>The judging panel received a briefing and site visit on Thursday 1<sup>st</sup> August 2024. Also in attendance was Clinton Wood - Perkins and Ian Meacham - CPD to specifically discuss the sustainable use of timber.</p> <p>Winners to be announced at the Gala Dinner on 14<sup>th</sup> September at Crown Perth.</p> |                                  |                                     |                              |                                 |
| <b>Event:</b>                    | <b>03/08/2024 – BGCCI 2024 Business Excellence Awards</b>  |                                  |                                     |                              |                                 |
| <b>Report:</b>                   | <p>Hosted at: Mantra Bunbury Lighthouse<br/>         Attended by: President Gardiner<br/>         Two local business nominated:</p> <table> <tr> <td>Business with 6 to 10 Employees:</td><td>Dardanup Health and Wellness Centre</td></tr> <tr> <td>Business with 21+ Employees:</td><td>LGM Industries – “Award Winner”</td></tr> </table>   | Business with 6 to 10 Employees: | Dardanup Health and Wellness Centre | Business with 21+ Employees: | LGM Industries – “Award Winner” |
| Business with 6 to 10 Employees: | Dardanup Health and Wellness Centre  |                                  |                                     |                              |                                 |
| Business with 21+ Employees:     | LGM Industries – “Award Winner”  |                                  |                                     |                              |                                 |
| <b>Event:</b>                    | <b>08/08/2024 – BGEA Board Meeting</b>   |                                  |                                     |                              |                                 |
| <b>Report:</b>                   | <p>Hosted at: WAPRES Bunbury Office<br/>         Attended by: President Gardiner</p> <p>Recent announcement of restructuring at Albemarle and how it may filter through the Bunbury Geopraphe Region. Potential for other businesses to absorb workforce.</p>  |                                  |                                     |                              |                                 |

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

9.1 Title: Purchase of Lot 100 Martin Pelusey Road, Waterloo

9.2 Title: Letter - Roger Blowers Gym Membership

9.3 Title: Chief Executive Officer KPI Quarterly Report

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

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

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

**Note:** The meeting would go behind closed doors toward the end of the meeting to discuss S.5.23 section

- (2)(a) a matter affecting an employee or employees and section
- 2(e)(ii) information that has a commercial value to a person.
- 2(b) personal affairs of any person.

**10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN**

None.

**11 DECLARATION OF INTEREST**

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

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

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

- *Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in Item 16.2 - Chief Executive Officer KPI Quarterly Report as the matter relates to Mr. Schönfeldt's Employment.*
- *Director Infrastructure, Mr Theo Naudé declared a Financial Interest in Item 12.3.1 - Eaton Drive Strategic Intersection Treatments – Community Consultation as his daughter, who currently lives with him is employed by the Little Explorers Early Learning Centre located on the corner of Eaton Drive and Glen Huon Boulevard where the traffic lights are proposed.*
- *Shire President, Cr. T G Gardiner declared an Impartiality Interest in Item 12.2.2 - DFES Funding Received – Building Upgrades and Installation of Bore as he is a member of the Ferguson Bush Fire Brigade.*



## 12 REPORTS OF OFFICERS AND COMMITTEES

## 12.1 EXECUTIVE REPORTS

12.1.1 Title: 2024 Western Australian Local Government Convention and Annual General Meeting

|                             |  |
|-----------------------------|--|
| <b>Reporting Department</b> | <i>Executive</i>   |
| <b>Responsible Officer</b>  | <i>Mr André Schönfeldt - Chief Executive Officer</i>   |
| <b>Reporting Officer</b>    | <i>Mr André Schönfeldt - Chief Executive Officer</i>   |
| <b>Legislation</b>          | <i>Local Government Act 1995</i>   |
| <b>Council Role</b>         | <i>Executive/Strategic.</i>  |
| <b>Voting Requirement</b>   | <i>Simple Majority.</i>  |
| <b>Attachments</b>          | <i>12.1.1A – 2024 WA Local Government Convention Program</i><br><i>12.1.1B – 2024 WA Local Government Annual General Meeting – Notice of Meeting</i><br><i>12.1.1C – Risk Assessment</i> |

## Overview

This report requests the Council to nominate representatives for the WALGA Local Government Convention, scheduled from 8<sup>th</sup> to 10<sup>th</sup> October 2024, at the Perth Convention and Exhibition Centre. The theme, "Innovation Ecosystem," focuses on fostering dynamic change in Western Australia (WA) through collaboration, promotion, and innovative thinking. The convention aims to inspire new ideas, enhance community passion, and facilitate connections for ongoing skills and ideas sharing within the Local Government sector, highlighting WALGA's expertise and collective benefits for WA.

### OFFICER RECOMMENDED RESOLUTION

**THAT Council:**

1. **Endorses the Chief Executive Officer and the following councillors to attend the 2024 WA Local Government Convention and the AGM.**

Cr. \_\_\_\_\_  
Cr. \_\_\_\_\_  
Cr. \_\_\_\_\_  
Cr. \_\_\_\_\_  
Cr. \_\_\_\_\_  
Cr. \_\_\_\_\_  
Cr. \_\_\_\_\_  
Cr. \_\_\_\_\_

2. Nominates Cr. T G Gardiner and Cr. \_\_\_\_\_ to be voting members for the Shire of Dardanup at the 2024 WA Local Government Annual General Meeting; and;
3. Nominates Cr. \_\_\_\_\_ and Cr. \_\_\_\_\_ to be second proxy voting delegates should the need arise.

***Change to Officer Recommendation***

No Change. **OR:**

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

### **Background**

The Western Australian Local Government Association (WALGA) holds a State Convention every year to bring all local governments together to participate in sessions of general interest and professional development on specific issues.

The Annual General Meeting (AGM) of the Western Australian Local Government Association (WALGA) will be held at the Perth Convention and Exhibition Centre on Wednesday, 9<sup>th</sup> of October 2024 at 2.30pm.

Attendance at the AGM is free for all Elected Members and officers from Member Local Governments. Voting Delegates and Proxies must be registered.

**Legal Implications** - None.

### **Council Plan**

13.1 - Adopt best practice governance.

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

**Environment** - None.

### **Precedents**

Each council is to send two representatives as voting delegates to the AGM. In previous years where the Council has no policy on a matter going before the WALGA AGM the Council has given approval for the delegates to vote according to any new information debated at the meeting, otherwise delegates are to vote in accordance with Council's direction. The Chief Executive Officer attends the convention.

### **Budget Implications**

There is \$27,983 allocated in the 2024/25 Draft budget under account 04 1 1006 (Conferences & Training – Councillors) for Councillor training purposes. The cost per Councillor to attend the conference and AGM including 4 nights' accommodation will be approximately \$2,500. Therefore, if all 9 Councillors attend \$22,500 of the training budget will be allocated towards this.

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

### **Council Policy Compliance**

*CnG CP081 – Elected Member and CEO Attendance at Events*

The Policy includes the following statement:

- *The Shire of Dardanup authorises in advance the attendance of all Elected Members and the CEO at the annual WALGA Local Government Week State conference.*

*CnG CP112 – Councillor Induction Training and Professional Development.*

*4.5 Conferences & Training Courses*

*The annual budget allocation may be used for any of the following:*

- c) *Local Government Week - Local Government Week (Convention) is an annual networking and development opportunity provided by WALGA. This is undertaken in*

*conjunction with the Association's Annual General Meeting at which the Shire of Dardanup is entitled to have two delegates. It is usual that this will be the President and Deputy President, however this may be passed to another Elected Member (by resolution of Council) when one or both of the President and Deputy President are not in attendance.*

*In addition to the two delegate participants, opportunity exists for other Elected Members and the Chief Executive Officer to attend Local Government Week.*

### **Risk Assessment**

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

| <b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>   |  |
|--|--|
| Risk Event   | 2024 Western Australian Local Government Convention and Annual General Meeting   |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4)  |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.   |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable.   |
| Risk Category Assessed Against                       | Reputational<br>Council reputation may suffer if it is not involved with current issues affecting Local Government as a whole. |

### **Officer Comment**

The benefits to Councillors in attending the annual WALGA Convention are highlighted as follows:

**Professional Development:** Attendance at the WALGA Convention provides valuable opportunities for professional growth through access to a diverse range of presentations and discussions led by experts.

**Networking Opportunities:** The convention serves as a platform to engage and build connections with peers, industry leaders, and key stakeholders. This networking fosters the exchange of ideas, best practices, and innovative solutions to common challenges.

**Policy Influence:** Participation in the AGM enables our representatives to contribute to discussions shaping policies that affect the local government sector.

**Knowledge Enhancement:** Gain insights into the latest trends, policies, and legislative changes affecting local government. This knowledge is crucial for informed decision-making and effective governance.

**Recognition and Awards:** The convention also serves as a forum for acknowledging the achievements and contributions of councils and individual Elected Members through various awards and recognitions, promoting a culture of excellence and motivation.

**Strategic Planning:** Exposure to successful case studies and strategic initiatives from other councils can inspire and inform Elected Members in the development and implementation of their own council's strategic plans and projects.

It is recommended that all Councillors attend the WALGA convention and AGM.

END REPORT

### 12.1.2 Title: 2024 Western Australian Local Government Convention and Annual General Meeting Motion from the Shire of Dardanup

|                             |  |
|-----------------------------|--|
| <b>Reporting Department</b> | Executive  |
| <b>Responsible Officer</b>  | Mr André Schönfeldt - Chief Executive Officer  |
| <b>Reporting Officer</b>    | Mr André Schönfeldt - Chief Executive Officer  |
| <b>Legislation</b>          | Local Government Act 1995  |
| <b>Council Role</b>         | Executive/Strategic.   |
| <b>Voting Requirement</b>   | Simple Majority.   |
| <b>Attachments</b>          | Appendix ORD: 12.1.2A – Joint Standing committee Letter March 2024<br>Appendix ORD: 12.1.2B - Risk Assessment Tool<br>Appendix ORD: 12.1.2C – Western Australia Feral Cat Working Group Information 2024 |

#### **Overview**

The Shire of Dardanup is requesting to submit a motion to the WALGA Annual General Meeting (AGM) which is to be held on the 3<sup>rd</sup> of October 2022.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council request the following motion be put forward to the WALGA Annual General Meeting:**

***“THAT WALGA develop a model Cat Local Law in consultation and agreement with the Department of Local Government, Sport and Cultural Industries and The Joint Standing Committee on Delegated Legislation that provides for the following:***

- ***Cats are to be confined to the cat owner’s residence premises;***
- ***Cats within public places are to be under effective control and not to create a nuisance;***
- ***Cats are not allowed on other private properties where the cat does not have the expressed permission of the occupier of that premises, and are not to create a nuisance;***
- ***Cats are prohibited from ecologically sensitive areas designated as Cat Prohibited Areas by Absolute majority of Council, and clearly demarcated as such on a sign displayed at the area, without the need to modify the local law.***

#### **Change to Officer Recommendation**

No Change. **OR:**

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

## Background

The Shire of Dardanup in 2022 attempted to bring its local law in line with that of other local governments where provisions have been included that expressly require cat owners to have effective control of their cats, and that makes it an offence for a cat to be in other places, where the occupier of that place has not given approval.

At its meeting of 25<sup>th</sup> of January 2023, the Shire of Dardanup resolved [09-23] as follows:

*THAT Council:*

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

The Local Law was advertised, and no public submissions were received. A Submission from the Department of Local Government, Sport and Cultural Industries was received and considered by Council in November 2023. Council resolved [273-23] as follows:

*THAT Council:*

1. *Receives the submission received from the Department of Local Government, Sport and Cultural Industries in respect of the Shire of Dardanup Cats Local Law 2023.*
2. *Notes that there were no public submissions received in respect of the Shire of Dardanup Cats Local Law 2023.*
3. *By Absolute Majority decision, adopts the Shire of Dardanup Cats Local Law 2023 [Appendix ORD: 12.4.1D] inclusive of the following minor amendments:*
  - *Clause 1.1: Citation changed to italics;*
  - *Clause 1.4: Changed both the citation title and "Government Gazette" to italics.;*
  - *Clause 1.5: In the definition of Act, changed the citation to italics;*
  - *The words " , in the opinion of an authorised person, " deleted from Clause 2.1(1); Clause 2.2(1)(b) and Clause 2.4(2).*
  - *Clause 3.1(1) Amended to give clarity that the Shire acknowledges the local law process in the designation of cat prohibited areas by adding the words "after following the process for amending a local law pursuant to the Local Government Act." after the words 'Schedule 3' ;*
  - *Clause 4.8 Conditions – amend subclause (1)(a) to read: (a) each cat kept on the premises to be kept so as not to create a nuisance; and*
  - *Clause 4.8 Conditions – deletes subclause (1)(b) that read "(b) that the premises must be adequately fenced (and premises will be taken not to be adequately fenced if there is more than one escape of a cat from the premises); " ; and renumber the following subclauses accordingly.*
4. *Publishes a copy of the adopted local law in the Government Gazette.*

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

The Joint Standing Committee in Delegated Legislation (the Committee) considered the Shire of Dardanup Cats Local Law 2023 at its meeting held on 13<sup>th</sup> of March 2024 and outlined that the Committee believed the proposed local law is contrary to the Cat Act 2011 (Appendix ORD:12.1.2A). The Committee therefore requires that Council agree to undertaking amendments to the Local Law at its meeting on 27<sup>th</sup> of March 2024 and by 3<sup>rd</sup> of April 2024.

*The Committee requests the following undertakings:*

1. *Within 6 months:*
  - *delete the definition of **effective control** in clause 1.5*
  - *delete clause 2.2*
  - *amend clause 4.4(f) to ensure it is not inconsistent with the Cat Act 207 7*
  - *correct the typographical error in the clause reference beneath the heading to Schedule 3.*
2. *All consequential amendments arising from undertaking 1 will be made.*
3. *Clauses 2.2 and 4.4(f) will not be enforced in a manner contrary to undertaking 1.*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

Whilst Council in March resolved to undertake the changes required by the Committee, Council in July 2024 when presented with the amendment local law, did not initiate the making of the amendment local law.

Officers have written to the Committee, providing it with the outcome of the Council decision. At the time of writing this report the Committee's response had not yet been received.

### **Legal Implications**

There are no direct legal implications of seeking WALGA form a position on the local law, however, should the motion be successful and WALGA is able to convince the State Government of the merits, then the motion may lead to possible changes to State Government Policy and Legislation.



Cat Act 2011

The authority for a local government to create a local law under the *Cat Act 2011* is provided in section 79 of the *Cat Act 2011*. The *Cat Act 2011* sets out the requirements inter alia for registration and sterilisation of cats, as well as the requirements for cat management facilities. The *Cat Regulations 2012* set out the requirements for cats to be microchipped and registered, as well as the approval requirements for cat breeders.

Under section 79(3) of the *Cat Act 2011*, a local law may be made in relation to one or more of the following:

- (a) *the registration of cats;*
- (b) *removing and impounding cats;*
- (c) *keeping, transferring and disposing of cats kept at cat management facilities;*
- (d) *the humane destruction of cats;*
- (e) *cats creating a nuisance;*
- (f) *specifying places where cats are prohibited absolutely;*
- (g) *requiring that in specified areas a portion of the premises on which a cat is kept must be enclosed in a manner capable of confining cats;*
- (h) *limiting the number of cats that may be kept at premises, or premises of a particular type;*
- (i) *the establishment, maintenance, licensing, regulation, construction, use, record keeping and inspection of cat management facilities;*
- (j) *the regulation of approved cat breeders, including record keeping and inspection;*
- (k) *fees and charges payable in respect of any matter under this Act.*

Offences and penalties are dealt with under Section 84 of the *Cat Act 2011*, which provides for offences and penalties up to \$5,000; if the offence is continuing in nature, the local law can make a further penalty of \$500 per day. Local laws can also specify a minimum penalty.

**Council Plan**

1.2 - Encourage responsible animal management.

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

13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents** - None.

**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: 12.1.2B] for full assessment document.

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |  |
|--|--|
| Risk Event   | WALGA AGM Motion from the Shire of Dardanup  |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4)  |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.   |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable.   |
| Risk Category Assessed Against                       | Reputational<br>Council’s reputation may suffer if it is not involved with current issues affecting Local Government as a whole. |

### ***Officer Comment***

The following information is to be provided to WALGA as the Member Comment in support of the resolution outlined:

### ***Member Comment***

In the paragraphs that follow, the Shire of Dardanup will not name any of these local governments that have Cat local laws in place, so as to not dox these local governments in with the Joint Standing Committee on Delegated Legislation (the Committee). The Shire understands that the Committee may require those Local Governments that have local laws with such provisions, to amend these local laws in future, in order to ensure it is in line with the Committee’s direction as given to the Shire of Dardanup. For that reason this report will refer more broadly to other local governments within Western Australia that have such local laws.

Within Western Australia there are a number of Local Governments that have Cat Local Laws that require cats to be under effective control when in a public place. Some of these Cat Local Laws also make it an offence for a cat to be in a place, other than a public place, without the express permission of the occupier of that place. These local laws also require cats not to create a nuisance in either a public place, or other places. There are also Property and Public Places Local Laws, that allow Council’s to make designations of areas, by absolute majority and to erect a sign to give effect to such designations.

These provisions seem sensible and require that a cat cannot simply go onto someone else’s private property without their permission, that cats are under effective control in public places and are prohibited from entering areas of sensitive ecological values. The WA Feral Cat Working Group provided the Shire of Dardanup with the attached (Appendix ORD: 12.1.2C) information sheet with reference to existing Cat Local Laws (names of local governments redacted), and a legal opinion received from Castledine Gregory in relation to this. The attachment also includes reference to the WA Labor Party’s party Platform for 2023.

WALGA’s support for the development of a model Cat Local Law that incorporates these provisions as standard provisions are sought so as to ensure this is accepted in advance by the Department of Local Government, Sport and Cultural Industries and the Joint Standing Committee on Delegated Legislation. By doing this, it will save a lot of frustration for local governments having to go through a local law development and/or review process and will also ensure that adequate provisions to control cats are included in the local law. This will assist greatly in dealing with complaints from residents in relation to the nuisances caused by cats and will also assist greatly in enforcement efforts by local government rangers.

END REPORT

## 12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

### 12.2.1 Title: Bunbury & Districts Softball Association – Support for CSRFF Small Grant Application

|                             |   |
|-----------------------------|---|
| <b>Reporting Department</b> | <i>Sustainable Development Directorate</i>  |
| <b>Responsible Officer</b>  | <i>Mr Ashwin Nair - Director Sustainable Development</i>  |
| <b>Reporting Officer</b>    | <i>Mr Ashwin Nair - Director Sustainable Development</i><br><i>Ms Melanie Ring – Manager Community Development</i>  |
| <b>Legislation</b>          | <i>Local Government Act 1995</i>  |
| <b>Council Role</b>         | <i>Executive/Strategic</i>  |
| <b>Voting Requirement</b>   | <i>Simple Majority</i>  |
| <b>Attachments</b>          | <i>Appendix ORD: 12.2.1A - Application Form</i><br><i>Appendix ORD: 12.2.1B: Correspondence and Plans from Bunbury &amp; Districts Softball Association</i><br><i>Appendix ORD: 12.2.1C– Risk Assessment.</i><br><i>Confidential Attachment- Under Separate Cover (Tardis Link: <a href="#">GRT-R1636574</a>) Financial Information</i> |

#### **Overview**

The purpose of this report is for Council to consider and support the funding application submitted by the Bunbury and Districts Softball Association (Appendix ORD: 12.2.1A) for the construction of a permanent protective structure between Diamond 1 and Diamond 2 at their facility (Appendix ORD: 12.2.1B), as part of the Community Sporting and Recreation Facilities Fund (CSRFF) administered by the Department of Local Government, Sport and Cultural Industries (DLGSC).

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. **Supports the Bunbury & Districts Softball Association Small Grant application for \$59,091 (excl GST) (Appendix ORD: 12.2.1A) from the Department of Local Government, Sport and Cultural Industries (DLGSC) Community Sporting and Recreation Facilities Fund (CSRFF) for the construction of a permanent structure between Diamond 1 and Diamond 2, subject to the following:**
  - a) **The Bunbury & Districts Softball Association are made aware that the Shire of Dardanup will not be contributing funding towards the development as the works have not been planned as part of future works or upgrades.**
  - b) **The Bunbury & Districts Softball Association are made aware that required Shire of Dardanup building, development, engineering and lease approvals must be obtained in writing prior to any works commencing on the site.**
2. **Endorses the Small Grant application for submission to the Community Sporting and Recreation Facilities Fund (CSRFF).**

3. **Rates this application as 1/1, acknowledging it is the only application received for this Small Grant funding round.**

***Change to Officer Recommendation***

No Change. **OR:**

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

## Background

The Community Sporting and Recreation Facilities Fund (CSRFF) is a State Government funding program that provides assistance to community groups and local government authorities to develop basic infrastructure for sport and recreation. The program aims to increase participation in sport and recreation, with an emphasis on physical activity, through the rational development of sustainable, good quality, well-designed, and well-utilised facilities.

For the 2025/26 funding round there is \$20 million available for allocation through grants. The small grant round in July 2024 is for projects with a project cost of up to \$500,000. The maximum grant offered for small grant applications is 50% of the project cost, capped at \$200,000.

The proposed project involves constructing a permanent hardstand structure between Diamond 1 and Diamond 2 at the Bunbury and Districts Softball Association facility. This structure aims to mitigate the risk of injury from foul balls entering the spectator area and provide additional shade.

## Legal Implications

A ten year lease agreement has been established between the Shire of Dardanup and the Bunbury and Districts Softball Association, which commenced on the 1<sup>st</sup> of May 2017 and expires on the 31<sup>st</sup> of December 2027, with the option of a further 10 year term.

The land on which the facility is located is part of Reserve 50882 being Lot 501 on Deposited Plan 66681 being the whole of the land comprised in Crown Land Title Volume LR3159 Folio 870. A diagram with the lease area identified within the red perimeter is provided below:



The Premises includes the Softball Pavilion, diamonds and grass surrounds as defined by the Glen Huon Reserve Master Plan as adopted by Council on the 25<sup>th</sup> of November 2015, Resolution [325-15].

In accordance with Item 10 – Schedule of Maintenance in the Lease Agreement, any alterations to the Premises are payable by the Bunbury & Districts Softball Association and no works are permitted without the prior written approval of the Lessor.

### **Council Plan**

2.2 - Increase participation in sport, recreation and leisure activities.

9.3 - Provide quality community facilities.

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

**Environment** - None.

### **Precedents**

Council has previously supported similar projects aimed at improving community sports infrastructure and enhancing safety at local sports facilities. This support is consistent with the Council's commitment to fostering safe and accessible recreational environments.

### **Budget Implications**

The total cost of the project is \$59,091.00 (excl GST). The Bunbury and Districts Softball Association is requesting \$30,000.00 (exc. GST) from the CSRFF, which represents 50% of the project cost. The remaining \$29,091.00 will be provided by the Association. (Confidential Attachment (Tardis Link [GRT-R1636574](#))).

While there are no direct budget implications for the Council in terms of funding, it should be noted that the construction of the new structure will result in an increase in insurance premium costs due to the addition of new infrastructure and future maintenance requirements.

### **Budget – Whole of Life Cost**

The Eaton Oval Softball Pavilion building is owned by the Shire of Dardanup. Therefore, any proposed upgrades to this site will directly impact Council's future budgets through increased depreciation, maintenance and operational expenditure.

This new structure will be required to be added to the Shire's Building Asset Management Plan and result in the need for the Council to allocate additional funding in future budgets for the renewal and maintenance of the structure throughout its lifecycle.

**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.

| <b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>   |  |
|--|--|
| Risk Event   | Bunbury and Districts Softball Association – Support for CSRFF Small Grant Application |
| Inherent Risk Rating (prior to treatment or control) | Low (1 - 4)  |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable.                       |

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.        |  |  |
|--|--|--|
| Residual Risk Rating (after treatment or controls) | As the Inherent Risk Rating is below 12, this is not applicable. |  |
| Risk Category Assessed Against                     | Reputational   | Negative public reaction if application is not supported and new infrastructure cannot be constructed. |
|  | Financial  | Project exceed the budget and funding allocation.  |

***Officer Comment***

The construction of a permanent protective structure between Diamond 1 and Diamond 2 at the Bunbury and Districts Softball Association facility is a well-considered project that addresses significant safety concerns of the Association. The project will mitigate the risk of injury from foul balls, provide additional shade, and encourage greater participation and volunteerism in the sport. The application meets the criteria of the CSRFF Small Grants and aligns with the Council's strategic objectives. It is recommended that Council supports this application and endorses its submission to the CSRFF.

END REPORT

## 12.2.2 Title: DFES Funding Received – Building Upgrades and Installation of Bore

|                             |  |
|-----------------------------|--|
| <b>Reporting Department</b> | <i>Sustainable Development Directorate</i>                                   |
| <b>Responsible Officer</b>  | <i>Mr Ashwin Nair - Director Sustainable Development</i>                     |
| <b>Reporting Officer</b>    | <i>Stephen Loiterton – Coordinator Health, Emergency and Ranger Services</i> |
| <b>Legislation</b>          | <i>Local Government Act 1995</i>   |
| <b>Council Role</b>         | <i>Executive/Strategic.</i>  |
| <b>Voting Requirement</b>   | <i>Absolute Majority.</i>  |
| <b>Attachments</b>          | <i>Appendix ORD: 12.2.2A – DFES Notification Ferguson BFB</i>                |
|                             | <i>Appendix ORD: 12.2.2B – DFES Notification -Waterloo BFB</i>               |
|                             | <i>Appendix ORD: 12.2.2C – Ferguson BFB Application</i>                      |
|                             | <i>Appendix ORD: 12.2.2D – Waterloo BFB Application</i>                      |
|                             | <i>Appendix ORD: 12.2.2E - Risk Assessment</i>                               |

### DECLARATION OF INTEREST

Shire President, Cr. T G Gardiner declared an Impartiality Interest in this item.  
Please refer to Part 11 'Declaration of Interest' for full details.

### Overview

This report has been written for Council to accept the following unbudgeted capital funds received from Department of Fire Emergency Services (DFES) through the Local Government Grant Scheme (LGGS) to upgrade the Ferguson Bush Fire Brigade.

- \$187,500 for upgrades to the Ferguson Bush Fire Brigade (Ferguson BFB). (Appendix ORD: 12.2.2A)
- \$9,468.00 for the installation of a 50m bore for the Waterloo Bushfire Brigade (Waterloo BFB). (Appendix ORD: 12.2.2B)

The report also seeks Council to endorse a contribution of \$25,150 towards the upgrade of the Ferguson BFB to cover the works not covered by the capital grants received. A total of \$15,650 as an in-kind contribution for the building upgrade and the remainder \$9,500 required to be funded from the annual operating surplus if Council accept the Officer recommendation. A total of \$946.00 is also required to be funded to install the bore at the Waterloo BFB.

All approved funding must be expended and acquitted by 30<sup>th</sup> of June 2024. Carry forwards are not permitted.

### OFFICER RECOMMENDED RESOLUTION

**THAT subject to formal notification from the Department of Fire and Emergency Services that additional costs associated with the upgrade the Ferguson Bush Fire Brigade station will be included in future Local Government Grant Scheme allocations, Council:**

- 1. Receives the unbudgeted capital grant of \$187,500 provided by the Department of Fire and Emergency Services to upgrade the Ferguson Bush Fire Brigade station.**



2. **Authorises unbudgeted capital expenditure of \$212,650 to undertake upgrades to the Ferguson Bush Fire Brigade.**
3. **Funds Council's cash and in-kind contribution of \$25,150 towards the Ferguson Bush Fire Brigade upgrades that are not covered by the capital grant funding from annual operating surplus.**
4. **Receives the unbudgeted capital grant of \$9,468 provided by the Department of Fire and Emergency Services for the installation of a 50m bore pump for the Waterloo Bushfire Brigade.**
5. **Authorises the unbudgeted capital expenditure of \$10,414.00 for the installation of a 50m bore for the Waterloo Bushfire Brigade.**
6. **Funds a contribution of \$946.00 towards the installation of a 50m bore for the Waterloo Bushfire Brigade from the annual operating surplus.**
7. **In the 2025/26 financial year create a Bush Fire Brigade Capital Reserve for the purposes of funding future Shire of Dardanup Bushfire Brigade capital acquisition, renewal or upgrade works.**

***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:

## Background

LGGS funding is divided into the following two streams:

- *Capital grants* – Relates to significant capital works initiatives, including the acquisition of facilities, appliances, vehicles, and major items of equipment.
- *Operating grants* - Relates to general operating costs and minor purchases, including such items as fleet and facility maintenance, training, protective clothing, insurances and other minor non-recurrent items.

The LGGS Capital and Operating Grants Manual refers to capital grants as significant capital works initiatives costing more than \$5,000 per item, including the acquisition/construction of facilities (excluding land, site works, car parks, fences, and landscaping), appliances, vehicles, and major items of equipment.

- *Ferguson BFB*

The volunteers of the Ferguson BFB identified to the Shire the need to upgrade their Station. Image of existing Station has been provided below.



**Existing Brigade**

The LGGS Capital and Operating Grants Manual presents a model plan for a single bay bushfire brigade facility to ultimately comply with. The current Ferguson BFB station falls short of the model plan insomuch of the functionality and usability of the station for its volunteers. It was identified that the current Station lacks the following:

- a separate kitchen;
- office space;
- communications room;
- a second bathroom/toilet; and
- a washdown area for protective clothing.

In recognition of this, the Ferguson BFB developed a proposal to upgrade their Station. The proposal was submitted in the Shire's application for LGGs funding for the 2024/25 period. (Appendix ORD: 12.2.2C)

- **Waterloo BFB**

The Shire received notification from the Waterloo BFB (Appendix ORD: 12.2.2D) of their request for a bore to be drilled at their Station to secure a reliable water source for firefighting activities. Currently the BFB is reliant on two water tanks. Subject to rainfall during the year, the Brigade may need to, and have previously relied upon water being delivered from various sources. The time delay associated with this and the fact that the nearest fire hydrants are located in Picton and Burekup, approximately 5km away has the potential for an uncontrolled fire to cause serious damage and threaten lives.

The DFES assessed both applications, and the Shire on 25<sup>th</sup> of July 2024 was notified that the funding application has been approved. The funding will be managed as per the LGGs Capital and Operating Grants Manual. The DFES has advised that the funding must be expended and acquitted by 30<sup>th</sup> of June 2024. Carry forwards are not permitted.

### **Legal Implications**

The Local Government Act 1995 requires the Council to consider and approve any changes to the budget.

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

*1 a local government is not to incur expenditure for its municipal fund for an additional purpose except where the expenditure—*

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

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

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

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

### **Council Plan**

7.1 - Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.

### **Environment**

It is envisaged that the proposed works may result in some clearing of vegetation. The site is not a known or identified contaminated site as such the works are unlikely to pose a risk from an environmental perspective. Understanding of the soil composition will be reviewed during the regulatory building process of the upgrades.

### Precedents

Council at its June 2020 Ordinary Council Meeting resolved (Res: 163-20) to provide support for the extension of Waterloo Hall to incorporate the Waterloo Bush Fire Brigade.

### Budget Implications

At the time of budget considerations, the applications were still being assessed by DFES. With notification of the approval, the 2024/25 budget will need to be adjusted to include this funding. The breakdown of the works that meet the items covered by the grant for the Ferguson BFB upgrades are listed below. These have been prioritised to focus on building upgrades only.

| Item                                    | Description  | Indicative Costs    | Priority |
|---|--|---------------------|----------|
| Extend shed                             | Extend the shed adding 0.5m wide by the full depth               | \$100,000           | Y        |
| Install office and comm room            | Build comms and office rooms into the existing new shed          | \$10,100            | Y        |
| Install female UAT and change room      | Install Female UAT, shower and change rooms                      | \$40,000            | Y        |
| Install washing machine and goggle wash | Proper place to wash Goggles and to wash on site yellow uniforms | \$20,000            | Y        |
| New kitchen                             | Install new cabinets, for clean work services and stop rodents   | \$8,000             | Y        |
| Doors between shed and training         | Install a door or doors so the air con can run more efficiently  | \$2,000             | Y        |
| New direct access door                  | To grant direct access to wash area                              | \$2,500             | Y        |
| Outdoor area                            | Shade area to meet and socialise                                 | \$25,000            | N        |
| Hydrant and wiring on drive             |  | \$5,000             | N        |
| New flood light on existing post        | Improve lighting for the station                                 | \$1,500             | N        |
| <b>Total Estimated costs</b>            |  | <b>\$214,100.00</b> |          |

#### Upgrades -Ferguson BFB

The full costs of the upgrades listed by the BFB is estimated at \$214,100, the funding received, however, is for \$187,500. The scope of works associated with the upgrades will be focused on the **priority** works mainly associated with the upgrade of the building itself. The overall works to be delivered will be required to meet the budget.

The submitted plans for Ferguson BFB also show an asphalt driveway. This has been costed at approximately \$30,250, however does not form part of the priority works identified by the Shire.

The grant will not cover items associated with preliminary works of the upgrades. The following items are required to be covered by contributions by the Shire to facilitate the priority works:

| Works                               | Contribution    | In Kind/Transfer Reserve |
|-------------------------------------|-----------------|--------------------------|
| Site Preparation and Earthworks     | \$12,900        | In-Kind                  |
| New plumbing of existing water tank | \$2,750         | In-Kind                  |
| Septic System Upgrade               | \$9,500         | Transfer Reserve         |
| <b>Total</b>                        | <b>\$25,150</b> | -                        |

#### Shire Contribution

As seen above, the site preparation works and plumbing for the existing water tank can be provided by way of both an in-kind and monetary contribution.

Non-priority works will not be delivered as part of the proposed upgrades. Council, however, may in the future choose to deliver these works. If so, a separate Reserve will need to be created to transfer funds for future capital works.

In terms of the 50m bore, the quote which formed part of the DFES application to install a bore was estimated at \$10,414.00. A total of \$9468.00 was received through the capital grant. If Council support the installation and accept the works required a total of \$946.00 will be required to be utilised from the annual operating surplus. A license will have to also be obtained from the Department of Water Environment Regulation by the Shire.

Council should note that funding is to be fully expended and acquitted by 30<sup>th</sup> of June 2025.

### **Budget – Whole of Life Cost**

The ongoing maintenance of the upgraded building and future replacement will be the responsibility of the Shire of Dardanup, with some costs being eligible under the conditions of the LGGS. The Shire will be requesting that the upgrades be considered as part of future LGGS allocations by DFES to consider the increase costs associated with the improvements.

The upgrade to the building will need to be recorded in the Shire of Dardanup Building Asset Management Plan.

### **Council Policy Compliance**

*CnG CP034 – Procurement Policy*

*CnG CP007 - Cost Shifting Assessment*

*Local Government Grant Scheme - Manual for Capital and Operating Grants*

### **Risk Assessment**

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

| <b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>   |  |   |
|--|--|---|
| Risk Event   | DFES Funding Received – Building Upgrades and Installation of Bore |   |
| 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  | An expected increase in costs resultant from the replacement  |
|  | Reputational   | Failure to approve additional expenditure to enable site works for the Ferguson Bushfire Brigade may impact the relationship with the brigades. |

***Officer Comment***

The proposed upgrades to the Ferguson BFB will bring the facility up to the equivalent of the model plan, with the exception of a separate kitchen. The upgrade will improve the functionality of the facility, which includes provision for:

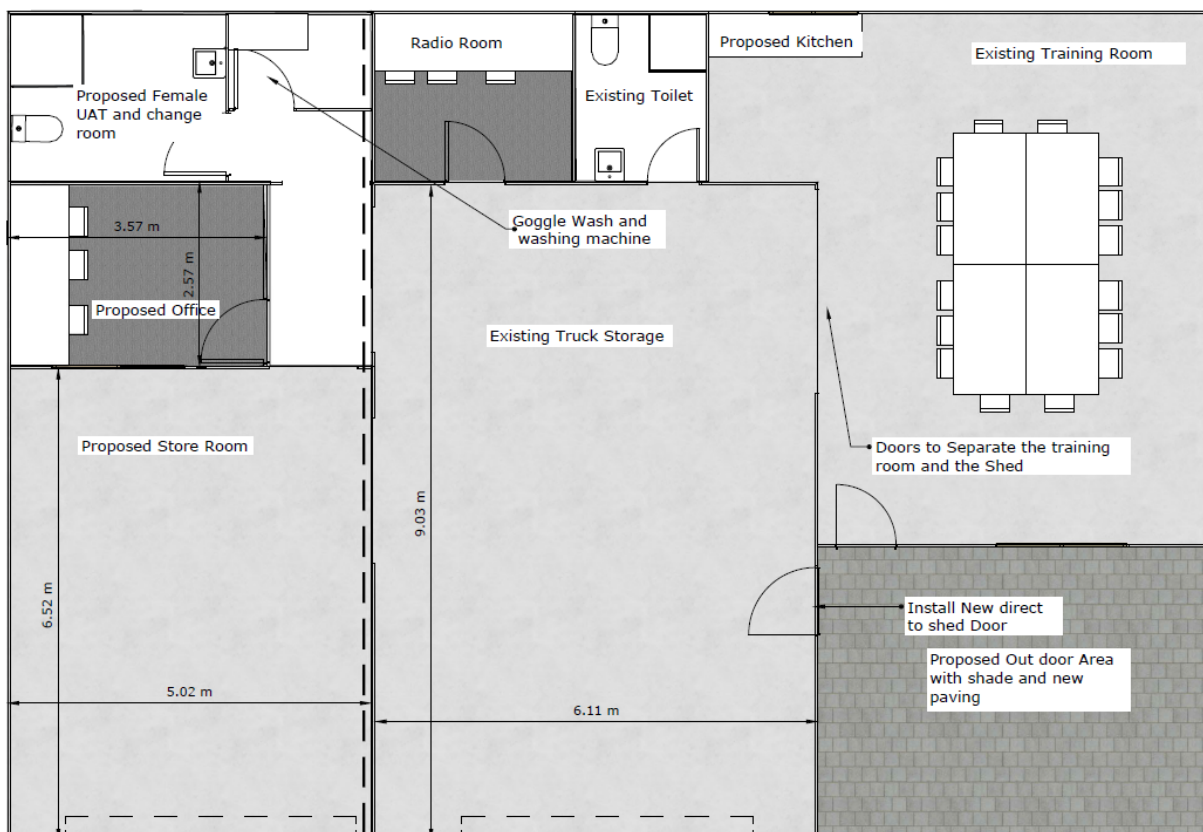
- *Office spaces*
  - The current Station has no office spaces. An administrative office space would be of use to give leaders a space to keep matters separate from operational equipment, and an office to have one-on-one discussions with members.
  - A second office to function as a radio room will enable brigade operations to function better with radio operators not having to contend with background noises of other functions concurrent at the facility (e.g. crew changeover, food preparation, washing, etc).
- *Separate UAT for men/women*
  - The additional second UAT and shower will bring the facility closer to the model station of the manual.
  - A separate room to have washdown facility for PPE (goggle and masks, etc). This room will also house a washing machine to enable washing of other PPE at the brigade rather than bringing smoke impregnated overalls to member's homes.
- *Enlarged store room.*

The current facility has a small storage area. A larger area would enable better storage of equipment, elevated off the floor or contained within cabinets, to deter vermin from effecting stored equipment.

- *Side entrance*
  - Currently members with muddy boots or otherwise soiled overalls enter the training room directly. A separate side entrance would enable members to enter the garage and to access the UAT and showers also.



**Proposed Elevation**



**Existing and proposed Floor Area**

END REPORT

## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1 Title: Eaton Drive Strategic Intersection Treatments – Community Consultation

|                             |   |
|-----------------------------|---|
| <b>Reporting Department</b> | Infrastructure Directorate  |
| <b>Responsible Officer</b>  | Mr Theo Naudé - Director Infrastructure                               |
| <b>Reporting Officer</b>    | Mr Nathan Ryder - Manager Infrastructure Planning & Design            |
| <b>Legislation</b>          | Local Government Act 1995   |
| <b>Council Role</b>         | Executive/Strategic.  |
| <b>Voting Requirement</b>   | Simple Majority.  |
| <b>Attachments</b>          | 12.3.1A - Risk Assessment Tool<br>12.3.1B – Community Survey Outcomes |

#### DECLARATION OF INTEREST

Director Infrastructure, Mr Theo Naudé declared a Financial Interest in this item.  
Please refer to Part 11 'Declaration of Interest' for full details.

#### **Overview**

The purpose of this report is to provide the results of the Community Survey of the proposed intersection treatments for Eaton Drive.

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. **Receives the Community Survey outcomes for the Eaton Drive Strategic Intersection Treatments (Appendix ORD: 12.3.1B);**
2. **Does not make any changes to the designs following the consultation period; and;**
3. **Adopts the concept designs presented at the Ordinary Council Meeting held on 28<sup>th</sup> of February 2024, Resolution [23-24], as follows:**
  1. *Glenhuon Boulevard new Traffic Signals;*
  2. *New intersection with Cudliss Street that facilitates right hand turns onto Eaton Drive and a separate left hand turn lane, closure of Hands Avenue intersection on Eaton Drive, creation of a cul-de-sac at the end of Watson Street and a new pedestrian crossing over Eaton Drive; and*
  6. *Hamilton Road Left-out treatment at Ann Street.*

#### **Change to Officer Recommendation**

No Change. **OR:**

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



## Background

At the Ordinary Council Meeting held on the 28<sup>th</sup> of February 2024, Council endorsed the following [Res: 23-24]:

*THAT Council endorses the following proposed intersection treatments and complementary road treatments for Eaton Drive:*

1. *Glenhuon Boulevard new Traffic Signals (scheduled for construction 2024-2025);*
2. *New intersection with Cudliss Street that facilitates right hand turns onto Eaton Drive and a separate left hand turn lane, closure of Hands Avenue intersection on Eaton Drive, creation of a cul-de-sac at the end of Watson Street near Eaton Drive, and a new pedestrian crossing over Eaton Drive (scheduled for construction 2024-2025);*
3. *Forrest Highway additional analyses and design of the long term intersection upgrades by Main Roads WA to determine the feasibility of providing an additional right turn lane from Eaton Drive to Forrest Highway (west. and an additional left turn lane from Forrest Highway (west. to Eaton Drive));*
4. *Lofthouse Avenue Traffic Signals monitor situation once right turn filter is removed and future modelling);*
5. *Peninsula Lakes Drive traffic signals monitor situation after Eaton Drive-Glenhuon Boulevard completion, requires further modelling);*
6. *Hamilton Road Left-out treatment at Ann Street;*
7. *Lavender Way, Blue Wren Drive and Eaton Drive intersection monitor situation – future modelling; and*
8. *Monitor the on-street performance at the intersection of Millard Street with Lofthouse Avenue.*

At the Ordinary Council Meeting held on the 28<sup>th</sup> of February 2024, Council also endorsed the following [Res: 24-24]:

*THAT Council:*

1. *Request that the Chief Executive Officer advertise the proposed intersection treatments and complementary road treatments for Eaton Drive.*
2. *Requests that any changes required, following the consultation period, are brought back to Council for consideration and finalisation.*
3. *Adopts the intersection treatments provided for in Officer Recommended Resolution B [as above] and authorises the Chief Executive Officer, to finalise the designs should no objections be received.*

Of the 8 proposed intersection treatments listed above in Council Resolution [Res: 23-24], only Items 1, 2 and 6 are proposed for immediate or short-term implementation:

1. *Glenhuon Boulevard new Traffic Signals;*
2. *New intersection with Cudliss Street that facilitates right hand turns onto Eaton Drive and a separate left hand turn lane, closure of Hands Avenue intersection on Eaton Drive, creation of a cul-de-sac at the end of Watson Street and a new pedestrian crossing over Eaton Drive; and*
3. *Hamilton Road Left-out treatment at Ann Street.*

As such, the above items were publicly advertised in accordance with Council Resolution [Res: 24-24]. The public consultation period has now closed, and the results of the survey have been received. Details are included in the Officer Comment section and the Appendices.

**Legal Implications** - None.

### **Council Plan**

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

10.3 - Improve road safety, connectivity and traffic flow.

### **Environment**

The works for the proposed new Cudliss Street intersection requires removal of some isolated trees. They need assessment by the Environment Officer as to whether a clearing permit is required.

### **Precedents**

The Council has previously reviewed community feedback and endorsed concept plans for further development.

### **Budget Implications**

Budget allocations are included in the 2024-2025 budget for the Glenhuon Traffic Signals and also the Cudliss Street intersection works.

| <b>Funding</b>                     | <b>J12657 (Eaton Drive)</b> |
|------------------------------------|-----------------------------|
| Reserve Transfer                   | \$446,126                   |
| Roads to Recovery                  | \$316,000                   |
| Regional Road Group                | \$1,520,000                 |
| <b>Total Expenditure 2024-2025</b> | <b>\$2,282,126</b>          |

The proposed new Ann Street intersection is included in the Shire's Long Term Financial Plan for implementation in 2025-2026 with a provision of \$100,000.

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

### **Council Policy Compliance**

Council Policy *Exec CP090 Community Engagement*

### **Risk Assessment**

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

| <b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>   |  |  |
|--|--|--|
| Risk Event   | Eaton Drive Strategic Intersection Treatments – Community Consultation |  |
| 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   | The potential of legal action against Council for not mitigating the risk accidents. |
|  | Reputational   | Poor communication and Community consultation.                                       |

### **Officer Comment**

A significant amount of discussion and review of options of intersection improvements along Eaton Drive has taken place over a period of several years. During that period there has been some movement in Councillors, and as such, a brief summary is provided herewith to serve as background information.

- *Initial Studies and Options Considered - 2020*

Starting in 2020, the Shire carried out traffic modelling for network changes and intersection improvements along Eaton Drive. The creation of a new intersection of Watson Street with Eaton Drive was considered at the time to be the best option (geometrically) to replace the problematic Hands Avenue intersection. Following a Councillor workshop, a feasibility study was carried out to explore additional options and combinations of roundabouts and traffic lights at Hamilton Road as well as a proposed new Watson Street or Cudliss Street intersection with Eaton Drive.

In total, there were six options modelled in the Feasibility Study, as follows:

1. Modify existing 4 leg roundabout (Hamilton/Eaton/Council) to a 5 leg roundabout option incorporating Hands Avenue as the fifth leg and with a mid-block signalised pedestrian crossing;
2. Maintain existing 4 leg roundabout and add 4 leg traffic signals incorporating Watson Street;
3. Maintain existing 4 leg roundabout and add 4 leg traffic signals incorporating Cudliss Street;
4. Maintain existing 4 leg roundabout and add 4 leg roundabout incorporating Watson or Cudliss Streets with a mid-block signalised pedestrian crossing;
5. A new elongated intersection treatment with signalised pedestrian crossings; and
6. Replace the existing Eaton Drive / Hamilton Road / Council Avenue roundabout with a signalised 4 way intersection. This option also included opening up Ann Street to Hamilton Road ("left out" only) and changing the Hands Avenue intersection to "left-in-left-out" only.

Following a further Councillor workshop, the recommended outcome of the feasibility study was to replace the Hamilton Road roundabout with traffic signals, which was endorsed by Council at the OCM held on the 16<sup>th</sup> of December 2020, along with traffic signals at Glen Huon Boulevard and opening up Ann Street to Hamilton Road (left-out only) in addition to some other possible future intersection treatments along Eaton Drive [Res: 343-20].

- *Proposed Relocation of Hands Avenue Intersection with Eaton Drive - 2021*

The proposed traffic signals at Hamilton Road was not supported by Main Roads WA, who then proposed an alternative concept to address the Hands Avenue issues by increasing the distance of the intersection from the Hamilton Road roundabout and increased refuge in the median when turning right as well as a new pedestrian crossing of Eaton Drive. Right hand turns from Eaton Drive into Hands Avenue was removed from the concept.

The sketch provided by Main Roads is repeated here:



**MRWA Modifications Concept 2021, shifting Hands Ave intersection away from roundabout**

The above concept incorporated a “spiral” type roundabout to assist road users to get into the left hand lane for those negotiating the roundabout and planning to turn left into Hands Avenue.

- *Public Consultation – 2021*

Following an extensive public consultation campaign by the Shire, which included:

1. Large banner display at Eaton Fair Shopping Centre with handouts and Shire representation over a period of one week in July 2021;
2. An engagement through ‘Connect’ to receive comments on the Eaton-Millbridge Community Facilities Plan, which included the proposed intersection changes, in August 2021;
3. Shire website post;

4. Shire E-newsletter;
5. Various Shire Facebook posts;
6. Community News June edition; and
7. Printed copy of the Eaton-Millbridge Community Facilities Plan in Eaton and Dardanup Offices.

The proposed Main Roads WA concept for modifications to the Hands Avenue intersection was endorsed by Council at the Ordinary Council Meeting held on 29<sup>th</sup> September 2021, as well as traffic signals at the Glenhuon Boulevard intersection and a connection of Ann Street onto Hamilton Road (left-out only), along with other possible future intersection treatments along Eaton Drive (Res: 287-21).

- *Proposed Traffic Signals at Glen Huon Boulevard – 2021-2023*

The Shire submitted a formal application to Main Roads WA for the installation of traffic signals at the Glen Huon Boulevard intersection in September 2021. The application was rejected by Main Roads, revised and resubmitted by the Shire, and then rejected again by Main Roads.

In 2022, Main Roads WA offered assistance to the Shire by providing a small study team to collect traffic data, model and analyse all key intersections along Eaton Drive. The outcomes of this investigation were presented to Council in May 2023 by a Main Roads WA representative. One of the recommendations was for installation of traffic signals at the Glen Huon Boulevard intersection and the Shire received formal approval from Main Roads WA in May 2023 (Stage 1 - Traffic Signals Approval Policy).

- *Proposed New Intersection at Cudliss Street with Eaton Drive - 2023*

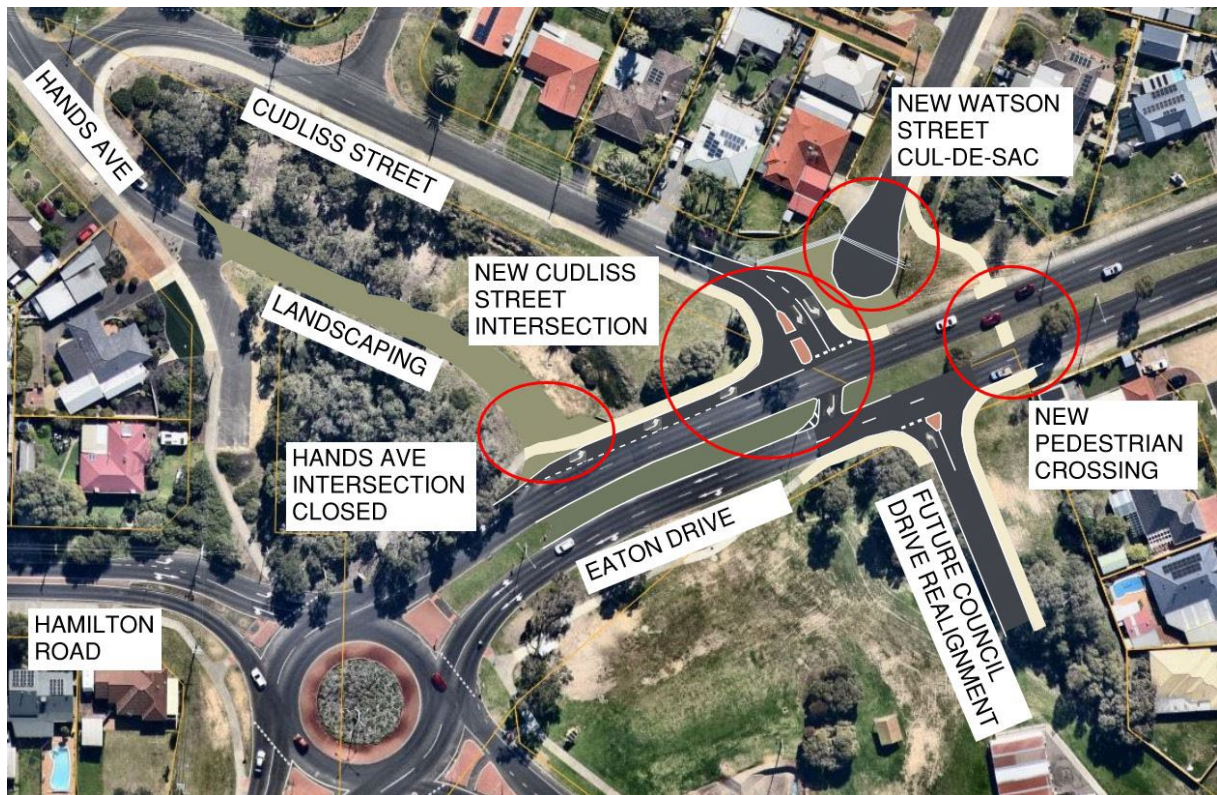
In 2023, Shire officers developed an alternative concept to address:

- (i) The problem that drivers are having to turn right out of Council Drive and then left into Hands Avenue (insufficient merge distance from the roundabout to Hands Avenue);
- (ii) Turning right out of Hands Avenue onto Eaton Drive; and
- (iii) Providing safer pedestrian crossing of Eaton Drive. The Shire's alternative concept was an improvement on the previous Main Roads WA concept and results in the following benefits:
  - Shifting of the intersection with Eaton Drive further away from the roundabout by approximately 60m, providing an improved merging distance for vehicles turning left into Cudliss Street;
  - Minimal impact on Hands Creek;
  - Removing and rehabilitating a portion of Hands Avenue providing enhanced public open space south of Hands Creek;
  - A left slip lane to exit Cudliss Street onto Eaton Drive, reducing stacking at the intersection for those turning right;
  - Increased vehicle refuge area for right hand turns out of Cudliss Street onto Eaton Drive; and
  - A new safe crossing point on Eaton Drive for pedestrians accessing Eaton Fair and Glen Huon Oval.

The alternative concept comprises:



- New intersection of Cudliss Street with Eaton Drive;
- Cul-de-sac of Watson Street;
- Closure of the intersection of Hands Avenue with Eaton Drive;
- New pedestrian crossing of Eaton Drive near the Watson Street cul-de-sac.



**Proposed Concept For New Cudliss Street Intersection and Closing Hands Avenue**

- *Eaton Drive Strategic Intersection Treatments - Public Consultation 2024*

In accordance with Council Resolution [Res:24-24] from the Ordinary Council Meeting held on the 28<sup>th</sup> of February 2024, the community was invited to provide feedback on the following proposed changes:

1. Creation of a new intersection with Cudliss Street that includes right-hand turn lanes onto Eaton Drive, a separate left-hand turn lane, and the closure of the Hands Avenue intersection on Eaton Drive. Development of a cul-de-sac at the end of Watson Street and a new pedestrian crossing over Eaton Drive;
2. Implementation of a left-out treatment at Hamilton Road and Ann Street; and
3. Installation of new traffic signals at Glenhuon Boulevard.

The following consultation strategy was undertaken:

- Social Pinpoint Survey – 6<sup>th</sup> of June 2024 to 4<sup>th</sup> of July 2024. Advertised on Shire website and Facebook;
- Signs at each site location with QR code;
- Sign at Eaton Reception with hard copies of questionnaire available; and
- 303 letters sent directly to landowners, which included all properties within 200m of each site as per Local Planning Policy.

The Shire received submissions via the Social Pinpoint Survey and also some written submissions.

A copy of the consultation survey and outcomes is included in (Appendix ORD: 12.3.1B). This includes the survey questions asked, the results and feedback obtained and a detailed review of comments. All comments received are also included within the Officer Comments.

In summary:

- Approximately 50% of respondents supported all proposed treatments;
- Approximately 20% of respondents were opposed to all proposed treatments; and
- Approximately 30% of respondents supported some treatments and not others.

To gain greater insight into the results of the survey, individual comments were analysed to provide a more detailed picture of support for each of the proposed treatments. Comments that were irrelevant, or not for or against, were discounted.

In summary:

- Approximately 57% supported the Cudliss Street intersection;
- Approximately 59% supported the Ann Street intersection; and
- Approximately 57% supported Traffic Lights at Glenhuon Boulevard.

Many comments were made by respondents, which included concerns as well as a number of alternative suggestions.

While not exhaustive, the following provides a list of the main concerns and suggestions raised in the comments:

1. Concerns raised of traffic impact on quieter streets such as Hands Street and Lennard Street. Suggestions were made to make these streets cul-de-sacs;
2. Suggestions were made to open up Watson Street;
3. Concerns raised about the intersection of Cudliss Street and Hands Avenue;
4. Concerns raised about removal of the right hand turn from Eaton Drive and having to negotiate the Hamilton Road roundabout before turning left;
5. Suggestions were made to open up Leake Street to Eaton Drive;
6. Suggestions were made of a roundabout at Glenhuon Boulevard instead of traffic lights

*(1) - Concerns of traffic impact on quiet streets*

The proposed changes to Hands Avenue and Cudliss Street will inevitably increase traffic in certain streets, and at the same time, decrease traffic in others. In broad terms, the following traffic impacts have been identified:

- i) Traffic that currently flows along Hands Avenue between Cudliss Street and Eaton Drive would be redirected along Cudliss Street;
- ii) Traffic that currently flows along Cudliss Street and Watson Street would likely be redirected along streets such as Lennard Street, Hands Street and Hands Avenue. The cul-de-sac end of Watson Street will have traffic to residential housing only; and
- iii) Some traffic that currently flows along Hands Avenue to turn right onto Eaton Drive would be redirected to Ann St (to turn left into Hamilton Road and to the roundabout). This would also indirectly affect the neighbouring streets leading to Ann Street.

### i) Hands Avenue Traffic

Based on a video survey carried out by Main Roads in 2022, the number of vehicles using Hands Avenue is between 1500 and 1600 Vehicles Per Day (VPD), which breaks down into approximately 750 VPD turning off Eaton Drive into Hands Avenue and 850 VPD turning into Eaton Drive from Hands Avenue, of which approximately 50% turns right onto Eaton Drive and the other 50% turns left. Most of this Hands Avenue traffic would be redirected along Cudliss Street. It is expected, however, that some traffic that would normally turn right onto Eaton Drive will be redirected to the new Ann Street intersection (to turn left into Hamilton Road and to the roundabout) since this intersection may be easier than Cudliss Street depending on the time of day.

Cudliss Street is currently a quiet street with approximately 112 VPD, and as such, residents on Cudliss Street will be greatly impacted by the increased traffic with Cudliss Street connected to Eaton Drive and Hands Avenue closed.

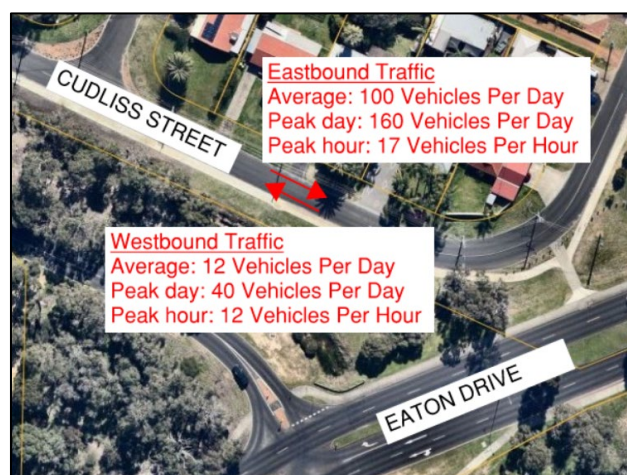


**Hands Avenue Traffic Data**  
(VPD = Vehicles Per Day)

### ii) Cudliss and Watson Street Traffic

Based on recent traffic count data (2024), the number of vehicles that use Cudliss Street/Watson Street is approximately 112 VPD. Breaking the traffic counts into East and West traffic, the following data was collected:

- Westbound vehicles weekly average 12 VPD; and
- Eastbound vehicles weekly average 100 VPD.



**Cudliss Street Traffic Data**



Should Watson Street be converted into a cul-de-sac as per the current proposal, all of the Cudliss Street traffic will be redirected along other nearby streets such as Lennard Street, Hands Street and Hands Avenue.

In the case of Hands Street and Lennard Street, the following recent traffic count data was collected:

| Street         | Vehicles Per Day |            |       | Vehicles Per Hour |
|----------------|------------------|------------|-------|-------------------|
|                | Northbound       | Southbound | Total | Peak Hour         |
| Lennard Street | 46               | 50         | 96    | 14                |
| Hands Street   | 13               | 20         | 33    | 7                 |

In addition, some road users who currently use Hands Avenue to access Eaton Drive from Pratt Road may choose another route such as Lennard Street or Hands Street. It is not known which of the streets will be selected by road users. It is noted, however, that Pratt Road to Eaton Drive via Hands Avenue is a shorter route than via both Hands Street and Lennard Street. Road users will normally take the shorter route.

The quieter streets will notice an increase in traffic due to the proposed changes, however, any changes made in the road network will increase traffic in certain streets and decrease traffic in others. It is suggested that the increases in Hands Street and Lennard Street are likely quite small and the total traffic volumes are well within capacity of these streets (maximum capacity of these streets is in the order of 3,000 vehicles per day). The increases in traffic are very unlikely to cause issues with residents accessing and exiting from their driveways.

### *iii) Ann Street Traffic*

Based on a video survey carried out by Main Roads in 2022, the number of vehicles turning right onto Eaton Drive from Hands Avenue is about 450 VPD. It is not known how many of these vehicles will prefer to exit via Ann Street onto Hamilton Road rather than turn right onto Eaton Drive. If we assume 50%, then traffic in Ann Street may increase by approximately 225 VPD so the increase may be in the order of 20 vehicles per hour, or one vehicle every three minutes. Given that the current traffic count on this section of Ann Street (cul-de-sac) is an average of one vehicle per day, the increase in traffic will be significant.

### *(2) Suggestions to open up Watson Street instead of Cudliss Street*

Some respondents have suggested opening Watson Street onto Eaton Drive and making Cudliss Street a cul-de-sac instead of vice versa. This would require relocation of Western Power power poles. It is a similar idea to the proposed new Cudliss Street intersection and would have some different impacts in terms of traffic redistribution.

### *(3) Concerns raised about the intersection of Cudliss Street and Hands Avenue*

Concerns have been raised about the existing intersection of Cudliss Street and Hands Avenue. The intersection will be somewhat convoluted when the connection of Hands Avenue to Eaton Drive is closed. With the proposed new Cudliss Street intersection with Eaton Drive, the main route is depicted below in red.



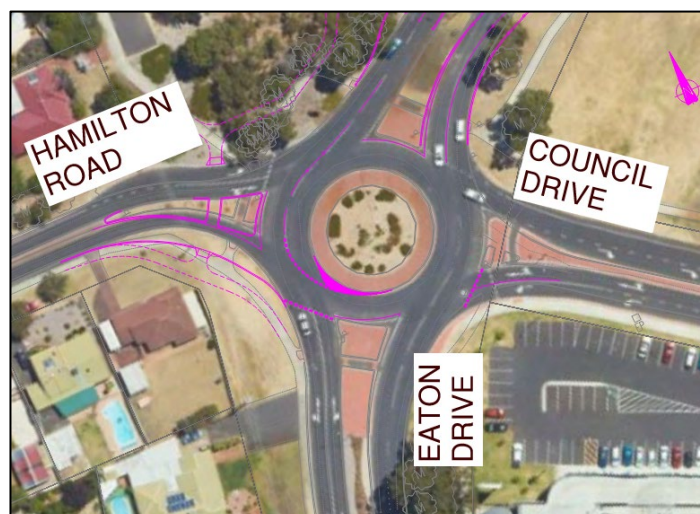
**Existing Intersection of Hands Avenue and Cudliss Street**

This intersection could be altered geometrically to change the priority i.e. making Cudliss Street a through road and Hands Avenue a give way. This has been reviewed at concept level, however, changes to this intersection are not currently proposed since the intersection may not require changes. As such, the recommendation at this stage is to monitor the intersection.

*(4) Concerns about removal of the right hand turn from Eaton Drive*

Removal of the right hand turn from Eaton Drive into Cudliss Street will require road users to negotiate the Hamilton Road roundabout, merge into the left lane and then turn left into Cudliss Street. By moving the intersection further away from the roundabout, by approximately 60m, additional time is provided for road users to merge into the left lane compared to the existing layout.

It is expected that most users will not have issues merging into the left lane with the additional distance of the intersection from the roundabout, however, it is possible to modify the Hamilton Road roundabout to encourage road users to drive in the left lane via line marking. The Main Roads concept in 2021, depicted above in this report and snippet below, incorporated a “spiral” type arrangement. There is similar line marking at the Eelup Roundabout in Bunbury. Road users going around the roundabout can still choose the inside lane when heading north along Eaton Drive.



**MRWA Modifications Concept 2021 “Spiral” Type Roundabout**

The construction of this layout would require relocation of significant Western Power assets as well as geometrical modifications to the roundabout itself. Until the new intersection is constructed, it will be unknown whether road users who used to turn right into Hands Avenue will have issues with merging into the left lane in order to turn left into Cudliss Street. Modification of the Hamilton Road roundabout could be implemented as a future project should issues become apparent over time.

In terms of traffic volumes, the vehicles that would normally turn right off Eaton Drive will be diverted around the Hamilton Road roundabout and then left into Cudliss Street. Concerns have been raised in the comments on the increased traffic at the roundabout.

Based on a video survey carried out by Main Roads in 2022, the number of vehicles that currently turn right off Eaton Drive into Hands Avenue is around 350 vehicles per day (refer to figure above in this report). Breaking this down over the course of the day over 15-minute intervals of the survey data, the average number of vehicles is around 36 vehicles per hour, or roughly one vehicle every two minutes. At peak times of the day, which varies depending on whether it is a weekday or weekend, the maximum number of vehicles is reached at around 80 vehicles per hour, or just over one vehicle per minute. This is traffic that would be added to existing traffic at the Hamilton Road roundabout and it is considered that the additional traffic could be safely accommodated on the roundabout.

#### *(5) Suggestions to open up Leake St to Eaton Drive*

Several suggestions were made to open up Leake Street to Eaton Drive to relieve congestion. There is an existing road reserve between Leake Street and Eaton Drive, shown below in red line, and it is not known why this connection was not made in the original planning of Eaton. It would not be able to be full intersection due to the proximity to the Glenhuon Boulevard intersection, however, in principle, it may be possible as a “left-in and left-out” intersection. This idea has not been investigated to date as the utilisation would be quite low and it does not really address the main issue of concern, that of the Hands Avenue intersection.



**Possible connection of Leake Street to Eaton Drive**

#### *(6) Suggestions of a roundabout at Glenhuon Boulevard instead of traffic lights*

In the Shire's submission to Main Roads for Stage 1 approval of traffic lights in December 2021, three options were considered:

- Do nothing;
- Construction of roundabout; and
- Installation of traffic signals.

The submission included detailed traffic modelling, a road safety review, and was accompanied by a letter of support that the Shire received from the South West Region of Main Roads. As per Main Roads Traffic Signals Approval Policy (TSAP), roundabouts are preferred over traffic signals in all instances unless it can be demonstrated the traffic signals are the better option. While this submission was initially rejected by Main Roads, following Main Roads' own independent study team (mentioned above in this report) in 2022, the Shire received formal approval from Main Roads for the traffic signals in May 2023.

The following were identified as advantages/disadvantages of traffic signals compared to a roundabout:

| Traffic Signals   |   |
|---|---|
| Advantages  | Disadvantages   |
| <ul style="list-style-type: none"> <li>• Improved traffic flow / level of service of right hand turns out of Glenhuon Boulevard compared to the existing give way intersection</li> <li>• Will assist in creating gaps to assist in traffic flow at other give way intersections along Eaton Drive</li> <li>• Does not impact on the existing Public Open Space. A roundabout would significantly encroach on this reserve.</li> <li>• Shown to operate efficiently while also allowing pedestrian crossings</li> <li>• Construction is simpler and less disruptive to the community compared to a roundabout</li> <li>• Construction cost is lower compared to a roundabout</li> </ul> | <ul style="list-style-type: none"> <li>• Less efficient traffic flow / level of service compared to a roundabout</li> </ul> |

END REPORT

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1 Title: *Paperless Council Meeting Agenda's*

|                             |   |
|-----------------------------|---|
| <b>Reporting Department</b> | <i>Corporate &amp; Governance Directorate</i>   |
| <b>Responsible Officer</b>  | <i>Mr Phil Anastasakis - Deputy CEO</i>   |
| <b>Reporting Officer</b>    | <i>Mrs Donna Bailye - Manager Governance</i><br><i>Mrs Brooke Sudbury - Executive Support Officer</i> |
| <b>Legislation</b>          | <i>Local Government Act 1995</i>  |
| <b>Council Role</b>         | <i>Executive/Strategic.</i>   |
| <b>Voting Requirement</b>   | <i>Simple Majority.</i>   |
| <b>Attachments</b>          | <i>12.4.1 – Risk Assessment</i>   |

#### **Overview**

The purpose of this report is for Council to consider the Shire of Dardanup moving towards paperless Appendices for Council's Ordinary and Special Council Meetings. Support of the recommendation would see electronic delivery of information to Councillors, which would reduce paper consumption and administration costs.

#### **OFFICER RECOMMENDED RESOLUTION**

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

1. Resolves to conduct a three (3) month trial of paperless Agenda Appendices for all Ordinary Council Meetings and Special Council Meetings, commencing the 1<sup>st</sup> of September 2024, concluding 30<sup>th</sup> of November 2024, with Council Agenda's to remain in paper form.
2. Resolves that paper copies of the Agenda Appendices will be available to Councillors upon request.
2. Requests that the Chief Executive Officer bring a report back to Council for the 18<sup>th</sup> of December 2024 Ordinary Council Meeting to determine whether to continue the trial for a further period of time.

#### ***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

The distribution of agendas and minutes has previously involved informal discussions with Council on the best format for Councillors to receive, read and understand the quantum of information provided. The correct delivery of this information is essential as it assists Councillors to make informed decisions on matters being brought before them.

In previous years Council has considered a number of software products that have included the automation of agendas and minutes, which would have enabled electronic agenda preparation, delivery and minute taking. Trials using laptop computers and/or iPads for Councillors has also occurred in previous years, with mixed success. These systems were not progressed any further at the time as Council indicated their preference for the continuation of paper based Agendas.

## **Legal Implications**

### **Local Government Act 1995**

#### **5.3. Ordinary and special council meetings**

- (1) *A council is to hold ordinary meetings and may hold special meetings.*
- (2) *Ordinary meetings are to be held not more than 3 months apart.*
- (3) *If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

#### **5.5. Convening council meetings**

- (1) *The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.*
- (2) *The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.*

#### **5.22. Minutes of council and committee meetings**

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

## **Council Plan**

6.1 - Increase awareness and adoption of sustainable practices.

6.3 - Work towards net zero carbon emissions.

13.2 - Manage the Shire's resources responsibly.

## **Environment**

Reducing paper consumption has a positive environmental impact.

### **Precedents**

A number of local governments have trialled different forms of electronic agenda preparation and distribution, with no definitive approach within the industry.

### **Budget Implications**

Over the last 10 month period, the Executive Support Officer has printed approximately 176,000 pages in the production of Briefing Documents, Agendas, Appendices and Minutes, with this being a mix of A4 and A3. The cost implications are outlined below:

|  |               |
|--|---------------|
| Monthly printing cost A4 - \$0.005 per sheet   | \$88          |
| Monthly printing cost A3 - \$0.010 per sheet   | \$60          |
| Cost per page (ream) – 176,000 pages           | \$219         |
| Staff time to print, collate, deliver - Approx | \$300         |
| Total Monthly                                  | \$667         |
| <b>Yearly Printing Cost (Approx)</b>           | <b>\$8004</b> |

### **Budget – Whole of Life Cost**

The reduction of paper from the Agenda pack would reduce the overall budgetary costs each month.

### **Council Policy Compliance**

*Exec CP088 - Forums of Council – Concept Forums, Agenda Forums And Workshops*

*Exec CP205 – Council Meeting Framework*

### **Risk Assessment**

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

| <b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>   |  |  |
|--|--|--|
| Risk Event   | Paperless delivery of Council Meeting Agenda's                   |  |
| 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                       | Service Interruption   | Should there be a network or computer failure, may disrupt the distribution of the Agenda. |
|  | Environment  | Use of paper could be seen as an impact on the Environment                                 |
|  | Reputational   | Shire could be viewed in a negative light for not being environmentally conscious          |



**Officer Comment**

Through staff discussion the proposal for Council to consider paperless agendas and documentation was raised. The current process for the collation, delivery and review of Agenda documentation is as follows:

Prior to the Agenda Forum:

- The Briefing Document (draft Agenda and all Appendices) is printed - 14 Copies.
- Documents provided electronically (via email) to Councillors.
- Printed documents are delivered to Councillors by Ranger Services.
- A copy of all printed and delivered documents is placed on the Councillor Portal.

Following Agenda Forum:

- The final Agenda is printed.
- Any amended Appendices are reprinted.
- The final Agenda and Appendices is provided electronically (via email) to Councillors.
- The final Agenda and any amended Appendices are delivered to Councillors by Ranger Services.
- A copy of all delivered documents is placed on the Councillor Portal.
- A copy of publicly available documents is placed on Shire of Dardanup website.
- A total of 3 paper copies of the Agenda and Appendices is printed and made available to the Public on the night of the Council meeting.

The format for reading Agenda's is a personal preference, and it is the responsibility of the Shire to provide this information to Councillors in a format that enables them to read, assess and make fully informed determinations on matters that are presented to them.

For some Councillors the best format is that of paper copies. Officers are proposing that the practice of delivering both electronic and paper Agenda's be continued, with the option for Councillors to opt in or out of a paper Appendices.

For Councillors wishing to only receive only electronic documents, officers can provide additional training in document bookmarking, cross referencing of documents and hyperlinking of documents to assist in the electronic review process.

END REPORT



**12.4.2 Title: Monthly Statement of Financial Activity for the Period Ended on the 31<sup>st</sup> of July 2024**

|                              |   |
|------------------------------|---|
| <b>Reporting Department:</b> | <i>Corporate &amp; Governance Directorate</i>   |
| <b>Responsible Officer</b>   | <i>Mrs Natalie Hopkins - Manager Financial Services</i>   |
| <b>Reporting Officer</b>     | <i>Mr Ricky Depillo - Accountant</i>  |
| <b>Legislation</b>           | <i>Local Government Act 1995</i>  |
| <b>Council Role</b>          | <i>Executive/Strategic.</i>   |
| <b>Voting Requirement</b>    | <i>Simple Majority.</i>   |
| <b>Attachments</b>           | <i>12.4.2A – Monthly Financial Report 31<sup>st</sup> of July 2024<br/>12.4.2B – Risk Assessment Tool</i> |

***Overview***

This report presents the monthly Financial Statements for the period from the 1<sup>st</sup> of July 2024 to the 31<sup>st</sup> July 2024 for Council endorsement.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.2A] for the period ended on the 31<sup>st</sup> of July 2024.**

***Change to Officer Recommendation***

No Change. **OR:**

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

## Background

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

## Legal Implications

### Local Government Act 1995 – Section 6.4

#### 6.4. Financial Report

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

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

#### Part 4 — Financial Reports — s. 6.4

#### 34. Financial activity statement required each month (Act s. 6.4)

- (1A) *In this regulation—*  
**committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
  - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
  - (b) *budget estimates to the end of the month to which the statement relates; and*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
  - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
  - (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

### **Council Plan**

13.1 - Adopt best practice governance.

**Environment** - None.

### **Precedents**

Each month Council receives the Monthly Financial Statements in accordance with Council Policy and *Local Government (Financial Management) Regulations 1996*.

### **Budget Implications**

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

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

### **Council Policy Compliance**

- CnG CP036 Investment Policy
- CnG CP306 – Accounting Policy for Capital Works.
- CnG AP008 Significant Accounting Policies

### **Risk Assessment**

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

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.          |  |
|--|--|
| Risk Event   | Monthly Statement of Financial Activity for the Period Ended 31 <sup>st</sup> of July 2024 |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11)  |

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.        |  |  |
|--|--|--|
| 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 July 2024 is contained in [Appendix ORD: 12.4.2A] and consists of:

- Statement of Financial Activity by Nature – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Program
- Statement of Financial Position
- Notes to the Statement of Financial Activity:
  - \* Note 1 Statement of Objectives
  - \* Note 2 Explanation of Material Variances
  - \* Note 3 Trust Funds
  - \* Note 4 Reserve Funds
  - \* Note 5 Municipal Liabilities
  - \* Note 6 Statement of Investments
  - \* Note 7 Accounts Receivable (Rates and Sundry Debtors)
  - \* Note 8 Salaries and Wages
  - \* Note 9 Rating Information
  - \* Note 10 Borrowings
  - \* Note 11 Budget Amendments

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

The Statement includes the end-of-year surplus brought forward from 2023/24. When the 2024/25 Budget was adopted in June 2024, this surplus was estimated to be \$652,816. At the time of preparing this report, the actual surplus is recorded at \$641,447. However, the annual accounts for 2023/24 financial year are not yet finalised and are subject to change. Officers continue to work through the year-end adjustments for Reserve Account transfers, accrued revenue and expenses as well as reconciliations of asset acquisitions.

As at the reporting date, officers forecast the Surplus at the 30<sup>th</sup> of June 2025 at \$506,246 based on known variances in actual performance to date and estimates for the remainder of the year based on current trends.

*Note 2* – Contains explanations for items with a material variance. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2024/25 for reporting material variances is 10% or \$50,000, whichever is greater.

Most of the reported material variances relate to the capital works program, with most projects yet to have any significant payments recorded.

*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.

At the reporting date, all cash is held at call, pending finalisation of the annual accounts. These funds are earning from 4.15% up to 4.35%. During September, Reserve Account and surplus Municipal funds will be lodged on short term bank term deposits to maximise interest revenue.

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

END REPORT

12.4.3      Title: *Schedule of Paid Accounts as at the 31<sup>st</sup> of July 2024*

|                             |   |
|-----------------------------|---|
| <b>Reporting Department</b> | <i>Corporate &amp; Governance Directorate</i>                   |
| <b>Responsible Officer</b>  | <i>Mrs Natalie Hopkins - Manager Financial Services</i>         |
| <b>Reporting Officer</b>    | <i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i>    |
| <b>Council Role</b>         | <i>Local Government (Financial Management) Regulations 1996</i> |
| <b>Voting Requirement</b>   | <i>Executive/Strategic.</i>                                     |
| <b>Attachments</b>          | <i>Simple Majority.</i>   |
|                             | <i>Appendix ORD: 12.4.3 – Risk Assessment</i>                   |

**Overview**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 01/07/2024 to 31/07/2024 as follows:**

***Change to Officer Recommendation***

No Change. **OR:**

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

**SHIRE of DARDANUP**  
**31-07-2024 Schedule of Paid Accounts**

| PAYMENT                          | DATE       | NAME   | INVOICE DESCRIPTION   | FUND |           |
|----------------------------------|------------|--|---|------|-----------|
| <b>ELECTRONIC FUNDS TRANSFER</b> |            |  |   |      |           |
| EFT56695                         | 04/07/2024 | Adrienne Teede                                     | Reimburse Uniform Purchase  | MUNI | 223.94    |
| EFT56696                         | 04/07/2024 | All Aussie Truck and Bobcat Services               | Truck & Bobcat Hire For General Maintenance - Banksia Road Site: June 2024  | MUNI | 1,980.00  |
| EFT56697                         | 04/07/2024 | Andre Van Der Merwe                                | Reimburse Payment of Plate Remake - DA8979  | MUNI | 47.90     |
| EFT56698                         | 04/07/2024 | Ati-Mirage Training and Business Solutions Pty Ltd | 2 x Staff - Leadership Essentials Training - ERC  | MUNI | 2,158.20  |
| EFT56699                         | 04/07/2024 | Australia Post                                     | Monthly Postage Cost - June 2024  | MUNI | 1,616.40  |
| EFT56700                         | 04/07/2024 | Australian Library and Information Association     | Institutional Company Membership Fee: 01/07/2024 - 30/06/2025 - ECL   | MUNI | 775.00    |
| EFT56701                         | 04/07/2024 | B & B Street Sweeping Pty Ltd                      | Hire Jet-Vac Truck To Unblock Pipes To Drain - Sindhi Park & Sump Sicker - Eaton Drive  | MUNI | 1,872.62  |
| EFT56702                         | 04/07/2024 | Bailey Harkness                                    | ERC Umpire Payment: 02/07/2024  | MUNI | 81.00     |
| EFT56703                         | 04/07/2024 | Battery World Bunbury                              | 1 x Battery - DA613   | MUNI | 319.00    |
| EFT56704                         | 04/07/2024 | Beyond Tools                                       | Make It Space Equipment - CNC Laser Cutting Machine, Delivery, Installation and Training  | MUNI | 33,704.00 |
| EFT56705                         | 04/07/2024 | BOC Ltd  | ERC - R400C Oxygen Medical C Size: June 2024  | MUNI | 13.39     |
| EFT56706                         | 04/07/2024 | Boyles Plumbing and Gas                            | Relocate Filter & Pump - Ferguson Hall, Acid Wash Urinals - ERC, Unblock Toilets - Dardanup Hall & Don Hewison Centre, RPZD Testing - Eaton Drive | MUNI | 2,339.87  |

| PAYMENT  | DATE       | NAME                             | INVOICE DESCRIPTION  | FUND |          |
|----------|------------|----------------------------------|--|------|----------|
| EFT56707 | 04/07/2024 | Brett Hodgson                    | ERC Umpire Payment: 03/07/2024   | MUNI | 162.00   |
| EFT56708 | 04/07/2024 | Brian's Brushwood Fencing        | 121B Pratt Rd, Eaton - Retrofit Brushwood Fencing to Create Truncation at Corner - Hands Avenue                  | MUNI | 1,830.00 |
| EFT56709 | 04/07/2024 | Brownes Foods Operations Pty Ltd | ERC - Cafe Goods   | MUNI | 334.25   |
| EFT56710 | 04/07/2024 | Bunbury Hotmix                   | Reinstate Hotmix Strip Near New Electronic Gates - SoD Administration, Library & Community Building              | MUNI | 330.00   |
| EFT56711 | 04/07/2024 | Bunbury Mower Service            | 4 x Chainsaw Chain & Tie Straps for Battery Saws - Sundry Plant  | MUNI | 1,520.00 |
| EFT56712 | 04/07/2024 | Bunnings Group Limited           | Jarra Decking, H3 Pine, Hangers, Screws, Adhesive - Millars Creek West, Hinges, Washers Shackles - Ferguson Hall | MUNI | 476.44   |
| EFT56713 | 04/07/2024 | Cat Welfare Society Inc          | Cat Haven Adoptions Reports - November & December 2023, February 2024  | MUNI | 55.00    |
| EFT56714 | 04/07/2024 | Charlee Roberts                  | ERC Umpire Payment: 03/07/2024   | MUNI | 81.00    |
| EFT56715 | 04/07/2024 | Choices Flooring Bunbury         | Remove & Replace 5M2 Carpet Floor Tiles - Fitness Centre - ERC   | MUNI | 495.00   |
| EFT56716 | 04/07/2024 | Christine Worsfold               | ERC Umpire Payment: 02/07/2024   | MUNI | 81.00    |
| EFT56717 | 04/07/2024 | City of Bunbury                  | Dog & Cat Impound & Sustenance Fees - June 2024  | MUNI | 735.00   |
| EFT56718 | 04/07/2024 | Cleanaway Solid Waste Pty Ltd    | Waste Disposal - Crooked Brook Road  | MUNI | 2,985.34 |
| EFT56719 | 04/07/2024 | Coates Hire Ltd                  | Vertical Rammer Hire - Illawarra Drive   | MUNI | 82.57    |
| EFT56720 | 04/07/2024 | Connor Silvester                 | ERC Umpire Payment: 03/07/2024   | MUNI | 108.00   |
| EFT56721 | 04/07/2024 | Craven Foods & Bidfood Bunbury   | ERC - Cafe Goods   | MUNI | 353.94   |
| EFT56722 | 04/07/2024 | Cross Security Services          | Upgrade CCTV System - Eaton Admin  | MUNI | 6,644.00 |



| PAYMENT  | DATE       | NAME  | INVOICE DESCRIPTION   | FUND |          |
|----------|------------|---|---|------|----------|
| EFT56723 | 04/07/2024 | CS Legal                                    | 2023/2024 Debt Recovery - Legal Fees  | MUNI | 176.00   |
| EFT56724 | 04/07/2024 | CSSTech Group Pty Ltd                       | Migrate Eaton Admin Office Services From Telstra to TPG   | MUNI | 4,114.00 |
| EFT56725 | 04/07/2024 | Daleen Bucher                               | Refund Cat Cage Hire Bond - Receipt # 155616  | MUNI | 150.00   |
| EFT56726 | 04/07/2024 | Dapco Tyre and Auto Centre                  | Battery Replacement & Rear Break Globe - DA004  | MUNI | 503.23   |
| EFT56727 | 04/07/2024 | Donna Bastow                                | ERC Umpire Payment: 03/07/2024  | MUNI | 162.00   |
| EFT56728 | 04/07/2024 | Ductworks Australia Bunbury & Busselton Air | Bi-Annual Servicing - A/C Maintenance - Depot June 2024   | MUNI | 335.50   |
| EFT56729 | 04/07/2024 | EEO Specialists Pty Ltd                     | 50% Deposit for EEO Training Workshops With Interactive Theatre Experience - 01/08/2024                                     | MUNI | 5,225.00 |
| EFT56730 | 04/07/2024 | Electrical Experts (WA) Pty Ltd             | Electrical Maintenance Eaton Football Club  | MUNI | 694.10   |
| EFT56731 | 04/07/2024 | Fit2Work                                    | Monthly Invoice for Police Checks - June 2024   | MUNI | 81.18    |
| EFT56732 | 04/07/2024 | Fleet Network Pty Ltd                       | Payroll Clearing - Novated Lease Liability  | MUNI | 1,226.24 |
| EFT56733 | 04/07/2024 | Gissa International Pty Ltd                 | Annual Contribution to A-Spec Admin 24/25 FY. Support & Maintenance for Stormwater Drainage Specifications: D-Spec & R-Spec | MUNI | 3,081.10 |
| EFT56734 | 04/07/2024 | HP Financial Services (Australia) Pty Ltd   | Repayment - Sophos Firewalls X2 2019 Lease19: 01/07-30/09/2024  | MUNI | 1,963.50 |
| EFT56735 | 04/07/2024 | Hynes Contracting                           | Material and Labour to Form up Accessway Between New Car Park & Bowling Club - Pratt Road                                   | MUNI | 1,800.00 |
| EFT56736 | 04/07/2024 | J A K Civil Pty Ltd                         | Truck Hire for Storm Clean Up: 24-26/06/2024 - Ferguson Road  | MUNI | 3,437.50 |
| EFT56737 | 04/07/2024 | John Thompson                               | ERC Umpire Payment: 03/07/2024  | MUNI | 54.00    |

| PAYMENT  | DATE       | NAME  | INVOICE DESCRIPTION  | FUND |           |
|----------|------------|---|--|------|-----------|
| EFT56738 | 04/07/2024 | Kenneth Ross Pomare                         | ERC Umpire Payment: 03/07/2024   | MUNI | 108.00    |
| EFT56739 | 04/07/2024 | Kingsteel                                   | 20 x Tree Guard Boxes - Environmental Expenditure  | MUNI | 1,980.00  |
| EFT56740 | 04/07/2024 | Landgate                                    | UV Valuations & Bunbury Townsite Images 20Th January 2024 Capture Mosaic for GIS Intramap                              | MUNI | 404.30    |
| EFT56741 | 04/07/2024 | Litsupport Pty Limited                      | Copy of Local Government Acts & Regulation - Cr. Jenour  | MUNI | 97.32     |
| EFT56742 | 04/07/2024 | Local Government Professionals Australia WA | Silver Subscription 2024/25 - SoD & Membership Dues - DCEO, Manger Finance & Corporate Excellence & Compliance Officer | MUNI | 3,510.00  |
| EFT56743 | 04/07/2024 | Logic Health                                | Biannual Audiometric Testing Outside Crews - Public Works  | MUNI | 2,557.50  |
| EFT56744 | 04/07/2024 | Luke Wilkinson                              | ERC Umpire Payment: 03/07/2024   | MUNI | 81.00     |
| EFT56745 | 04/07/2024 | Margery Ann Stevens                         | ERC Umpire Payment: 02/07/2024   | MUNI | 66.00     |
| EFT56746 | 04/07/2024 | McDonald Fencing                            | Fencing & Swing Gates - Eaton Admin/Library Building   | MUNI | 27,137.00 |
| EFT56747 | 04/07/2024 | Mckayhla Pomare                             | ERC Umpire Payment: 03/07/2024   | MUNI | 54.00     |
| EFT56748 | 04/07/2024 | Midalia Steel Pty Limited                   | 2 x Sheets Weldmesh - Ferguson Hall  | MUNI | 453.57    |
| EFT56749 | 04/07/2024 | Nearmap Australia Pty Ltd                   | Nearmaps - Advantage Tier 1: 1/07/2024 - 30/06/2025  | MUNI | 21,780.00 |
| EFT56750 | 04/07/2024 | NEC IT Solutions Australia                  | Metalogix Storagepoint Annual Software Renewal x 2 (01/07/2023 - 30/06/2025)   | MUNI | 8,811.66  |
| EFT56751 | 04/07/2024 | Nintex Pty Ltd                              | Nintex Workflow Software - Customer Loyalty Program Promo 20 Workflows 01/07/2024-30/06/2025                           | MUNI | 37,923.79 |
| EFT56752 | 04/07/2024 | NRMJobs Pty Ltd                             | Advert of Team Leader Parks and Environment Position on Natural Resource Management Job Board                          | MUNI | 165.00    |
| EFT56753 | 04/07/2024 | Nutrien Ag Solutions                        | Hand Sprayer - Parks & Gardens   | MUNI | 38.50     |

| PAYMENT  | DATE       | NAME                                  | INVOICE DESCRIPTION   | FUND |           |
|----------|------------|---------------------------------------|---|------|-----------|
| EFT56754 | 04/07/2024 | Officeworks Superstores Pty Ltd       | Cricut Machine & Accessories, Whiteboard & Corkboard - Make-It Space & Stationery Items for Events                        | MUNI | 1,287.33  |
| EFT56755 | 04/07/2024 | Omnicom Media Group Australia Pty Ltd | 2 x Public Notices - SW Times   | MUNI | 1,256.20  |
| EFT56756 | 04/07/2024 | Perfect Landscapes                    | Returf Area at Glen Huon Oval Change Rooms, Weekly Reserves & Lawn Mowing Commencing 24/06/2024                           | MUNI | 8,289.57  |
| EFT56757 | 04/07/2024 | PFI Supplies                          | Cleaning Supplies for Eaton Admin Office & Dardanup Office  | MUNI | 627.00    |
| EFT56758 | 04/07/2024 | Planning Institute of Australia       | PIA Membership 2024/25 - Andre Schönfeldt - CEO   | MUNI | 717.00    |
| EFT56759 | 04/07/2024 | Promotions Only                       | Items for Promotions - ERC  | MUNI | 5,918.00  |
| EFT56760 | 04/07/2024 | Rentokil Initial Pty Ltd              | Pest Control - Dardanup Central BFB - ESL Recurrent Exp   | MUNI | 175.40    |
| EFT56761 | 04/07/2024 | Ricky Depillo                         | Reimbursement Of Meals, Accommodation & Parking Paid Whilst Attending WALGA Effective Supervision Training: 01-02/07/2024 | MUNI | 306.70    |
| EFT56762 | 04/07/2024 | RTV Computers Pty Ltd                 | Ethernet Media Converter - Make It Space  | MUNI | 242.00    |
| EFT56763 | 04/07/2024 | Securepay Pty Ltd                     | Bank Fees - 2023-2024 Securepay Web & IVR - June 2024   | MUNI | 1.58      |
| EFT56764 | 04/07/2024 | Seek Limited                          | Seek Contract Advertising - June 2024   | MUNI | 1,116.12  |
| EFT56765 | 04/07/2024 | SJ Traffic Management                 | Traffic Control Due to Storm Damage Clean-Up & Road Sealing: 05-20/06/2024 - Various Shire Locations                      | MUNI | 25,023.35 |
| EFT56766 | 04/07/2024 | South West Compressors                | Compressor Service - Depot  | MUNI | 352.11    |
| EFT56767 | 04/07/2024 | South West Personnel                  | Labour Hire for Storm Clean Up: 28/06/2024  | MUNI | 2,768.76  |
| EFT56768 | 04/07/2024 | South West Tree Safe                  | Tree Removal - Millars Creek, Millard Street, Apsley Circle   | MUNI | 11,000.00 |

| PAYMENT  | DATE       | NAME                            | INVOICE DESCRIPTION   | FUND |           |
|----------|------------|---------------------------------|---|------|-----------|
| EFT56769 | 04/07/2024 | Southern Lock and Security      | ERC - Lockable Key Cabinet  | MUNI | 235.00    |
| EFT56770 | 04/07/2024 | Suzanne Occhipinti              | Reimburse Purchase of 2 x Tickets to Southern Forest Tourism Conference               | MUNI | 58.24     |
| EFT56771 | 04/07/2024 | Synergy                         | Electricity Usage - Streetlights & 3 Other Shire Locations                            | MUNI | 33,663.39 |
| EFT56772 | 04/07/2024 | Tabitha Potter                  | ERC Umpire Payment: 03/07/2024  | MUNI | 54.00     |
| EFT56773 | 04/07/2024 | Taylor Burrell Barnett          | Consultancy for Wanju & Waterloo for the Preparation of Local Scheme Amendments       | MUNI | 5,868.50  |
| EFT56774 | 04/07/2024 | Te Wairimu Elinor Pomare        | ERC Umpire Payment: 03/07/2024  | MUNI | 108.00    |
| EFT56775 | 04/07/2024 | Telstra                         | Telephone Use - West Dardanup BFB   | MUNI | 62.21     |
| EFT56776 | 04/07/2024 | The Cafe Merchant               | Morning Tea & Lunch Catering - WALGA SW Zone Meeting & BFAC Meeting                   | MUNI | 722.50    |
| EFT56777 | 04/07/2024 | The Good Guys                   | Westinghouse 425L Bottom Mount Refrigerator: Burekup BFB - ESL Recurrent Exp          | MUNI | 888.00    |
| EFT56778 | 04/07/2024 | The Print Shop                  | 200 x Age Friendly Digital Connection 'Tech Help' Booklets                            | MUNI | 1,380.50  |
| EFT56779 | 04/07/2024 | The Trustee for Am2 & Fm2 Trust | Myosh Training: 21/05/2024 - Workplace Health & Safety Coordinator                    | MUNI | 437.80    |
| EFT56780 | 04/07/2024 | Thomson's Smash Repairs         | Insurance Excess on Claim #MO0072171 - 008DA  | MUNI | 500.00    |
| EFT56781 | 04/07/2024 | Tiana Fraser                    | ERC Umpire Payment: 02/07/2024  | MUNI | 66.00     |
| EFT56782 | 04/07/2024 | Time's Up Escape Rooms          | Youth Advisory Team Building Day: 22/06/2024  | MUNI | 110.00    |
| EFT56783 | 04/07/2024 | TPG Network Pty Ltd             | NBN EE 1Gbps IP Line: June 2024   | MUNI | 5,180.13  |
| EFT56784 | 04/07/2024 | Tutt Bryant Hire                | Machine Hire - Waterloo Road, Martin Pelusey Road, Pile Road & Rural Road Maintenance | MUNI | 8,088.69  |

| PAYMENT  | DATE       | NAME   | INVOICE DESCRIPTION   | FUND |           |
|----------|------------|--|---|------|-----------|
| EFT56785 | 04/07/2024 | Vicki Pretorius                                    | Reimburse Uniform Allowance   | MUNI | 194.70    |
| EFT56786 | 04/07/2024 | Water Corporation                                  | Trade Permit R&J Fishwick Pavilion  | MUNI | 48.94     |
| EFT56787 | 04/07/2024 | Western Australian Treasury Corporation            | Repayment - Loan 69 - Glen Huon Club Rooms & Government Guarantee Fee               | MUNI | 69,060.85 |
| EFT56788 | 04/07/2024 | Western Power                                      | Design Fee - Glen Huon Blvd Traffic Signals   | MUNI | 1,320.00  |
| EFT56789 | 04/07/2024 | Westrac Pty Ltd                                    | Hydraulic Oil - DA698   | MUNI | 267.56    |
| EFT56790 | 04/07/2024 | Winc Australia Pty Ltd                             | 24/25 FY Diaries & Stationery Order - Admin OH                                      | MUNI | 1,387.55  |
| EFT56791 | 04/07/2024 | Woolworths Group Limited - Online Order Only       | ERC - Cafe Order, Events Catering, Stock for Staff & Council Chambers Kitchen       | MUNI | 1,983.77  |
| EFT56792 | 04/07/2024 | Woolworths Group Limited - Openpay Portal          | ERC - Cafe Order, Events Catering, Stock for Staff & Council Chambers Kitchen       | MUNI | 1,573.92  |
| EFT56793 | 04/07/2024 | Work Clobber                                       | Protective Clothing - Public Works  | MUNI | 2,562.20  |
| EFT56794 | 11/07/2024 | ABC Filter Exchange                                | ERC - Cleaning Filters for Range Hood   | MUNI | 165.00    |
| EFT56795 | 11/07/2024 | Acumentis South West (WA)                          | Valuation for Lot 1000 Martin-Pelusey Road  | MUNI | 1,650.00  |
| EFT56796 | 11/07/2024 | Ampol Australia Petroleum Pty Ltd                  | Shire Vehicles Fuel Usage - June 2024   | MUNI | 17,359.38 |
| EFT56797 | 11/07/2024 | Andrew White                                       | Reimburse Starlink Internet Charges - July 2024 - J/C Brook BFB - ESL Recurrent Exp | MUNI | 139.00    |
| EFT56798 | 11/07/2024 | Aqua Chill   | ERC - Water Cooler 12 Month Lease - Gym   | MUNI | 686.40    |
| EFT56799 | 11/07/2024 | Ati-Mirage Training and Business Solutions Pty Ltd | ERC - Customer Service Excellence Training Course - Ebony Jones                     | MUNI | 589.05    |

| PAYMENT  | DATE       | NAME   | INVOICE DESCRIPTION  | FUND |           |
|----------|------------|--|--|------|-----------|
| EFT56800 | 11/07/2024 | Australian Tax Office                              | PAYG - Payrun: 05/07/2024  | MUNI | 79,723.00 |
| EFT56801 | 11/07/2024 | Brad Brooksby Consulting                           | Road Safety Inspection - Monash Boulevard, Eaton   | MUNI | 3,850.00  |
| EFT56802 | 11/07/2024 | Brett Hodgson                                      | ERC Umpire Payment - 10/07/2024  | MUNI | 162.00    |
| EFT56803 | 11/07/2024 | Brownes Foods Operations Pty Ltd                   | ERC - Cafe Goods   | MUNI | 374.75    |
| EFT56804 | 11/07/2024 | Bunbury Coffee Machines                            | ERC - Cafe Goods - Hot Drinks  | MUNI | 552.00    |
| EFT56805 | 11/07/2024 | Bunbury Geographe Chamber of Commerce and Industry | Roundtable Lunch With Hon David Michael MLA & Hon Don Punch MLA - 09/07/2024 - President & CEO | MUNI | 31.76     |
| EFT56806 | 11/07/2024 | Bunbury Harvey Regional Council                    | Kerbside FOGO & Green Waste Processing: June 2024  | MUNI | 15,195.92 |
| EFT56807 | 11/07/2024 | Bunbury Plumbing Service                           | ERC - Repair Ladies Bathroom Tap Spring Broken With Water Running                              | MUNI | 897.90    |
| EFT56808 | 11/07/2024 | Bunnings Group Limited                             | Padlocks, Spray Paint - Ferguson Hall  | MUNI | 89.50     |
| EFT56809 | 11/07/2024 | Cadgroup Australia Pty Ltd                         | Autocad LT Government Single-User Annual Subscription Renewal                                  | MUNI | 7,183.00  |
| EFT56810 | 11/07/2024 | Charlee Roberts                                    | ERC Umpire Payment - 10/07/2024  | MUNI | 81.00     |
| EFT56811 | 11/07/2024 | Christine Worsfold                                 | ERC Umpire Payment - 09/07/2024  | MUNI | 81.00     |
| EFT56812 | 11/07/2024 | Cleanaway Solid Waste Pty Ltd                      | Waste Disposal - Various Shire Locations   | MUNI | 5,943.82  |
| EFT56813 | 11/07/2024 | Cleverpatch Pty Ltd                                | ERC - Vacation Care Items  | MUNI | 190.69    |
| EFT56814 | 11/07/2024 | Connor Silvester                                   | ERC Umpire Payment - 10/07/2024  | MUNI | 54.00     |
| EFT56815 | 11/07/2024 | Construction Training Fund : BCITF                 | BCITF Remittance - June 2024   | MUNI | 2,529.85  |
| EFT56816 | 11/07/2024 | Craven Foods & Bidfood Bunbury                     | ERC Cafe Goods   | MUNI | 314.53    |

| PAYMENT  | DATE       | NAME  | INVOICE DESCRIPTION  | FUND |          |
|----------|------------|---|--|------|----------|
| EFT56817 | 11/07/2024 | Daryl Fishwick  | ERC Umpire Payment - 10/07/2024  | MUNI | 108.00   |
| EFT56818 | 11/07/2024 | Data #3 Limited   | Techsmith Government/Non-Profit Snagit-22/Camtasia-22 Maintenance Renewal - Exp 28/08/2025 | MUNI | 557.30   |
| EFT56819 | 11/07/2024 | Dell Australia Pty Ltd  | Dell Network Switch - Education  | MUNI | 7,932.10 |
| EFT56820 | 11/07/2024 | Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL | BSL Remittance - June 2024   | MUNI | 8,621.64 |
| EFT56821 | 11/07/2024 | Deputec Pty Ltd   | ERC - Roster Scheduling: June 2024   | MUNI | 286.00   |
| EFT56822 | 11/07/2024 | Domino's Pizza  | School Holiday Program YAG Quiz Night Pizza  | MUNI | 98.00    |
| EFT56823 | 11/07/2024 | Donna Bastow  | ERC Umpire Payment - 10/07/2024  | MUNI | 162.00   |
| EFT56824 | 11/07/2024 | DX Print Group Pty Ltd  | Business Card Order - Melanie Ring - Manager Community Development                         | MUNI | 154.00   |
| EFT56825 | 11/07/2024 | Eaton Environmental Services                                      | Termite Treatment - Ord Close  | MUNI | 220.00   |
| EFT56826 | 11/07/2024 | Equans Mechanical Services Australia Pty Ltd                      | ERC - Air Conditioning Quarterly Servicing: June 2024                                      | MUNI | 705.38   |
| EFT56827 | 11/07/2024 | Grace Records Management  | Records Management External - Storage, Destruction & Consumables                           | MUNI | 837.36   |
| EFT56828 | 11/07/2024 | Hanson Construction Materials Pty Ltd                             | Aggregate - Watson St, Spalls - Millbridge Blvd & Scalps - Leake St                        | MUNI | 1,687.26 |
| EFT56829 | 11/07/2024 | J A K Civil Pty Ltd   | Truck Hire: 03-04/07/2024 for Storm Clean Up - Rural                                       | MUNI | 2,818.75 |
| EFT56830 | 11/07/2024 | JDSI Consulting Engineers Pty Ltd                                 | Moore Road - Busher Road - Intersection Upgrade - Provisional Sum Items                    | MUNI | 4,329.99 |
| EFT56831 | 11/07/2024 | John Thompson   | ERC Umpire Payment - 10/07/2024  | MUNI | 108.00   |
| EFT56832 | 11/07/2024 | Joshua Mark Brayshaw  | Rates Refund for Assessment A3396  | MUNI | 320.57   |

| PAYMENT  | DATE       | NAME  | INVOICE DESCRIPTION   | FUND |           |
|----------|------------|---|---|------|-----------|
| EFT56833 | 11/07/2024 | Jun Huang                                   | Reimburse Uniform Purchase                                    | MUNI | 73.00     |
| EFT56834 | 11/07/2024 | Kalamunda Electrics                         | Return Retention for 12 Months Defects 2.5% of Contract Sum   | MUNI | 12,726.23 |
| EFT56835 | 11/07/2024 | Kate Louise Maloney                         | Crafternoon's With Kate - Adult Learning Workshop: 02/07/2024 | MUNI | 300.00    |
| EFT56836 | 11/07/2024 | Kmart                                       | ERC - Vacation Care Items                                     | MUNI | 61.00     |
| EFT56837 | 11/07/2024 | Kylie Blair                                 | Reimburse Purchase of 2 x Heaters for Vacation Care           | MUNI | 50.00     |
| EFT56838 | 11/07/2024 | Local Government Professionals Australia WA | Full Membership 2024/25 - Andre Schönfeldt & Cathy Lee        | MUNI | 1,120.00  |
| EFT56839 | 11/07/2024 | Luke Wilkinson                              | ERC Umpire Payment - 10/07/2024                               | MUNI | 162.00    |
| EFT56840 | 11/07/2024 | Malatesta Road Paving and Hotmix            | Emulsion - Ferguson Road                                      | MUNI | 360.00    |
| EFT56841 | 11/07/2024 | Margery Ann Stevens                         | ERC Umpire Payment - 09/07/2024                               | MUNI | 88.00     |
| EFT56842 | 11/07/2024 | Modern Teaching Aids Pty Ltd                | ERC - Vacation Care Items                                     | MUNI | 3,780.26  |
| EFT56843 | 11/07/2024 | Monika Ann Bennie                           | Rates Refund for Assessment A8181                             | MUNI | 1,658.00  |
| EFT56844 | 11/07/2024 | Naturaliste Hygiene                         | Sharps Disposal - Eaton Foreshore & Watson Reserve            | MUNI | 110.00    |
| EFT56845 | 11/07/2024 | Nightguard Security Service SW              | Alarm Monitoring: Eaton Admin & Depot - June 2024             | MUNI | 1,833.04  |
| EFT56846 | 11/07/2024 | Nutrien Ag Solutions                        | Seasol & Fungicide - Various Locations                        | MUNI | 3,454.00  |
| EFT56847 | 11/07/2024 | Odette Margaret Miller                      | Rates Refund for Assessment A3300                             | MUNI | 463.84    |
| EFT56848 | 11/07/2024 | Officeworks Superstores Pty Ltd             | ERC - Vacation Care Items - 6 x 1.3Kg Tubs of Sand Art        | MUNI | 192.61    |



| PAYMENT  | DATE       | NAME                                      | INVOICE DESCRIPTION  | FUND |           |
|----------|------------|---|--|------|-----------|
| EFT56849 | 11/07/2024 | PFD Food Services Pty Ltd                 | ERC - Cafe Food  | MUNI | 1,476.40  |
| EFT56850 | 11/07/2024 | PFI Supplies                              | Cleaning Supplies - Eaton Admin  | MUNI | 88.70     |
| EFT56851 | 11/07/2024 | Price Consulting Group                    | CEO Annual Performance Review for 2023/24  | MUNI | 5,556.10  |
| EFT56852 | 11/07/2024 | Promote You                               | Embroidery of Staff Uniforms   | MUNI | 140.80    |
| EFT56853 | 11/07/2024 | Quest Canberra City Walk                  | Accommodation & Meals - President, Vice President & CEO - 30/06-05/07/2024             | MUNI | 4,570.30  |
| EFT56854 | 11/07/2024 | Raymond Lee Kleyn                         | Rates Refund for Assessment A2552  | MUNI | 644.78    |
| EFT56855 | 11/07/2024 | Readspeaker Pty Ltd                       | Readspeaker Subscription for Website 01/07/2024 - 30/06/2025                           | MUNI | 875.60    |
| EFT56856 | 11/07/2024 | Recordpoint Software APAC Pty Ltd         | Recordpoint Software Maintenance (01/07/2024 - 30/06/2025)                             | MUNI | 20,231.01 |
| EFT56857 | 11/07/2024 | Regen Strategic                           | Professional Communications and Advisory Services - July 2024                          | MUNI | 2,200.00  |
| EFT56858 | 11/07/2024 | Regional Media Specialists P/L            | Advertising Space in Monthly Community News Page - Bunbury Herald Newspaper: June 2024 | MUNI | 1,001.00  |
| EFT56859 | 11/07/2024 | Schweppes Australia Pty Ltd               | ERC - Cafe Goods - Packaged Drinks   | MUNI | 773.87    |
| EFT56860 | 11/07/2024 | Scope Rentals Pty Ltd                     | Managed Print Contract - Usage: June 2024  | MUNI | 2,527.67  |
| EFT56861 | 11/07/2024 | Securepay Pty Ltd                         | Bank Fees 2024/25 Securepay Web & IVR Credit Card Payment Merchant Fees                | MUNI | 495.00    |
| EFT56862 | 11/07/2024 | Services Australia - Child Support Agency | Employee Payroll Deduction PPE   | MUNI | 502.62    |
| EFT56863 | 11/07/2024 | Signs Plus                                | 4 x Name Badges - ERC  | MUNI | 83.00     |
| EFT56864 | 11/07/2024 | Southern Lock and Security                | ERC - Cafe Key Barrell Locked Up With Key  | MUNI | 130.00    |
| EFT56865 | 11/07/2024 | Synergy                                   | Electricity Account - 26 x Shire Locations   | MUNI | 5,938.88  |

| PAYMENT  | DATE       | NAME                                 | INVOICE DESCRIPTION   | FUND |           |
|----------|------------|--------------------------------------|---|------|-----------|
| EFT56866 | 11/07/2024 | Te Wairimu Elinor Pomare             | ERC Umpire Payment - 10/07/2024   | MUNI | 135.00    |
| EFT56867 | 11/07/2024 | Team Global Express - Toll           | Brigade Postage 2023/24   | MUNI | 56.52     |
| EFT56868 | 11/07/2024 | Telstra                              | Staff Mobiles, iPads & Tablets, Dardanup Office Fax & Alarm Monitoring                        | MUNI | 3,731.72  |
| EFT56869 | 11/07/2024 | Tiana Fraser                         | ERC Umpire Payment - 09/07/2024   | MUNI | 110.00    |
| EFT56870 | 11/07/2024 | Tint City                            | Print, Supply & Install 19 x Window Frosting - Eaton Admin                                    | MUNI | 1,700.00  |
| EFT56871 | 11/07/2024 | Veolia Recycling & Recovery Pty Ltd  | Shire Bin Collection & Cardboard Collection - June 2024                                       | MUNI | 83,292.73 |
| EFT56872 | 11/07/2024 | Water Corporation                    | Water Use - 14 x Shire Locations  | MUNI | 3,510.02  |
| EFT56873 | 11/07/2024 | Westbuild Developments WA Pty Ltd    | Crossover Rebate - A12305   | MUNI | 265.00    |
| EFT56874 | 11/07/2024 | Winc Australia Pty Ltd               | Stationery Expense - Eaton Admin  | MUNI | 285.55    |
| EFT56875 | 11/07/2024 | Work Clobber                         | ERC - 19 x Lightweight Jackets for Staff Including Embroidery                                 | MUNI | 1,185.60  |
| EFT56876 | 11/07/2024 | Yep Booking                          | ERC - Yep Booking - June 2024   | MUNI | 59.00     |
| EFT56877 | 11/07/2024 | Zoodata                              | Annual Inspect License Package 01/07/2024-30/06/2025 Including SLA Grade 1 Support (20 Hours) | MUNI | 24,640.00 |
| EFT56878 | 18/07/2024 | Access Wellbeing Services            | Employee Assistance Consultations and Services - June 2024                                    | MUNI | 594.00    |
| EFT56879 | 18/07/2024 | Alma Renee Thomson                   | Reimburse Payment for First Aid Training Course   | MUNI | 170.00    |
| EFT56880 | 18/07/2024 | Ampol Petroleum Distributors Pty Ltd | 1 x 20Lt Engine Oil & 2 x Boxes Grease Cartridges - Sundry Plant                              | MUNI | 543.25    |
| EFT56881 | 18/07/2024 | Andrea Strapp                        | Reimburse Uniform Purchase  | MUNI | 404.40    |

| PAYMENT  | DATE       | NAME                            | INVOICE DESCRIPTION  | FUND |          |
|----------|------------|---------------------------------|--|------|----------|
| EFT56882 | 18/07/2024 | Angela Jayne Brooke             | 3 x Full First Aid Training & 1 x Refresher Training - Works Staff, ERC & Ranger:<br>19/07/2024  | MUNI | 430.00   |
| EFT56883 | 18/07/2024 | Aquila Food Forest              | Sustainable Living Workshop: 11/07/2024  | MUNI | 400.00   |
| EFT56884 | 18/07/2024 | Australind/Eaton Medical Centre | Staff member - Lower Back Injury 03/07/2024 Initial GP Appointment   | MUNI | 159.40   |
| EFT56885 | 18/07/2024 | B L & R J Putt                  | FCO Allowance - Fire Control   | MUNI | 500.00   |
| EFT56886 | 18/07/2024 | Brett Hodgson                   | ERC Umpire Payment: 17/07/2024   | MUNI | 194.60   |
| EFT56887 | 18/07/2024 | Bunbury Auto One                | Air compressor Fitting for Fire Truck - Replacement Part - Burekup BFB - ESL<br>Recurrent Exp  | MUNI | 13.95    |
| EFT56888 | 18/07/2024 | Bunbury Mower Service           | 6 x Chainsaw Chains - Sundry Plant & Parts for Mowing Crew   | MUNI | 342.00   |
| EFT56889 | 18/07/2024 | Bunbury Plumbing Service        | Water Tank Refill - Gnomesville Public Toilet Facility   | MUNI | 370.00   |
| EFT56890 | 18/07/2024 | Bunnings Group Limited          | Timber, Fittings, Tools, Concrete - Depot, Key Safe - Eaton Office, Concrete, Wall<br>Fasteners & Timber for Park Bench Repair - Sindhi Close Park | MUNI | 1,657.17 |
| EFT56891 | 18/07/2024 | Choiceone Pty Ltd               | Temporary Labour Hire - Martin Pelusey Road  | MUNI | 2,927.08 |
| EFT56892 | 18/07/2024 | Christine Worsfold              | ERC Umpire Payment: 16/07/2024   | MUNI | 83.40    |
| EFT56893 | 18/07/2024 | Christopher Laurance Hynes      | FCO Allowance - Chief  | MUNI | 850.00   |
| EFT56894 | 18/07/2024 | Clay James Rose                 | FCO Allowance - Deputy   | MUNI | 680.00   |
| EFT56895 | 18/07/2024 | Cleanaway Solid Waste Pty Ltd   | Waste Disposal - Crooked Brook Road  | MUNI | 3,961.87 |
| EFT56896 | 18/07/2024 | Connect Call Centre Services    | After Hours SoD Call Centre Service - June 2024  | MUNI | 612.76   |
| EFT56897 | 18/07/2024 | Connectiv                       | 3 x Apple iPad - ERC   | MUNI | 1,837.00 |

| PAYMENT  | DATE       | NAME                               | INVOICE DESCRIPTION  | FUND |           |
|----------|------------|------------------------------------|--|------|-----------|
| EFT56898 | 18/07/2024 | Dardanup Central Bush Fire Brigade | Reimburse Purchase of Microsoft Office - Dardanup Central BFB - ESL Recurrent Exp      | MUNI | 379.00    |
| EFT56899 | 18/07/2024 | Daryl Fishwick                     | ERC Umpire Payment: 17/07/2024   | MUNI | 83.40     |
| EFT56900 | 18/07/2024 | Donna Bastow                       | ERC Umpire Payment: 17/07/2024   | MUNI | 166.80    |
| EFT56901 | 18/07/2024 | Electrical Experts (WA) Pty Ltd    | Supply and Install Power to Ticket Box: Glen Huon Oval - Boomers Fencing Reinstatement | MUNI | 1,955.80  |
| EFT56902 | 18/07/2024 | Ferguson Bushfire Brigade          | Reimburse Starlink Internet Subscription: 22/03-21/06/2024                             | MUNI | 417.00    |
| EFT56903 | 18/07/2024 | Gabba Sporting Products            | AFL Boundary Protection - 50% Deposit For Netting & Posts - Glen Huon Oval             | MUNI | 6,899.75  |
| EFT56904 | 18/07/2024 | Grant Leslie William Ratcliffe     | FCO Allowance  | MUNI | 500.00    |
| EFT56905 | 18/07/2024 | Gymcare                            | Parts for 5 x Treadmills (Decks, Running & Driving Belts), Call Out Fee & Labour - ERC | MUNI | 6,966.69  |
| EFT56906 | 18/07/2024 | ID Consulting Pty Ltd              | Forecast.id Annual Subscription: 2024/25   | MUNI | 15,730.00 |
| EFT56907 | 18/07/2024 | Jeffrey Robert Duncombe            | FCO Allowance  | MUNI | 500.00    |
| EFT56908 | 18/07/2024 | John Thompson                      | ERC Umpire Payment: 17/07/2024   | MUNI | 139.00    |
| EFT56909 | 18/07/2024 | JTagz Pty Ltd                      | 800 x Dog & Cat Registration Tags Expiry 31/10/2027                                    | MUNI | 418.28    |
| EFT56910 | 18/07/2024 | Keith Geoffrey Higham              | FCO Allowance  | MUNI | 500.00    |
| EFT56911 | 18/07/2024 | Kenneth Ross Pomare                | ERC Umpire Payment: 17/07/2024   | MUNI | 55.60     |
| EFT56912 | 18/07/2024 | Kmart                              | Lego Characters to Replenish Stock for Lego Club - ECL                                 | MUNI | 20.00     |
| EFT56913 | 18/07/2024 | Lily Knight                        | ERC Umpire Payment: 16/07/2024   | MUNI | 83.40     |

| PAYMENT  | DATE       | NAME   | INVOICE DESCRIPTION   | FUND |          |
|----------|------------|--|---|------|----------|
| EFT56914 | 18/07/2024 | Luke Daniel Kuka   | Rates Refund for Assessment A1990   | MUNI | 3,140.09 |
| EFT56915 | 18/07/2024 | Lyndon Damien Skeers                                     | FCO Allowance   | MUNI | 500.00   |
| EFT56916 | 18/07/2024 | M & J Essential Solutions Pty Ltd                        | Employee Assistance Program Consultations   | MUNI | 155.00   |
| EFT56917 | 18/07/2024 | Margery Ann Stevens                                      | ERC Umpire Payment: 16/07/2024  | MUNI | 68.10    |
| EFT56918 | 18/07/2024 | Mckayhla Pomare  | ERC Umpire Payment: 17/07/2024  | MUNI | 27.80    |
| EFT56919 | 18/07/2024 | Melanie May Ring   | Reimburse Purchase of Lego Base Plates - ECL  | MUNI | 54.89    |
| EFT56920 | 18/07/2024 | Neil W Dyer  | FCO Allowance   | MUNI | 500.00   |
| EFT56921 | 18/07/2024 | Novus Auto Glass South West                              | Windscreen Repair - DA429   | MUNI | 99.00    |
| EFT56922 | 18/07/2024 | One Eleven (WA) Pty Ltd T/as Roofwest & Graffiti Doctors | Graffiti Removal - Torrens Loop BBQ Area  | MUNI | 597.00   |
| EFT56923 | 18/07/2024 | Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists    | Replacement Tyres & Rims for 1.4 Fire Appliance: Well Mills BFB - ESL Recurrent Exp | MUNI | 6,827.00 |
| EFT56924 | 18/07/2024 | Prepress Skills Centre                                   | Illustrator Essentials 2 Day Course: Breeanna Batrick                               | MUNI | 1,094.50 |
| EFT56925 | 18/07/2024 | Prime Supplies   | Drill & Grinder for Recycling Yard E Waste & 3 x Boot Brush Cleaners - Eaton Admin  | MUNI | 1,397.08 |
| EFT56926 | 18/07/2024 | RMC Plumbing Services                                    | Clear Blocked Toilet - Eaton Foreshore  | MUNI | 221.38   |
| EFT56927 | 18/07/2024 | Robert Drennan   | FCO Allowance   | MUNI | 680.00   |
| EFT56928 | 18/07/2024 | Scope Rentals Pty Ltd                                    | Managed Print Service: Rental - July 2024   | MUNI | 2,675.20 |
| EFT56929 | 18/07/2024 | Signs Plus   | Name Badges for Shire Staff   | MUNI | 106.00   |

| PAYMENT  | DATE       | NAME                            | INVOICE DESCRIPTION  | FUND |           |
|----------|------------|---------------------------------|--|------|-----------|
| EFT56930 | 18/07/2024 | Southern Lock and Security      | Restricted Key Cut - Eaton Admin   | MUNI | 20.00     |
| EFT56931 | 18/07/2024 | Synergy                         | Electricity Supply - 13 x Shire Locations  | MUNI | 11,562.64 |
| EFT56932 | 18/07/2024 | Tabitha Potter                  | ERC Umpire Payment: 17/07/2024   | MUNI | 55.60     |
| EFT56933 | 18/07/2024 | Taylor Burrell Barnett          | Consultancy for Wanju and Waterloo for the Preparation of Local Scheme Amendments                            | MUNI | 23,767.48 |
| EFT56934 | 18/07/2024 | Te Wairimu Elinor Pomare        | ERC Umpire Payment: 17/07/2024   | MUNI | 139.00    |
| EFT56935 | 18/07/2024 | Technology One Ltd              | Intramaps Subscription Plan Annual License Fees Spatial and Standard Support Services: 01/07/2024-30/06/2025 | MUNI | 32,435.48 |
| EFT56936 | 18/07/2024 | The Trustee for AM2 & FM2 Trust | MYOSH Subscription: July 2024  | MUNI | 653.40    |
| EFT56937 | 18/07/2024 | Think Project Australia Pty Ltd | RAMM Transport Asset Annual Support and Maintenance Fee 01/07/2024-30/06/2025                                | MUNI | 10,333.76 |
| EFT56938 | 18/07/2024 | Tiana Fraser                    | ERC Umpire Payment: 16/07/2024   | MUNI | 68.10     |
| EFT56939 | 18/07/2024 | Total Calibration Pty Ltd       | Annual Software Maintenance for Lanteria HR Software for Period 01/08/2024 - 31/07/2025                      | MUNI | 5,576.30  |
| EFT56940 | 18/07/2024 | Traffic Force                   | Traffic Control: 24-27/06/2024 - Various Rural Locations   | MUNI | 6,808.79  |
| EFT56941 | 18/07/2024 | Tyrecycle Pty Ltd               | Waste Transfer Station Light Vehicle Tyre Collection and Processing  | MUNI | 1,220.64  |
| EFT56942 | 18/07/2024 | Water Corporation               | Water Usage & Service Charges - 6 x Shire Locations  | MUNI | 1,244.19  |
| EFT56943 | 18/07/2024 | Willow Bridge Estate Wines      | Wine Purchased for Council Meetings  | MUNI | 249.20    |
| EFT56944 | 18/07/2024 | Winc Australia Pty Ltd          | General Stationery - ECL   | MUNI | 351.35    |

| PAYMENT  | DATE       | NAME  | INVOICE DESCRIPTION   | FUND |           |
|----------|------------|---|---|------|-----------|
| EFT56945 | 18/07/2024 | Woodlands   | 200 x Compostable Dog Waste Bags  | MUNI | 4,026.00  |
| EFT56946 | 18/07/2024 | Work Clobber  | Protective Clothing - Public Works  | MUNI | 89.40     |
| EFT56947 | 25/07/2024 | A & L Printers Pty Ltd  | 50 x Timesheet Books for Depot Staff  | MUNI | 1,341.00  |
| EFT56948 | 25/07/2024 | ABC Filter Exchange   | 4 x Filters Replaced/Cleaned - Deep Fryer Duct - ERC Cafe   | MUNI | 55.00     |
| EFT56949 | 25/07/2024 | Altronic Distributors   | Electronics, Tools & Consumables - Make It Space  | MUNI | 1,369.24  |
| EFT56950 | 25/07/2024 | Amity Signs   | Brackets & Caps - Martin Pelusey Road, Rural Road Numbers: 20, 23, 157  | MUNI | 1,515.25  |
| EFT56951 | 25/07/2024 | Andries Stefanus Schönfeldt                                       | Reimburse Taxi & Meals Paid for Whilst Attending Conference   | MUNI | 600.32    |
| EFT56952 | 25/07/2024 | Assetval  | RFQ-F0358974 Valuation for Insurance Purposes - Buildings, Bridges & Heavy Vehicle Fleet                                | MUNI | 12,100.00 |
| EFT56953 | 25/07/2024 | Australian Institute of Management Education and Training Pty Ltd | Change Management Training Course - Embrace Evolve Thrive: 05-06/09/2024  | MUNI | 1,435.00  |
| EFT56954 | 25/07/2024 | Australian Tax Office   | PAYG - Payrun: 19/07/2024   | MUNI | 79,836.00 |
| EFT56955 | 25/07/2024 | Australind/Eaton Medical Centre                                   | Employee Medical Appointment 10/07/2024 - to be Recouped From LGIS Through Workers Compensation 33199. Approved by DCEO | MUNI | 87.30     |
| EFT56956 | 25/07/2024 | Benara Nurseries  | Plants - Eaton Drive Islands & Pratt Road Reserve   | MUNI | 1,671.56  |
| EFT56957 | 25/07/2024 | BSW Connect   | 2024 South West Business Excellence Awards Partnership - Major Category Award   | MUNI | 2,750.00  |
| EFT56958 | 25/07/2024 | Bunbury Geographe Chamber of Commerce and Industry                | July 2024 to July 2025 - LGA Partner & 2024 South West Business Excellence Awards Partnership - Event Sponsorship       | MUNI | 3,107.50  |
| EFT56959 | 25/07/2024 | Bunbury Geographe Economic Alliance                               | Bunbury Geographe Economic Alliance Annual Membership: Local Government Partner - Medium 2024/2025                      | MUNI | 15,823.50 |

| PAYMENT  | DATE       | NAME                            | INVOICE DESCRIPTION   | FUND |          |
|----------|------------|---------------------------------|---|------|----------|
| EFT56960 | 25/07/2024 | Bunbury Hotel Koombana Bay      | Accommodation & Meals: 18/07/2024 - Dr Shayne Silcox  | MUNI | 304.00   |
| EFT56961 | 25/07/2024 | Bunbury Mower Service           | Parts for Mowing Crew - Sundry Parks  | MUNI | 196.00   |
| EFT56962 | 25/07/2024 | Bunbury Subaru                  | Service - DA429   | MUNI | 1,959.66 |
| EFT56963 | 25/07/2024 | Bunnings Group Limited          | Exchange Oxygen Bottle - Depot & Minor Maintenance Items - Eaton Admin                                  | MUNI | 162.74   |
| EFT56964 | 25/07/2024 | Charlee Roberts                 | ERC Umpire Payment: 24/07/2024  | MUNI | 55.60    |
| EFT56965 | 25/07/2024 | Choiceone Pty Ltd               | Temporary Labour Hire: 07-14/07/2024 - Martin Pelusey Road  | MUNI | 4,441.07 |
| EFT56966 | 25/07/2024 | Christine Worsfold              | ERC Umpire Payment: 23/07/2024  | MUNI | 83.40    |
| EFT56967 | 25/07/2024 | Christopher Edward Bouteloup    | Reimburse Volunteer Fire Fighter Travel Cost for Attending Training - J/C Brook BFB - ESL Recurrent Exp | MUNI | 432.96   |
| EFT56968 | 25/07/2024 | Cindy Marie Garton              | Crossover Rebate - A12109   | MUNI | 212.00   |
| EFT56969 | 25/07/2024 | Cleanaway Solid Waste Pty Ltd   | Waste Disposal - Crooked Brook Road   | MUNI | 2,674.22 |
| EFT56970 | 25/07/2024 | Combined Team Services          | First 5 of 13 Units Certificate III in Business Records and Information Management Stream - IDS Trainee | MUNI | 628.75   |
| EFT56971 | 25/07/2024 | CSSTech Group Pty Ltd           | CSS Support - Admin OH  | MUNI | 1,776.50 |
| EFT56972 | 25/07/2024 | Dapco Tyre and Auto Centre      | Service - DA994, DA017, DA005 & DA329   | MUNI | 2,795.21 |
| EFT56973 | 25/07/2024 | Data #3 Limited                 | Acrobat Pro for Enterprise Govt Licence & Meraki Indoor Wi-Fi & Licence                                 | MUNI | 1,306.37 |
| EFT56974 | 25/07/2024 | Dell Australia Pty Ltd          | Laptop Battery - Admin OH   | MUNI | 435.60   |
| EFT56975 | 25/07/2024 | Dell Financial Services Pty Ltd | Repayment - Leasing Dell Desktop and Laptop Refresh Contract 009-141985-003 (01/06-31/08/2024)          | MUNI | 1,290.75 |



| PAYMENT  | DATE       | NAME                                      | INVOICE DESCRIPTION   | FUND |           |
|----------|------------|---|---|------|-----------|
| EFT56976 | 25/07/2024 | Department of Fire and Emergency Services | Registered Post for i-Button - Fire Alarm Panel                             | MUNI | 16.50     |
| EFT56977 | 25/07/2024 | Diesel Force                              | Service - DA588   | MUNI | 935.27    |
| EFT56978 | 25/07/2024 | Donna Bastow                              | ERC Umpire Payment: 24/07/2024  | MUNI | 166.80    |
| EFT56979 | 25/07/2024 | Eaton Vet Clinic                          | Animal Management Program - Sterilisation                                   | MUNI | 35.00     |
| EFT56980 | 25/07/2024 | Ergolink Advanced Ergonomics              | 2 x Office Chairs - Transport   | MUNI | 1,151.50  |
| EFT56981 | 25/07/2024 | Forestvale Trees Pty Ltd                  | Planting - Eaton Verges   | MUNI | 2,057.00  |
| EFT56982 | 25/07/2024 | Georgia Elson                             | ERC Umpire Payment: 24/07/2024  | MUNI | 166.80    |
| EFT56983 | 25/07/2024 | Go Electrical Contracting                 | ERC - Investigate Fault in Bain Maire & Provide Report, Repair Light in Gym | MUNI | 115.50    |
| EFT56984 | 25/07/2024 | Go Go On Hold                             | On Hold Messages Service - ERC: July - December 2024                        | MUNI | 414.00    |
| EFT56985 | 25/07/2024 | Hersey's Safety P/L                       | Depot Stores And Safety Items   | MUNI | 2,209.32  |
| EFT56986 | 25/07/2024 | Hooleys Catering Company                  | Catering For Ordinary Council Meeting: 24/07/2024                           | MUNI | 734.50    |
| EFT56987 | 25/07/2024 | Hynes Contracting                         | Verge Earthworks  | MUNI | 195.00    |
| EFT56988 | 25/07/2024 | Industry Maintenance Solutions Pty Ltd    | Refund Duplicate Building Application Fee # 23240451 - Receipt # 155659     | MUNI | 171.65    |
| EFT56989 | 25/07/2024 | Inghams Electrical                        | Replace 2 x HP008 - Townsite Lights & 5 x Lights - ERC                      | MUNI | 2,571.45  |
| EFT56990 | 25/07/2024 | Insight Enterprises Australia Pty Ltd     | Azure Plan Consumption: April 2024  | MUNI | 74.87     |
| EFT56991 | 25/07/2024 | IT Blackspot                              | Computers and Items for Make it Space                                       | MUNI | 14,918.60 |
| EFT56992 | 25/07/2024 | John Thompson                             | ERC Umpire Payment: 24/07/2024  | MUNI | 194.60    |

| PAYMENT  | DATE       | NAME  | INVOICE DESCRIPTION  | FUND |            |
|----------|------------|---|--|------|------------|
| EFT56993 | 25/07/2024 | Katie Marie Clayton                           | ERC Umpire Payment: 23/07/2024   | MUNI | 83.40      |
| EFT56994 | 25/07/2024 | Kenneth Ross Pomare                           | ERC Umpire Payment: 24/07/2024   | MUNI | 166.80     |
| EFT56995 | 25/07/2024 | Kmart   | Items for Fitness Centre - ERC   | MUNI | 59.00      |
| EFT56996 | 25/07/2024 | Krystle Harrison                              | Reimburse Uniform Purchase   | MUNI | 39.98      |
| EFT56997 | 25/07/2024 | LGIS WA                                       | Shire Annual Insurance 2024-2025   | MUNI | 360,092.15 |
| EFT56998 | 25/07/2024 | Lily Knight                                   | ERC Umpire Payment: 23/07/2024   | MUNI | 83.40      |
| EFT56999 | 25/07/2024 | Local Government Professionals Australia WA   | Return of Unspent Grant Funds: Age-Friendly Community Connectivity Grant & Microsoft & Excel Workshops - Senior Projects Officer | MUNI | 2,148.16   |
| EFT57000 | 25/07/2024 | Local Health Authorities Analytical Committee | Local Health Authorities Analytical Committee - Sampling Scheme 2024-25 - Shire of Dardanup                                      | MUNI | 3,688.72   |
| EFT57001 | 25/07/2024 | Maia Financial Pty Ltd                        | Principal Nutanix 2Yr License Upgrade - Contract: E6N0164282   | MUNI | 14,303.53  |
| EFT57002 | 25/07/2024 | Margery Ann Stevens                           | ERC Umpire Payment: 23/07/2024   | MUNI | 68.10      |
| EFT57003 | 25/07/2024 | MB Traffic Planning & Management              | Generic Traffic Management Plan Renewals   | MUNI | 418.00     |
| EFT57004 | 25/07/2024 | Mckayhla Pomare                               | ERC Umpire Payment: 24/07/2024   | MUNI | 111.20     |
| EFT57005 | 25/07/2024 | Megan Louise Hardwick                         | Refund Cat Cage Hire Bond - Receipt # 154352   | MUNI | 150.00     |
| EFT57006 | 25/07/2024 | Nixon Electrics (WA) Pty Ltd                  | ERC - Investigation West Carpark Lights Tripping   | MUNI | 548.90     |
| EFT57007 | 25/07/2024 | Patricia Eva Donohoe                          | Rates Refund for Assessment A11377   | MUNI | 710.77     |
| EFT57008 | 25/07/2024 | Perfect Landscapes                            | Weekly Reserves & Lawn Mowing Commencing 01 & 08/07/2024   | MUNI | 7,563.71   |

| PAYMENT  | DATE       | NAME   | INVOICE DESCRIPTION  | FUND |          |
|----------|------------|--|--|------|----------|
| EFT57009 | 25/07/2024 | R & S Co Pty Ltd T/as Fresh Floral Studio            | Floral Arrangement - Kerry Dawson (Including Delivery)                             | MUNI | 125.00   |
| EFT57010 | 25/07/2024 | Readytech User Group WA Inc.                         | Readytech User Group WA - Membership 2024-25                                       | MUNI | 847.00   |
| EFT57011 | 25/07/2024 | RTV Computers Pty Ltd                                | 2 x Philips 16B1P3300 USB-C Portable Monitor - Admin OH                            | MUNI | 605.00   |
| EFT57012 | 25/07/2024 | Securepay Pty Ltd                                    | Bank Fees 2024/25 Securepay Phone Credit Card Payment Merchant Fees                | MUNI | 495.00   |
| EFT57013 | 25/07/2024 | Services Australia - Child Support Agency            | Employee Payroll Deduction PPE   | MUNI | 532.46   |
| EFT57014 | 25/07/2024 | Sew Connected  | 3 x Sewing Machines & 1 x Overlocker - Make It Space                               | MUNI | 2,596.00 |
| EFT57015 | 25/07/2024 | South West Personnel                                 | Labour Hire for Storm Clean-Up: 12/07/2024   | MUNI | 1,085.16 |
| EFT57016 | 25/07/2024 | South West Tree Safe                                 | Tree Removal - Harold Douglas Drive & Pruning - Finlay Ave                         | MUNI | 2,750.00 |
| EFT57017 | 25/07/2024 | Stoked Photography                                   | Local Stock Purchase - ECL   | MUNI | 27.00    |
| EFT57018 | 25/07/2024 | Synergy  | Electricity Account - 9 x Shire Locations  | MUNI | 7,875.02 |
| EFT57019 | 25/07/2024 | Te Wairimu Elinor Pomare                             | ERC Umpire Payment: 24/07/2024 & Reimbursement of Stationery & Storage Items - ERC | MUNI | 204.75   |
| EFT57020 | 25/07/2024 | Team Global Express - Toll                           | Environmental Health Service & Expenditure Postage 2024/25                         | MUNI | 639.11   |
| EFT57021 | 25/07/2024 | Telstra  | Telephone - Eaton Admin & Internet - Wellington Mills BFB - ESL Recurrent Expense  | MUNI | 1,787.98 |
| EFT57022 | 25/07/2024 | The Camper Tamperer                                  | Assessment and Repairs to Variable Message Board - Sundry Plant                    | MUNI | 524.99   |
| EFT57023 | 25/07/2024 | Traffic Force  | Traffic Management: 20/06/2024 - Dowdells Line                                     | MUNI | 5,174.66 |
| EFT57024 | 25/07/2024 | Urban Development Institute of Australia WA Division | UDIA Award Submission - Awards for Excellence 2024                                 | MUNI | 2,200.00 |

| PAYMENT              | DATE       | NAME                                    | INVOICE DESCRIPTION   | FUND |           |
|----------------------|------------|---|---|------|-----------|
| EFT57025             | 25/07/2024 | WALGA                                   | Association Membership 2024/25  | MUNI | 47,104.64 |
| EFT57026             | 25/07/2024 | Water Corporation                       | Water Use: 08/05-09/07/2024 & Service Charges: 01/07-31/08/2024 - Eaton Admin   | MUNI | 1,482.69  |
| EFT57027             | 25/07/2024 | Wendy Brooks                            | Refund Partial Dog Registration Fee Due to Sterilisation - Receipt # 149853   | MUNI | 150.00    |
| EFT57028             | 25/07/2024 | Westbooks                               | Local Stock Order of Young Adults and Junior Fiction Graphic Novels   | MUNI | 14.05     |
| EFT57029             | 25/07/2024 | Western Australian Treasury Corporation | Repayment: Loan 66 - Depot Land, Repayment: Loan 72 - Eaton Oval Club Rooms - Pratt Road  | MUNI | 66,341.33 |
| EFT57030             | 25/07/2024 | Work Clobber                            | Protective Clothing - Public Works  | MUNI | 670.80    |
| EFT57031             | 25/07/2024 | Workwise Australia                      | Cudliss and Ann St Design - Eaton Drive Extension   | MUNI | 1,072.50  |
| <b>DIRECT DEBIT</b>  |            |   |   |      |           |
| <b>INTERNATIONAL</b> |            |   |   |      |           |
| DD18099.1            | 11/07/2024 | Pluralsight                             | Pluralsight Annual Renewal 5 Business Professional Users: 01/07/2024 - 30/06/2025   | MUNI | 4,371.79  |
| DD18087.1            | 05/07/2024 | Lightning Tools Ltd                     | Lightning Conductor Web Part for Sharepoint 2019 Licensed for 1 x Production WFE Annual Software Assurance: 01/07/2024-30/06/2025 | MUNI | 501.60    |
| <b>BPAY</b>          |            |   |   |      |           |
| DD18083.1            | 11/07/2024 | The University of New England           | Study Assistance as Per CP015 - Course: Diploma in Town Planning - G Hayward  | MUNI | 1,159.80  |

| PAYMENT           | DATE       | NAME                    | INVOICE DESCRIPTION  | FUND |           |
|-------------------|------------|-------------------------|--|------|-----------|
| DD18109.1         | 18/07/2024 | Alinta                  | ERC - Quarterly Invoice for Gas Consumption: 01-11/07/2024 | MUNI | 524.55    |
| DD18122.1         | 25/07/2024 | Department Of Transport | SoD Fleet Schedule Licencing B0423                         | MUNI | 18,073.10 |
| <b>DEBIT CARD</b> |            |                         |  |      |           |

|                    |            |                              |  |      |        |
|--------------------|------------|------------------------------|--|------|--------|
| <b>CREDIT CARD</b> |            |                              |  |      |        |
| DD18125.1          | 29/07/2024 | Mailchimp                    | Monthly Subscription for Email Newsletters: July 2024  | MUNI | 199.13 |
| DD18125.2          | 29/07/2024 | SAI Global Australia Pty Ltd | Uniform Traffic Control Devices Manual - Direction Signs, Information Signs & Route Numbering - Development Engineer | MUNI | 606.20 |
| DD18125.3          | 29/07/2024 | Shane Williams Auto Repairs  | Pre Licensing Inspection - DA8979 Polaris Ranger   | MUNI | 187.90 |

#### CHEQUE

#### TRUST

#### FUEL PURCHASING CARD

|            |           |      |        |
|------------|-----------|------|--------|
| 31/05/2024 | DA005     | Fuel | 89.87  |
| 31/05/2024 | DA8200    | Fuel | 81.98  |
| 31/05/2024 | DA9781    | Fuel | 139.12 |
| 31/05/2024 | DA613     | Fuel | 88.44  |
| 31/05/2024 | DA9668    | Fuel | 60.15  |
| 1/06/2024  | DA955     | Fuel | 95.93  |
| 1/06/2024  | 008DA     | Fuel | 75.34  |
| 1/06/2024  | DA017     | Fuel | 97.31  |
| 3/06/2024  | 1WATERLOO | Fuel | 139.11 |

| PAYMENT | DATE       | NAME       | INVOICE DESCRIPTION | FUND    |
|---------|------------|------------|---------------------|---------|
|         | 3/06/2024  | DA017      | Fuel                | 52.11   |
|         | 4/06/2024  | DA8457     | Fuel                | 138.84  |
|         | 4/06/2024  | DA588      | Fuel                | 105.72  |
|         | 4/06/2024  | DA9513     | Fuel                | 212.54  |
|         | 4/06/2024  | 008DA      | Fuel                | 86.37   |
|         | 4/06/2024  | DA9605     | Fuel                | 90.54   |
|         | 4/06/2024  | DA988      | Fuel                | 99.5    |
|         | 4/06/2024  | DA613      | Fuel                | 134.01  |
|         | 4/06/2024  | HIRE PLANT | Fuel                | 1082.65 |
|         | 5/06/2024  | DA563      | Fuel                | 96.2    |
|         | 5/06/2024  | DA9219     | Fuel                | 214.58  |
|         | 5/06/2024  | DA997      | Fuel                | 92.59   |
|         | 5/06/2024  | DA994      | Fuel                | 105.25  |
|         | 6/06/2024  | DA005      | Fuel                | 108.54  |
|         | 6/06/2024  | DA628      | Fuel                | 231.14  |
|         | 6/06/2024  | DA8673     | Fuel                | 101.21  |
|         | 6/06/2024  | DA9287     | Fuel                | 63.5    |
|         | 6/06/2024  | DA329      | Fuel                | 78.22   |
|         | 6/06/2024  | DA993      | Fuel                | 113.3   |
|         | 6/06/2024  | DA995      | Fuel                | 116.21  |
|         | 6/06/2024  | DA9781     | Fuel                | 75.29   |
|         | 6/06/2024  | DA613      | Fuel                | 86.06   |
|         | 7/06/2024  | DA1314     | Fuel                | 49.04   |
|         | 7/06/2024  | DA429      | Fuel                | 44.35   |
|         | 7/06/2024  | DA017      | Fuel                | 107.91  |
|         | 7/06/2024  | DA9605     | Fuel                | 58.66   |
|         | 8/06/2024  | DA563      | Fuel                | 90.88   |
|         | 10/06/2024 | DA005      | Fuel                | 80.34   |
|         | 10/06/2024 | DA955      | Fuel                | 97.96   |
|         | 10/06/2024 | SUNDRY 1   | Fuel                | 142.72  |
|         | 10/06/2024 | DA648      | Fuel                | 125.66  |
|         | 10/06/2024 | DA996      | Fuel                | 101.52  |
|         | 10/06/2024 | DA9781     | Fuel                | 55.18   |
|         | 11/06/2024 | DA0        | Fuel                | 82.99   |

| PAYMENT | DATE       | NAME    | INVOICE DESCRIPTION | FUND   |
|---------|------------|---------|---------------------|--------|
|         | 11/06/2024 | DA9287  | Fuel                | 91.25  |
|         | 11/06/2024 | DA10181 | Fuel                | 115.89 |
|         | 11/06/2024 | DA994   | Fuel                | 106.77 |
|         | 11/06/2024 | DA995   | Fuel                | 111.97 |
|         | 12/06/2024 | DA588   | Fuel                | 14.24  |
|         | 12/06/2024 | DA10091 | Fuel                | 75.59  |
|         | 12/06/2024 | DA017   | Fuel                | 102.51 |
|         | 12/06/2024 | DA993   | Fuel                | 112.31 |
|         | 12/06/2024 | DA613   | Fuel                | 137.27 |
|         | 12/06/2024 | DA9668  | Fuel                | 115.35 |
|         | 13/06/2024 | DA005   | Fuel                | 107.57 |
|         | 13/06/2024 | DA8200  | Fuel                | 92.72  |
|         | 13/06/2024 | DA588   | Fuel                | 85.87  |
|         | 13/06/2024 | DA9513  | Fuel                | 233.76 |
|         | 13/06/2024 | DA8222  | Fuel                | 88.71  |
|         | 13/06/2024 | DA10105 | Fuel                | 69.87  |
|         | 13/06/2024 | DA988   | Fuel                | 89.52  |
|         | 14/06/2024 | DA0     | Fuel                | 68.27  |
|         | 14/06/2024 | ODA     | Fuel                | 231.06 |
|         | 14/06/2024 | DA8673  | Fuel                | 85.65  |
|         | 14/06/2024 | DA9287  | Fuel                | 86.62  |
|         | 14/06/2024 | DA429   | Fuel                | 102.13 |
|         | 14/06/2024 | DA563   | Fuel                | 59.32  |
|         | 14/06/2024 | 008DA   | Fuel                | 81.66  |
|         | 14/06/2024 | DA9376  | Fuel                | 97.47  |
|         | 14/06/2024 | DA9605  | Fuel                | 77.73  |
|         | 14/06/2024 | DA994   | Fuel                | 112.6  |
|         | 15/06/2024 | DA1314  | Fuel                | 38.76  |
|         | 16/06/2024 | DA997   | Fuel                | 91.8   |
|         | 17/06/2024 | DA005   | Fuel                | 105.4  |
|         | 17/06/2024 | DA017   | Fuel                | 103.38 |
|         | 17/06/2024 | DA613   | Fuel                | 113.27 |
|         | 18/06/2024 | DA628   | Fuel                | 174.78 |
|         | 18/06/2024 | DA10105 | Fuel                | 72.01  |

| PAYMENT | DATE       | NAME       | INVOICE DESCRIPTION | FUND   |
|---------|------------|------------|---------------------|--------|
|         | 18/06/2024 | DA9219     | Fuel                | 201.4  |
|         | 18/06/2024 | DA995      | Fuel                | 94.83  |
|         | 19/06/2024 | DA698      | Fuel                | 617.65 |
|         | 19/06/2024 | DA955      | Fuel                | 48.7   |
|         | 19/06/2024 | DA017      | Fuel                | 93.93  |
|         | 19/06/2024 | DA9781     | Fuel                | 82.84  |
|         | 20/06/2024 | DA005      | Fuel                | 94.57  |
|         | 20/06/2024 | DA8200     | Fuel                | 45.34  |
|         | 20/06/2024 | DA588      | Fuel                | 89.48  |
|         | 20/06/2024 | SUNDRY 1   | Fuel                | 141.92 |
|         | 20/06/2024 | DA8222     | Fuel                | 107.31 |
|         | 20/06/2024 | DA563      | Fuel                | 93.87  |
|         | 20/06/2024 | DA994      | Fuel                | 110.35 |
|         | 20/06/2024 | DA996      | Fuel                | 112.74 |
|         | 20/06/2024 | DA988      | Fuel                | 84.66  |
|         | 20/06/2024 | DA9668     | Fuel                | 71.77  |
|         | 20/06/2024 | HIRE PLANT | Fuel                | 924.69 |
|         | 20/06/2024 | HIRE PLANT | Fuel                | 608.8  |
|         | 21/06/2024 | DA8200     | Fuel                | 19.93  |
|         | 21/06/2024 | DA0        | Fuel                | 54.13  |
|         | 21/06/2024 | DA1314     | Fuel                | 93.84  |
|         | 21/06/2024 | DA10181    | Fuel                | 79.73  |
|         | 21/06/2024 | DA9605     | Fuel                | 57.53  |
|         | 21/06/2024 | DA997      | Fuel                | 30.94  |
|         | 21/06/2024 | DA993      | Fuel                | 111.03 |
|         | 21/06/2024 | DA613      | Fuel                | 127.1  |
|         | 22/06/2024 | DA10091    | Fuel                | 80.93  |
|         | 24/06/2024 | DA955      | Fuel                | 48.7   |
|         | 24/06/2024 | DA017      | Fuel                | 102.24 |
|         | 24/06/2024 | DA9781     | Fuel                | 40.41  |
|         | 25/06/2024 | DA005      | Fuel                | 101.75 |
|         | 25/06/2024 | DA8673     | Fuel                | 105.62 |
|         | 25/06/2024 | DA9287     | Fuel                | 54.33  |
|         | 25/06/2024 | DA9287     | Fuel                | 8      |



| PAYMENT | DATE       | NAME       | INVOICE DESCRIPTION | FUND   |
|---------|------------|------------|---------------------|--------|
|         | 25/06/2024 | DA429      | Fuel                | 74.55  |
|         | 25/06/2024 | DA648      | Fuel                | 114.36 |
|         | 25/06/2024 | DA9581     | Fuel                | 147.68 |
|         | 25/06/2024 | 008DA      | Fuel                | 95.45  |
|         | 25/06/2024 | DA10105    | Fuel                | 64.67  |
|         | 25/06/2024 | DA9781     | Fuel                | 98.89  |
|         | 26/06/2024 | DA8200     | Fuel                | 58.04  |
|         | 26/06/2024 | DA8457     | Fuel                | 139.26 |
|         | 26/06/2024 | DA628      | Fuel                | 215.87 |
|         | 26/06/2024 | DA588      | Fuel                | 73.33  |
|         | 26/06/2024 | DA955      | Fuel                | 75.56  |
|         | 26/06/2024 | DA994      | Fuel                | 108.98 |
|         | 26/06/2024 | DA995      | Fuel                | 112.98 |
|         | 26/06/2024 | DA613      | Fuel                | 118.18 |
|         | 26/06/2024 | DA10817    | Fuel                | 97.31  |
|         | 27/06/2024 | DA005      | Fuel                | 85.96  |
|         | 27/06/2024 | ODA        | Fuel                | 239.73 |
|         | 27/06/2024 | HIRE PLANT | Fuel                | 924.57 |
|         | 28/06/2024 | DA588      | Fuel                | 64.08  |
|         | 28/06/2024 | DA0        | Fuel                | 60.19  |
|         | 28/06/2024 | DA1314     | Fuel                | 96.81  |
|         | 28/06/2024 | DA10181    | Fuel                | 101.32 |
|         | 28/06/2024 | DA329      | Fuel                | 80.75  |
|         | 28/06/2024 | DA9605     | Fuel                | 77.38  |
|         | 28/06/2024 | DA997      | Fuel                | 93.47  |
|         | 28/06/2024 | DA993      | Fuel                | 106.43 |
|         | 28/06/2024 | DA988      | Fuel                | 92.49  |
|         | 28/06/2024 | DA613      | Fuel                | 94.84  |
|         | 30/06/2024 | DA10091    | Fuel                | 63.28  |

# 

|           |            |                         |                    |      |           |
|-----------|------------|-------------------------|--------------------|------|-----------|
| DD18082.1 | 05/07/2024 | Aware Super Pty Limited | Payroll Deductions | MUNI | 32,820.51 |
|-----------|------------|-------------------------|--------------------|------|-----------|

| PAYMENT    | DATE       | NAME   | INVOICE DESCRIPTION          | FUND |          |
|------------|------------|--|------------------------------|------|----------|
| DD18082.2  | 05/07/2024 | Diamond Sea Superannuation Fund                            | Payroll Deductions           | MUNI | 635.00   |
| DD18082.3  | 05/07/2024 | AMG Super  | Superannuation Contributions | MUNI | 77.71    |
| DD18082.4  | 05/07/2024 | Brighter Super   | Superannuation Contributions | MUNI | 300.16   |
| DD18082.5  | 05/07/2024 | Hostplus   | Payroll Deductions           | MUNI | 961.59   |
| DD18082.6  | 05/07/2024 | Hesta Super Fund   | Payroll Deductions           | MUNI | 1,888.15 |
| DD18082.7  | 05/07/2024 | MIML - Macquarie Super Accumulator                         | Payroll Deductions           | MUNI | 1,133.06 |
| DD18082.8  | 05/07/2024 | Australian Retirement Trust                                | Superannuation Contributions | MUNI | 380.17   |
| DD18082.9  | 05/07/2024 | Australian Super   | Superannuation Contributions | MUNI | 312.89   |
| DD18082.10 | 05/07/2024 | AMP Flexible Super - Super Account                         | Payroll Deductions           | MUNI | 828.50   |
| DD18082.11 | 05/07/2024 | Colonial First State First Choice Wholesale Personal Super | Payroll Deductions           | MUNI | 1,067.04 |
| DD18082.12 | 05/07/2024 | Asgard Infinity E Wrap Super                               | Payroll Deductions           | MUNI | 922.59   |
| DD18082.13 | 05/07/2024 | Mercer Super Trust   | Payroll Deductions           | MUNI | 612.60   |
| DD18082.14 | 05/07/2024 | Kaurin Family Superannuation Fund                          | Payroll Deductions           | MUNI | 275.08   |
| DD18082.15 | 05/07/2024 | Unisuper   | Payroll Deductions           | MUNI | 960.18   |
| DD18082.16 | 05/07/2024 | Plum Superannuation Fund                                   | Superannuation Contributions | MUNI | 138.15   |
| DD18082.17 | 05/07/2024 | Public Sector Superannuation Accumulation Plan             | Payroll Deductions           | MUNI | 649.49   |
| DD18082.18 | 05/07/2024 | Spirit Super   | Superannuation Contributions | MUNI | 334.02   |

| PAYMENT    | DATE       | NAME                                     | INVOICE DESCRIPTION          | FUND |           |
|------------|------------|--|------------------------------|------|-----------|
| DD18082.19 | 05/07/2024 | Asgard Independence Plan Division Two    | Superannuation Contributions | MUNI | 222.42    |
| DD18082.20 | 05/07/2024 | Rest Superannuation                      | Payroll Deductions           | MUNI | 2,224.92  |
| DD18082.21 | 05/07/2024 | The Bro Code Super Fund                  | Superannuation Contributions | MUNI | 60.76     |
| DD18082.22 | 05/07/2024 | Thomson Family Superannuation Fund       | Superannuation Contributions | MUNI | 1,089.10  |
| DD18082.23 | 05/07/2024 | Australiansuper                          | Payroll Deductions           | MUNI | 8,857.47  |
| DD18082.24 | 05/07/2024 | The Templeman Family Superannuation Fund | Superannuation Contributions | MUNI | 35.96     |
| DD18082.25 | 05/07/2024 | Hughes Superannuation Fund               | Superannuation Contributions | MUNI | 71.31     |
| DD18082.26 | 05/07/2024 | MLC Super Fund                           | Superannuation Contributions | MUNI | 1,925.31  |
| DD18112.1  | 19/07/2024 | Aware Super Pty Limited                  | Payroll Deductions           | MUNI | 34,081.43 |
| DD18112.2  | 19/07/2024 | Diamond Sea Superannuation Fund          | Payroll Deductions           | MUNI | 674.29    |
| DD18112.3  | 19/07/2024 | AMG Super                                | Superannuation Contributions | MUNI | 103.70    |
| DD18112.4  | 19/07/2024 | Brighter Super                           | Superannuation Contributions | MUNI | 309.17    |
| DD18112.5  | 19/07/2024 | Hostplus                                 | Payroll Deductions           | MUNI | 985.91    |
| DD18112.6  | 19/07/2024 | Hesta Super Fund                         | Payroll Deductions           | MUNI | 1,863.33  |
| DD18112.7  | 19/07/2024 | MIML - Macquarie Super Accumulator       | Payroll Deductions           | MUNI | 1,227.00  |
| DD18112.8  | 19/07/2024 | Australian Retirement Trust              | Superannuation Contributions | MUNI | 255.71    |

| PAYMENT    | DATE       | NAME   | INVOICE DESCRIPTION          | FUND |          |
|------------|------------|--|------------------------------|------|----------|
| DD18112.9  | 19/07/2024 | Australian Super   | Superannuation Contributions | MUNI | 322.54   |
| DD18112.10 | 19/07/2024 | AMP Flexible Super - Super Account                         | Payroll Deductions           | MUNI | 853.18   |
| DD18112.11 | 19/07/2024 | Colonial First State First Choice Wholesale Personal Super | Payroll Deductions           | MUNI | 1,132.27 |
| DD18112.12 | 19/07/2024 | Asgard Infinity E Wrap Super                               | Payroll Deductions           | MUNI | 938.75   |
| DD18112.13 | 19/07/2024 | Mercer Super Trust   | Payroll Deductions           | MUNI | 637.54   |
| DD18112.14 | 19/07/2024 | Kaurin Family Superannuation Fund                          | Payroll Deductions           | MUNI | 283.33   |
| DD18112.15 | 19/07/2024 | Unisuper   | Payroll Deductions           | MUNI | 1,098.20 |
| DD18112.16 | 19/07/2024 | Plum Superannuation Fund                                   | Superannuation Contributions | MUNI | 140.00   |
| DD18112.17 | 19/07/2024 | Public Sector Superannuation Accumulation Plan             | Payroll Deductions           | MUNI | 662.98   |
| DD18112.18 | 19/07/2024 | Spirit Super   | Superannuation Contributions | MUNI | 344.04   |
| DD18112.19 | 19/07/2024 | Asgard Independence Plan Division Two                      | Superannuation Contributions | MUNI | 229.09   |
| DD18112.20 | 19/07/2024 | Russell Investments Master Trust                           | Superannuation Contributions | MUNI | 41.45    |
| DD18112.21 | 19/07/2024 | Rest Superannuation  | Payroll Deductions           | MUNI | 2,440.05 |
| DD18112.22 | 19/07/2024 | The Bro Code Super Fund                                    | Superannuation Contributions | MUNI | 62.59    |
| DD18112.23 | 19/07/2024 | Thomson Family Superannuation Fund                         | Superannuation Contributions | MUNI | 1,140.11 |
| DD18112.24 | 19/07/2024 | Australiansuper  | Payroll Deductions           | MUNI | 9,470.57 |

| PAYMENT    | DATE       | NAME                                     | INVOICE DESCRIPTION          | FUND |                     |
|------------|------------|--|------------------------------|------|---------------------|
| DD18112.25 | 19/07/2024 | The Templeman Family Superannuation Fund | Superannuation Contributions | MUNI | 37.04               |
| DD18112.26 | 19/07/2024 | Hughes Superannuation Fund               | Superannuation Contributions | MUNI | 58.76               |
| DD18112.27 | 19/07/2024 | MLC Super Fund                           | Superannuation Contributions | MUNI | 1,852.59            |
|            |            |  |                              |      | <b>1,758,967.79</b> |

#### REPORT TOTALS

|               |                |
|---------------|----------------|
| EFT           | \$1,613,313.96 |
| Muni Cheque   | \$-            |
| Trust         | \$-            |
| Payroll       | \$120,029.76   |
| Credit Card   | \$993.23       |
| Debit Card    | \$-            |
| Direct Debit  | \$-            |
| International | \$4,873.39     |
| BPAY          | \$19,757.45    |

|              |                       |
|--------------|-----------------------|
| <b>TOTAL</b> | <b>\$1,758,967.79</b> |
|--------------|-----------------------|

#### CERTIFICATE of Chief Executive Officer

This schedule of accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council, has been checked and is fully supported by vouchers and invoices which are submitted herewith, and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown are due for payment



**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Office

## Background

Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.16 To Purchase Goods and Services to a Specified Value, 1.2.31 Payments from the Municipal or Trust Funds and 1.2.35 Authorise Electronic Funds Transfers:

- Authority to make payments from Trust and Municipal Funds (1.2.31);
- To purchase goods and services to a value of not more than \$250,000 (1.2.16);
- To purchase goods and services for the Australian Tax Office and other Australian or Western Australian Government Departments, agencies, utility providers (ie electricity, water, gas) or Insurance up to the value of \$500,000 (1.2.16);
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement (1.2.16);
- To authorise Electronic Funds Transfer (EFT) (1.2.35).

## Legal Implications

### Local Government Act 1995

*S6.5. Accounts and records*

*Local Government (Financial Management) Regulations 1996*

*R11. Payments, procedures for making etc.*

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

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

*R13. 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.*

**R13A. Payments by employees via purchasing cards**

*(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —*

- (a) the payee's name;*
- (b) the amount of the payment;*
- (c) the date of the payment;*
- (d) sufficient information to identify the payment.*
- (2) A list prepared under subregulation (1) must be —*
  - (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - (b) recorded in the minutes of that meeting.*

**Council Plan**

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents**

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

**Budget Implications**

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

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

**Council Policy Compliance**

Payments are checked to ensure compliance with Council's *Purchasing Policy CnG CP034 – Procurement Policy* and processed in accordance with *Policy CnG 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: 12.4.3] for full assessment document.

| <b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>   |  |  |
|--|--|--|
| Risk Event   | Schedule of Paid Accounts as at the 31 <sup>st</sup> July 2024   |  |
| Inherent Risk Rating (prior to treatment or control) | Moderate (5 - 11)  |  |
| Risk Action Plan (treatment or controls proposed)    | As the Inherent Risk Rating is below 12, this is not applicable. |  |
| Residual Risk Rating (after treatment or controls)   | As the Inherent Risk Rating is below 12, this is not applicable. |  |
| Risk Category Assessed Against                       | Financial  | Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position. |

| TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk. |              |   |
|---|--------------|---|
|   | Reputational | Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively |

**Officer Comment**

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

END REPORT



**12.5 COMMITTEES****12.5.1 Title: Local Emergency Management Committee Meeting Minutes held on the 14<sup>th</sup> August 2024**

|                              |  |
|------------------------------|--|
| <b>Reporting Department:</b> | <i>Sustainable Development Directorate</i>   |
| <b>Responsible Officer</b>   | <i>Mr Ashwin Nair - Director Sustainable Development</i>                           |
| <b>Reporting Officer</b>     | <i>Ms Katie Merwood - Personal Assistant to DSD</i>                                |
| <b>Legislation</b>           | <i>Local Government Act 1995</i>   |
| <b>Attachments</b>           | <i>Appendix ORD: 12.5.1 – Local Emergency Management Committee Meeting Minutes</i> |

**MINUTES OF THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING HELD ON WEDNESDAY, 14<sup>TH</sup> AUGUST 2024, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 10.00AM.**

***Overview***

The Minutes of the Local Emergency Management Committee Meeting held on the 14<sup>th</sup> of August 2024 [Appendix ORD: 12.5.1] are attached.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.1] of the Local Emergency Management Committee Meeting held on the 14<sup>th</sup> of August 2024.**

**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

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

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

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

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

### OFFICER RECOMMENDED RESOLUTION

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) and (2)(e)(ii) Council goes Behind Closed Doors [time] to discuss a matter affecting an employee and information that has a commercial value to a person; which relates to matters to be discussed at the meeting.**

16.1 Title: Proposed Purchase of Lot 100 Martin Pelusey Road, Waterloo

|                             |  |
|-----------------------------|--|
| <b>Reporting Department</b> | <i>Executive</i>                                     |
| <b>Responsible Officer</b>  | <i>Mr André Schönfeldt - Chief Executive Officer</i> |
| <b>Reporting Officer</b>    | <i>Mr André Schönfeldt - Chief Executive Officer</i> |
| <b>Legislation</b>          | <i>Local Government Act 1995</i>                     |
| <b>Council Role</b>         | <i>Executive/Strategic.</i>                          |
| <b>Voting Requirement</b>   | <i>Absolute Majority.</i>                            |

**REPORT UNDER SEPARATE COVER**

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

16.2 Title: Letter - Roger Blowers Gym Membership

|                             |  |
|-----------------------------|--|
| <b>Reporting Department</b> | <i>Sustainable Development Directorate</i>               |
| <b>Responsible Officer</b>  | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| <b>Reporting Officer</b>    | <i>Mr Ashwin Nair - Director Sustainable Development</i> |
| <b>Legislation</b>          | <i>Local Government Act 1995</i>                         |
| <b>Council Role</b>         | <i>Executive/Strategic.</i>                              |
| <b>Voting Requirement</b>   | <i>Simple Majority.</i>                                  |

**REPORT UNDER SEPARATE COVER**

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

**16.3**      *Title: Chief Executive Officer KPI Quarterly Report*

|                             |  |
|-----------------------------|--|
| <b>Reporting Department</b> | <i>Executive</i>   |
| <b>Responsible Officer</b>  | <i>Mr André Schönfeldt - Chief Executive Officer</i>         |
| <b>Reporting Officer</b>    | <i>Mrs Teresa Partridge – Acting Manager Human Resources</i> |
| <b>Legislation</b>          | <i>Local Government Act 1995</i>                             |
| <b>Council Role</b>         | <i>Executive/Strategic</i>                                   |
| <b>Voting Requirement</b>   | <i>Simple Majority</i>                                       |

**REPORT UNDER SEPARATE COVER**

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

**DECLARATION OF INTEREST**

Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in this item.  
Please refer to Part 11 'Declaration of Interest' for full details.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council return from Behind Closed Doors [time].**

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 25<sup>th</sup> of September 2024, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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