



**CONFIRMED**

# **MINUTES**

## **ORDINARY COUNCIL MEETING**

Held

**28<sup>th</sup> of August 2024**

At

**ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON**

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~ Large Print  
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Upon request.

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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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## 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>

**SHIRE OF DARDANUP**

**MINUTES OF THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING 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, Cr. T G Gardiner declared the meeting open at 5.00pm , welcomed those in attendance, referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

*Acknowledgement of Country*

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

*Emergency Procedure*

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

*Affirmation of Civic Duty and Responsibility*

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

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

### 2.1 Attendance

Cr. Tyrrell Gardiner	-	Shire President
Cr. Ellen Lilly	-	Deputy Shire President
Cr. Jack Manoni	-	Elected Member
Cr. Taneta Bell	-	Elected Member (Teams)
Cr. Annette Webster	-	Elected Member
Cr. Tony Jenour	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Stacey Gillespie	-	Elected Member (Teams)
Mr André Schönfeldt	-	Chief Executive Officer
Mr Theo Naudé	-	Director Infrastructure
Mr Ashwin Nair	-	Director Sustainable Development
Mrs Natalie Hopkins	-	Acting Director Governance
Mrs Cindy Barbetti	-	Corporate Excellence and Compliance Officer
Mrs Brooke Sudbury	-	Executive Support Officer
Ms Tahnia Creedon	-	Communications Officer
Mr Nathan Ryder	-	Manager Infrastructure Planning & Design

### 2.2 Apologies

Cr. Luke Davies	-	Elected Member
Mr Phil Anastasakis	-	Deputy Chief Executive Officer

### 2.3 Leave of Absence

### 2.4 Previous Meetings

DATE	TYPE	Cr. T BELL	Cr. L W DAVIES	Cr. T G GARDINER	Cr. S L GILLESPIE	Cr. A C JENOUR	Cr. E P LILLY	Cr. M R HUTCHINSON	Cr. J D MANONI	Cr. A L WEBSTER
<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>										

DATE	TYPE	CR. T BELL	CR. L W DAVIES	CR. T G GARDINER	CR. S L GILLESPIE	CR. A C JENOUR	CR. E P LILLY	CR. M R HUTCHINSON	CR. J D MANONI	CR. A L WEBSTER
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	✓R	Ap	✓	✓R	✓	✓	✓	✓	✓

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.*

**4 PUBLIC QUESTION TIME****5 APPLICATIONS FOR LEAVE OF ABSENCE**

None.

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS****6.1 John Bawden - Item: Eaton Drive Strategic Intersection Treatments – Community Consultation**

Cr. T G Gardiner read aloud the following on the behalf of Mr John Bawden:

*I am writing this with Regards to the Shire proposal to close Hands Ave where it intersects with Eaton Drive. And make a new intersection at the end of Cudliss St into Eaton Drive. Also, the closure of Watson St into a dead end. This is the most ridiculous idea I have ever seen coming from the Council The Council is making a small problem with an easy fix, into a larger problem which in the long term will cost the rate payers more money*

*The most direct route is for the new intersection to come out at the end of Watson Street and make Cudliss Street a dead end. This is the most direct route and easiest to follow. As a long-term Resident of this Area (50 years) this idea has been in the pipeline for at least 30 years. This is why I moved out of Watson St*

*There are approx.. 130 dwellings at this end of Eaton that will be affected. Those in Bryant St and Camfield St and the south end of Leake St will instead of taking a direct route straight into Watson St and out will have to turn right in to Watson St turn left into Lenard St turn and left into Cudliss St to get to the intersection. Those further down will travel on Pratt Rd turn down either Lenard St or Hands Ave or St*

*At the moment both Lenard St and Hands St are very quiet, used mainly by its residents if this plan comes into force, it will cause problems for these residents. Watson St on the other hand has always been busy even having a School Bus Service use it. This is why it is the best route.*

*Also both Hands Ave and Watson street both have a footpath.  
Why. because they both have direct access to Eaton drive. No such luck for the residents in both Lennard and Hands street they will have to take a chance and walk along the road*

*There are according to the Australian Bureau of Statistics 1.8 Vehicles per household (2021) times that by 1.8 could mean that if each vehicle only did one trip a day, there will be 450 vehicle movements down mainly Lenard St as this would be the most direct route or Hands St or Ave. This does not consider the several hundred Vehicles that come East along Pratt Rd. Most of whom are not Eaton Residents but just passing through Eaton. At the moment the majority of these Vehicles use Hands Ave to access Eaton Drive. These will also be directed down more than likely Lenard St once driver get used to the layout. Once this starts to happen the people that I have spoken to in Both Lennard street and Hands street will want their streets blocked off and become a dead end St, which again will cost the ratepayers*

*The Council has stated that there have been extensive studies and consultations since 2020 to identify the most effective solutions for Eaton Drive. No one I have spoken to in the Area has ever been approached not even a letter drop. Only an ex Councillor who lives in the affected St*

*Now we come to the access to the area for Emergency Services i.e. Ambulance and Fire Brigade. I can imagine the confusion for these services have to access the area, at night when time to get to a certain dwelling will be critical they will all come of Eaton Drive and have to do a tour of the Suburb to find the right Address. Now it would be easy to access Byrant St, Camfield St and Pratt Rd or Leake St by going straight down Watson St and Turing right not around 4 corners. More than likely at night and hope they are going in the right direction Lenard St and Hands St/Ave will be found by turning left at the end of Watson St.*

**Note:** Cr. T G Gardiner asked if Council had any questions, of which there were none, Cr. T G Gardiner thanked Mr Bawden for his deputation.

## 6.2 Mr Bruce Webber – Executive of WA Feral Cat Working Group

Mr Bruce Webber, from WA Feral Cat Working Group introduced himself and spoke to the following via Teams after a brief introduction from Cr. T G Gardiner:

*Mr Webber thanked Council for their time and the work they are doing to further the Cat Laws. Mr Webber gave an overview of what the WA Feral Cat Working Group work towards, explaining they hope to be a drive behind facilitating improved cat management, ensuring engagement within the pet cat space, and following best practice measures.*

*Mr Webber explained that Western Australia is the only State left that doesn't have clear guidelines regarding containment of cats. Many local governments are attempting to implement containment and effective control measures within the various local laws but are also facing frustration. Mr Webber advised that WALGA had confirmed that it is their position to continue to lobby for more uniform Cat Laws. However, the concern is that with no "on ground" change to be enacted for many years the benefits to cats and wildlife will be reduced. Mr Webber expressed that he felt the Shire of Dardanup was on the right track to implement a better containment model for cats.*

*Mr Webber thanked Council for their consideration and asked if there were any questions.*

**Discussion:** Cr. T G Gardiner asked if Mr Webber could foresee any improvements that could be made with the resolution Council were putting forward to WALGA?

**Response:** Mr Webber outlined several changes that could be made to the resolution to provide clarity around points made.

**Note:** Cr. T G Gardiner thanked Mr Webber for his time and advice on the matter.

**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 & COUNCIL RESOLUTION**

213-24                      MOVED -                      Cr. T G Gardiner                      SECONDED –                      Cr. E P Lilly

**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.**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell	

## 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            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            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            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          Attended by: President Gardiner          Two local business nominated:</p> <p>Business with 6 to 10 Employees: Dardanup Health and Wellness Centre          Business with 21+ Employees: LGM Industries – “Award Winner”</p>
<b>Event:</b>	<b>08/08/2024 – BGEA Board Meeting</b>
<b>Report:</b>	<p>Hosted at: WAPRES Bunbury Office          Attended by: President Gardiner</p> <p>Recent announcement of restructuring at Albemarle and how it may filter through the Bunbury Geographe Region. Potential for other businesses to absorb workforce.</p>

*Discussion:*

*Cr. T G Gardiner advised that over the last week he had been busy, and showed to those in the room the Tech Tips booklet he had received from a collaborative effort from various groups to assist the not so tech savvy people. He also advised the Shire of Dardanup library has some copies available to assist the residents with technology problems.*

*Cr. T G Gardiner advised he had attended some media training. The South West Zone meeting was held at the Shire of Harvey, at which Cat Local Laws were heavily discussed. Cr. T G Gardiner advised that he had received a stuffed cat (toy) from a representative from the City of Busselton, on behalf of the Shire of Dardanup, at the meeting.*

*Cr. T G Gardiner attended a volunteer fire brigade meeting. Chief Executive Officer, Mr André Schönfeldt and Cr. T G Gardiner attended a meeting with Hon. Nola Marino regarding climate change.*

## 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:** Presiding Member, Cr. T G Gardiner advised that the meeting would go behind closed doors toward the end of the meeting to discuss;

- (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 16.3 - 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

#### PROCESS

Shire President, Cr. T G Gardiner advised at the meeting [5.19pm] that due to the public being in attendance, the first item of business to be dealt with would be Item “12.3.1 Title: Eaton Drive Strategic Intersection Treatments – Community Consultation” which could be found on Page 33 of the Agenda.

#### 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 12.3.1B – Community Survey Outcomes

#### DECLARATION OF INTEREST

Director Infrastructure, Mr Theo Naudé declared a Financial Interest in this item, however, was given approval by Shire President, Cr. T G Gardiner to remain in the room.  
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.

#### Change to Officer Recommendation -

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

- To ensure that the resolution was debated and discussed on each of the various merits it was broken down to ensure clarity on the final decision.

**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.*

**COUNCIL RESOLUTION "A"**

214-24      MOVED -      Cr. S L Gillespie      SECONDED –      Cr. T G Gardiner

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;*
  6. *Hamilton Road Left-out treatment at Ann Street.*

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. A L Webster	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. M R Hutchinson	
Cr. T Bell	

Note: Cr. S L Gillespie left the room (5.37pm)

*Discussion*

*Following further discussion, Cr. A L Webster proposed a procedural motion to defer the item to allow further consultation and bring the matter back to Council at the 23<sup>rd</sup> of October 2024 Ordinary Council Meeting.*

*As this was a Procedural Motion, there was no further debate and the Shire President put the motion to Defer.*

## ELECTED MEMBER RESOLUTION

That Council defer and workshop the resolution “B” to return to Council for October 2024

Motion Lapsed      MOVED -      Cr. A L Webster      SECONDED –

MOTION LAPSED  
FOR WANT OF A SECONDER

Note: Cr. S L Gillespie returned to the room (5.49pm)

AND

## COUNCIL RESOLUTION “B”

215-24      MOVED -      Cr. T Bell      SECONDED –      Cr. T G Gardiner

**That Council adopts the concept designs presented at the Ordinary Council Meeting held on 28<sup>th</sup> of February 2024, Resolution [23-24], as follows:**

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*

CARRIED

6/2

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	Cr. S L Gillespie
Cr. E P Lilly	Cr. A L Webster
Cr. J D Manoni	
Cr. A C Jenour	
Cr. M R Hutchinson	
Cr. T Bell	

**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.

Funding	J12657 (Eaton Drive)
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.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
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.

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

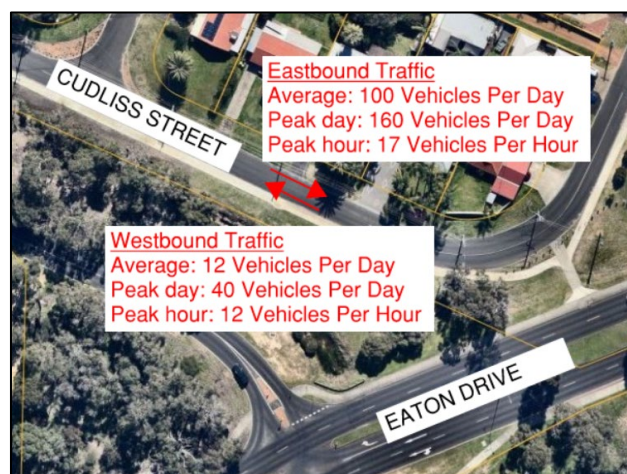


**Hands Avenue Traffic Data**  
(VPD = Vehicles Per Day)

#### 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.



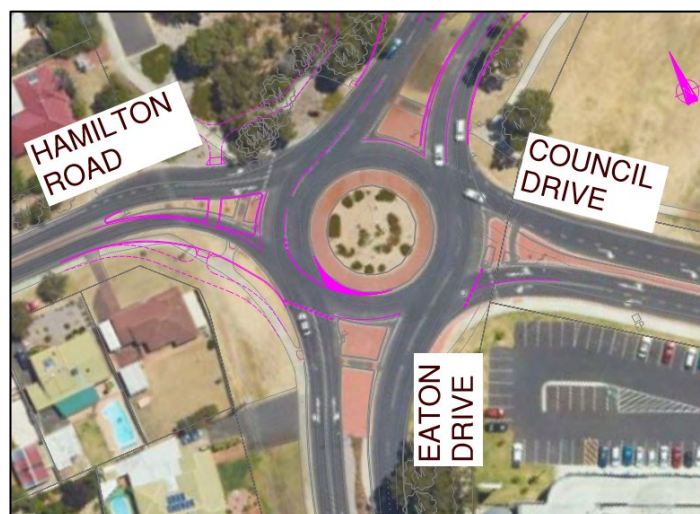
**Existing Intersection of Hands Avenue and Cudliss Street**

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

## PROCESS

*Note: Shire President, Cr. T G Gardiner returned to the Order of Business [5.50pm] and advised Council that the next item for consideration would be Item 12.1.1.*

*Note: Manager Infrastructure Planning & Design, Mr Nathan Ryder left the room (5.51 pm)*

### 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> <i>12.1.1B – 2024 WA Local Government Annual General Meeting – Notice of Meeting</i> <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.

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

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

- Due to the absence of Cr. L W Davies, Council authorised the Chief Executive Officer to discuss and authorise Cr. L W Davies to attend the 2024 WALGA Convention and Annual General meeting if he was available

#### **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. \_\_\_\_\_  
 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.

## COUNCIL RESOLUTION

216-24                  MOVED -                  Cr. T G Gardiner                  SECONDED –                  Cr. M R Hutchinson

### THAT Council:

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

Cr. T G Gardiner  
Cr. E P Lilly  
Cr. J D Manoni  
Cr. T Bell  
Cr. A L Webster  
Cr. S L Gillespie

2. **Nominates Cr. T G Gardiner and Cr. E P Lilly to be voting members for the Shire of Dardanup at the 2024 WA Local Government Annual General Meeting; and;**
3. **Nominates Cr. S L Gillespie and Cr. A L Webster to be second proxy voting delegates should the need arise.**
4. **Due to Cr. L W Davies apology at the 28<sup>th</sup> of August 2024 Ordinary Council Meeting authorises the Chief Executive Officer to contact and endorse Cr. L W Davies if he is able to attend the 2024 Western Australian Local Government Convention and Annual General Meeting**

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. A L Webster	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. M R Hutchinson	
Cr. T Bell	

## **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 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 Appendix ORD: 12.1.2B - Risk Assessment Tool 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.

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

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

- *To include the Western Australia Feral Cat Working Group in the consultation process.*
- *To Provide additional clarity, the resolution was amended to include additional wording to ensure that the motion reflects the intent of the Shire of Dardanup.*

#### **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.*

**COUNCIL RESOLUTION**

217-24                      MOVED -                      Cr. S L Gillespie                      SECONDED –                      Cr. J D Manoni

**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 with and agreement with the Department of Local Government, Sport and Cultural Industries, The Joint Standing Committee on Delegated Legislation, and the WA Cat Feral Working Group that provides for the following:***

- ***Cats are to be confined to the cat owner’s residence premises, unless under effective control;***
- ***Cats within public places are to be under effective control and not to create a nuisance at all times;***
- ***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.***

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. A L Webster	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. M R Hutchinson	
Cr. T Bell	

**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 2017*
  - *correct the typographical error in the clause reference beneath the heading to Schedule 3.*
2. *All consequential amendments arising from undertaking 1 will be made.*
3. *Clauses 2.2 and 4.4(f) will not be enforced in a manner contrary to undertaking 1.*
4. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*

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.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
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 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> <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> <i>Appendix ORD: 12.2.1B: Correspondence and Plans from Bunbury &amp; Districts Softball Association</i> <i>Appendix ORD: 12.2.1C– Risk Assessment.</i> <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).

**Change to Officer Recommendation** - No Change.

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

218-24      MOVED -      Cr. E P Lilly      SECONDED –      Cr. A L Webster

#### **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.**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. A L Webster	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. M R Hutchinson	
Cr. T Bell	

### **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.	
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.

**Change to Officer Recommendation** - No Change

### OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

219-24      MOVED -      Cr. A C Jenour      SECONDED –      Cr. M R Hutchinson

**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.

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell	

### **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 form 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**

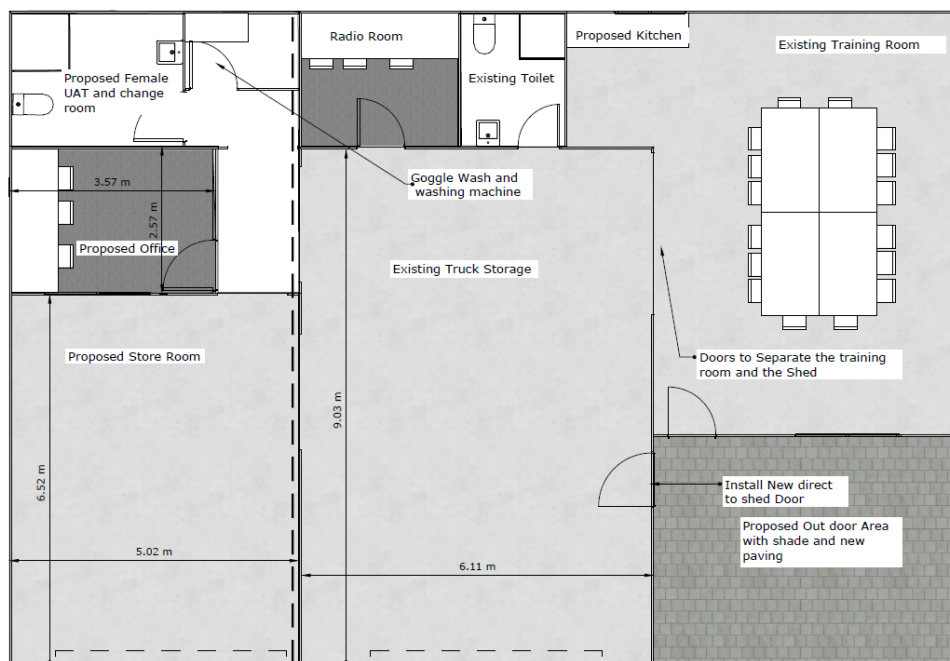
The proposed upgrades to the Ferguson BFB will bring the facility up to the equivalent of the model plan, with the exception of a separate kitchen. The upgrade will improve the functionality of the facility, which includes provision for:

- *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

### PROCESS

*Note: This item was dealt with earlier in the meeting [refer page 13 of these Minutes] due to the public being in attendance.*

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

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

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

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

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

#### 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.

**Change to Officer Recommendation** - No Change

#### OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

220-24      MOVED -      Cr. A C Jenour      SECONDED –      Cr. J D Manoni

#### 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.
3. 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.

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell	

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

### **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.

**Change to Officer Recommendation** - No Change.

### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

221-24 MOVED - Cr. J D Manoni SECONDED – Cr. E P Lilly

**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.**

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell	

### **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.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>		
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)	
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.

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

**Change to Officer Recommendation** - No Change

#### **OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

222-24      MOVED -      Cr. E P Lilly      SECONDED –      Cr. M R Hutchinson

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

**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: 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 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 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 Lanterlia 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
DEBIT CARD					

CREDIT CARD					
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	1 WATERLOO	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	SUNDRY1	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	<i>Fuel</i>	201.4
	18/06/2024	DA995	<i>Fuel</i>	94.83
	19/06/2024	DA698	<i>Fuel</i>	617.65
	19/06/2024	DA955	<i>Fuel</i>	48.7
	19/06/2024	DA017	<i>Fuel</i>	93.93
	19/06/2024	DA9781	<i>Fuel</i>	82.84
	20/06/2024	DA005	<i>Fuel</i>	94.57
	20/06/2024	DA8200	<i>Fuel</i>	45.34
	20/06/2024	DA588	<i>Fuel</i>	89.48
	20/06/2024	SUNDRY1	<i>Fuel</i>	141.92
	20/06/2024	DA8222	<i>Fuel</i>	107.31
	20/06/2024	DA563	<i>Fuel</i>	93.87
	20/06/2024	DA994	<i>Fuel</i>	110.35
	20/06/2024	DA996	<i>Fuel</i>	112.74
	20/06/2024	DA988	<i>Fuel</i>	84.66
	20/06/2024	DA9668	<i>Fuel</i>	71.77
	20/06/2024	HIRE PLANT	<i>Fuel</i>	924.69
	20/06/2024	HIRE PLANT	<i>Fuel</i>	608.8
	21/06/2024	DA8200	<i>Fuel</i>	19.93
	21/06/2024	DA0	<i>Fuel</i>	54.13
	21/06/2024	DA1314	<i>Fuel</i>	93.84
	21/06/2024	DA10181	<i>Fuel</i>	79.73
	21/06/2024	DA9605	<i>Fuel</i>	57.53
	21/06/2024	DA997	<i>Fuel</i>	30.94
	21/06/2024	DA993	<i>Fuel</i>	111.03
	21/06/2024	DA613	<i>Fuel</i>	127.1
	22/06/2024	DA10091	<i>Fuel</i>	80.93
	24/06/2024	DA955	<i>Fuel</i>	48.7
	24/06/2024	DA017	<i>Fuel</i>	102.24
	24/06/2024	DA9781	<i>Fuel</i>	40.41
	25/06/2024	DA005	<i>Fuel</i>	101.75
	25/06/2024	DA8673	<i>Fuel</i>	105.62
	25/06/2024	DA9287	<i>Fuel</i>	54.33
	25/06/2024	DA9287	<i>Fuel</i>	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

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DD18082.1	05/07/2024	Aware Super Pty Limited	Payroll Deductions	MUNI	32,820.51
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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
					1,758,967.79

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
TOTAL	\$1,758,967.79

**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

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell	

## 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.

**Change to Officer Recommendation** - No Change

#### **COMMITTEE RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

223-24      MOVED -      Cr. A C Jenour      SECONDED –      Cr. M R Hutchinson

**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.**

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. A L Webster	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. M R Hutchinson	
Cr. T Bell	

## 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.*

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

224-24                  MOVED -                  Cr. T G Gardiner                  SECONDED –                  Cr. E P Lilly

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) and (2)(e)(ii) Council goes Behind Closed Doors [6.08 pm] 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.**

CARRIED

8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. A L Webster	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. M R Hutchinson	
Cr. T Bell	

Note: *Communications Officer, Tahnia Creedon left the room (6.08 pm)*

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.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "A"**

225-24                      MOVED -                      Cr. A C Jenour                      SECONDED –                      Cr. J D Manoni

**THAT Council:**

- 1. In accordance with Section 6.11 of the Local Government Act 1995, gives one month's local public notice of its intention to use\* the funds held in the Sale of Land Reserve account for the purposes of purchasing Lot 100 Martin Pelusey Road, Waterloo.**

**\* Absolute Majority Required**
- 2. Authorises the Chief Executive Officer to make a conditional offer to purchase Lot 100 Martin Pelusey Road, Waterloo at the market value as set out in the valuation from Acumentis (Confidential Attachment 16.1C) including the following special conditions:**

  - a. Finance – The Shire of Dardanup will require one month to provide local public notice of its intention to use the Sale of Land Reserve for the purposes of purchasing Lot 100 Martin Pelusey Road, and then from that point, Council would need to consider any submissions received and whether or not to amend its 2024/25 Annual Budget to facilitate the purchase.**
  - b. Legislative Requirements – Should Council decide to amend its 2024/25 Annual Budget, then Council will be required to give local public notice of its intention to purchase Lot 100 Martin Pelusey Road, in accordance with the Local Government Act 1995 provisions for a private treaty, and Council will be required to consider any submissions prior to making its final decision to proceed to Settlement.**
  - c. Should Council at any point prior to Settlement decide not to proceed with the purchase of Lot 100 Martin Pelusey Road, there will be no compensation payable to or by either party.**

CARRIED  
By Absolute Majority  
8/0

<i>FOR THE MOTION</i>		<i>AGAINST THE MOTION</i>
Cr. T.G. Gardiner		

Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell		
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## 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.

### COUNCIL RESOLUTION

226-24      MOVED -      Cr. E P Lilly      SECONDED –      Cr. M R Hutchinson

#### THAT Council:

1. **Receives the letter from the members of the Eaton Recreation Centre requesting the Shire to reconsider refusing the Octolegend membership for Roger Blowers (Appendix ORD: 16.2A).**
2. **Acknowledges the personal extenuating circumstances and grants Mr. Roger Blower's request for Octolegend Membership, with a review of his membership to be completed in five (5) years.**

**CARRIED**  
8/0

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell	

**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, and left the room at 6.24pm.  
Please refer to Part 11 'Declaration of Interest' for full details.

**Note:** *The following staff left the room (6.24pm)*

- *Director Infrastructure, Mr Theo Naudé*
- *Director Sustainable Development, Mr Ashwin Nair*
- *Acting Director Governance, Mrs Natalie Hopkins*
- *Corporate Excellence and Compliance Officer, Mrs Cindy Barbetti*

**Change to Officer Recommendation** - No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

227-24      MOVED -      Cr. E P Lilly      SECONDED –      Cr. J D Manoni

**THAT Council:**

- 1. Receives the Confidential Attachment - CEO KPI Quarterly Report of 2023/24 (April to June 2024) (Tardis Ref: R1637370).**
- 2. Notes the achievement of the Chief Executive Officer KPI'S for the fourth quarter of the 2023/24 financial year.**

CARRIED

8/0

<b>FOR THE MOTION</b>	<b>AGAINST THE MOTION</b>
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni Cr. A L Webster Cr. A C Jenour Cr. S L Gillespie Cr. M R Hutchinson Cr. T Bell	

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

228-24                      MOVED -                      Cr. E P Lilly                      SECONDED –                      Cr. M R Hutchinson

**THAT Council return from Behind Closed Doors [6.41 pm].**

CARRIED  
8/0

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner	
Cr. E P Lilly	
Cr. J D Manoni	
Cr. A L Webster	
Cr. A C Jenour	
Cr. S L Gillespie	
Cr. M R Hutchinson	
Cr. T Bell	

Note: *The following staff returned to the room (6.41 pm)*

- *Chief Executive Officer, Mr André Schönfeldt*
- *Director Infrastructure, Mr Theo Naudé*
- *Director Sustainable Development, Mr Ashwin Nair*
- *Acting Director Governance , Mrs Natalie Hopkins*
- *Acting Manager Governance, Mrs Cindy Barbetti*

## 17      CLOSURE OF MEETING

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

- Ordinary Meeting of Council will be Wednesday, the 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, Cr. T G Gardiner declared the meeting closed at 6.42 pm.



## CONFIRMATION OF MINUTES

**“As the person presiding at the meeting at which these minutes were confirmed on the 25<sup>th</sup> of September 2024, I certify that these minutes have been confirmed as a true and accurate record of proceedings”.**

Signature:

Email: tyrell.gardiner@dardanup.wa.gov.au



## Addendum to Minutes of Ordinary Council Meeting

At its Meeting Held:	25 <sup>th</sup> of September 2024
By Resolution:	234-24
Council Amended the Minutes of the Meeting Held:	28 <sup>th</sup> of August 2024
Regarding Item:	12.1.1 Title: 2024 Western Australian Local Government Convention and Annual General Meeting
Page Number:	Page 5
Resolution Reference:	216-24
Amendment Details:	<p>THAT the Minutes of the Ordinary Meeting of Council held on the 28th of August 2024, be confirmed as true and correct subject to the following corrections:</p> <p>Remove Cr. T Bell from the list of attendees for the 2024 WA Local Government Convention and the AGM.</p> <div style="text-align: right;"><p>Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni <del>Cr. T Bell</del> Cr. A L Webster Cr. S L Gillespie</p></div>

By signing this document, I declare this to be a true and correct amendment as per Council decision:

Cr. T G Gardiner  
Shire President