



A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 29 April 2020
Commencing at 5.00pm

At

eMeeting via
www.dardanup.wa.gov.au

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Upon request.



NOTICE OF AN ORDINARY COUNCIL MEETING

In accordance with the Local Government (Administration) Regulations 1996, the next Ordinary Meeting of the Shire of Dardanup Council will be held as an e-meeting (video conferencing) on Wednesday, 29 April 2020 at 5.00pm.

Members of the public are advised that the meeting can be accessed for viewing online and in real time by following the instructions on the Shire's website at <http://www.dardanup.wa.gov.au>.

Members of the public are also encouraged to read the Shire's E-meeting Guidelines for the Public, which are available on the Shire's website. These Guidelines provide advice on the public participation elements of the meeting agenda.

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

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 22 April 2020

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

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

VISION STATEMENT

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

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

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

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ELECTRONICALLY [VIDEO CONFERENCING] ON WEDNESDAY, 29 APRIL 2020, COMMENCING AT 5.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member to declare the meeting open, welcome those in attendance, advise and acknowledge that the meeting would be conducted as an electronic meeting via video conferencing in accordance with the Local Government (Administration) Regulations 1996, refer to the Disclaimer, Acknowledgement of Country 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.

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**eMEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS**

The Presiding Member will confirm that each person expected to attend the meeting is connected to the eMeeting platform and therefore in attendance [Roll Call].

The Presiding Member will call the names of elected members and staff. Each person is to respond when their name is called to confirm that they are in attendance.

Presiding Member will then ask "Is there anyone in attendance that has not yet been recorded?"

Process:

The Presiding Member asked Council Members and staff to confirm that they are connected and in attendance, with the following attendees so confirmed:

2.1 Attendance

The following people were recorded as apologies to the meeting:

2.2 Apologies

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Title: Response to Questions 3.1 – OCM held 25 March 2020 – Regarding Financial Management during the COVID-19 Pandemic from Mr & Mrs Joy & Ian Barlow

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mr Phil Anastasakis - Deputy CEO
Legislation: Local Government Act 1995

Background

The following questions were submitted via email and provided to Councillors at the Ordinary Council Meeting held 25 March 2020 and were taken on notice.

- *Question 1 Taken on Notice*

Until the Covid-19 crisis is over (ie: when a vaccine is available to all West Australians), will the Shire?

Stop all contract negotiations, planning and any other work on the new Shire Administration Building?

Officer Response:

The Council have resolved to progress with the development of a new Administration/Library building. This has been endorsed by Council through a Heads of Agreement between Citygate Developments and the Shire of Dardanup, which outlines a series of actions which are progressively being implemented by Council officers.

- *Question 2 Taken on Notice*

Use the Reserve Fund built up for the purpose of funding this extravagance be used to reduce rates and provide relief to small businesses (especially hospitality based ones and others that have lost their total revenue base)?

Officer Response:

Council has identified that a variety of Council Reserves will be used to partly fund the cost of the new Administration/Library building – these being the Building Reserve and Carried Forward Projects Reserve. These reserves have a clear purpose and legislation requires that the funds held in these reserves be used for the designated purpose. Council can reallocate funds between reserves, but this must be done either through the annual budget process or resolution of Council following public advertising of the proposal. At this time Council has resolved through the LTFP to utilise funds from these reserves for the new Administration/Library Building.

- *Question 3 Taken on Notice*

Stop all recruitment?

Officer Response:

Last year Council adopted a Workforce Plan which incorporated some increases to staffing numbers over the next 4 years. This has been reviewed and the current draft Workforce Plan identifies a small reduction in staff numbers from the current 118.97 FTE's in 2019/20, to 117.57 in 2020/21, 116.67 in 2021/22, 116.97 in 2022/23, and 116.97 in 2023/24.

- *Question 4 Taken on Notice*

Stop all salary increases?

Officer Response:

Salary increases are reviewed each year as part of the annual budget process. This is influenced by a combination of the Fair Work Australia increase in the minimum wage (which is legislated), Council's decision around the increased cost of living, and recognition of good performance or increased duties. The total staff salary increase is approved by Council when the budget is adopted.

- *Question 5 Taken on Notice*

Request salary reductions of executive staff?

Officer Response:

Salary reviews for executive staff form part of the annual review process outlined in the response to question 4 above, and in accordance with employment contracts.

- *Question 6 Taken on Notice*

Changing the current do-everything policy to a more flexible contracting out one?

Officer Response:

Contracting out of works currently performed by Council employees has a number of implications, including financial, human resource and legal implications. Any decision to contract out services would

require a full evaluation to be performed before being considered by Council. At this time Council has no intention to contract out services currently performed by staff.

- **Question 7 Taken on Notice**

Will the Shire provide me a summary of the status of the contract for the new Eaton Administration Building and a summary of the cost/benefit analysis used to support any submissions to the Council?

Officer Response:

Council resolved at the 15 May 2019 Council meeting to approve a Design and Construct (D&C) contract model for the procurement of the new Council Administration and Library building, which is being acted on by Council staff. A detailed Business Plan and costing was prepared for this project which was considered by Council when they resolved to proceed with the development. Once the Activity Centre Plan is amended the business case will be advertised again and following that Council will make its final decision.

4 PUBLIC QUESTION TIME

eMEETING PROCESS – ADVICE TO PUBLIC

In accordance with Reg. 14E(4) of the Local Government (Administration) Regulations 1996, public question time at an e-meeting will be as prescribed in the E-meeting Guidelines for the Public, which are available on the Shire's website at <http://www.dardanup.wa.gov.au>.

Reg. 14E(4) of the Local Government (Administration) Regulations 1996

- (4) *If a Council or a committee holds an electronic meeting, section 5.24 is modified so that the Council or committee allocates time for raising questions by members of the public, and the asking of and responding to those questions, if—*
 - (a) *the Council or committee provides a means to submit a question prior to the meeting; and*
 - (b) *the Council or committee determines at the meeting—*
 - (i) *to respond to the question submitted by the member of the public at the meeting in accordance with the procedure determined by the Council or committee; or*
 - (ii) *that, given the public health emergency, state of emergency or direction issued under the Public Health Act 2016 or the Emergency Management Act 2005, it is not appropriate to respond to the question at the meeting.*

Members of the public are advised that should they wish for a question to be asked at the Council meeting, to please email records@dardanup.wa.gov.au requesting a 'Form 60 – Public Question Time' or access the form on the shire's website.

To have your question included in the meeting, the Public Question Time form will need to be received at the Shire of Dardanup email records@dardanup.wa.gov.au by 12 midday of the day of the Council meeting.

eMEETING PROCESS

To facilitate the operation of an e-meeting and in accordance with Local Government (Administration) Regulation 1996 [Reg. 7], the Council is required to consider the suspension of certain Standing Orders, which cannot be practically applied to an e-meeting.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Suspend the operation of the following clauses of the Shire of Dardanup Standing Orders Local Law for the duration of this e-meeting:**
 - **4.3 Order of business – particularly in relation (1)(o) the second Public question time;**
 - **7.1 Members to occupy own seats;**
 - **7.2 Members not to interrupt;**
 - **7.7 Members who wish to speak;**
 - **10.8 Method of taking vote; and**
2. **Adopt the attached e-Meeting procedures (Appendix ORD: 4.1) to determine the methods on how a member is to indicate they wish to participate and vote.**

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the meeting of 27 May 2020.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

eMEETING PROCESS – ADVICE TO PUBLIC

Deputations at an e-meeting will be as prescribed in the E-meeting Guidelines for the Public, which are available on the Shire's website at <http://www.dardanup.wa.gov.au>.

Deputations must be in writing and emailed through to records@dardanup.wa.gov.au and addressed to the Chief Executive Officer, by midday the day prior to the Council meeting advising which item on the Agenda your deputation relates to.

A staff member from the Shire of Dardanup will contact you to explain the process for you to join the meeting via video conferencing and deliver your deputation.

Note: The Presiding Member will not accept a Deputation where the matter does not relate to an item in the eMeeting agenda.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING7.1 Ordinary Meeting Held 25 March 2020**OFFICER RECOMMENDED RESOLUTION**

THAT the Minutes of the Ordinary Meeting of Council held on 25 March 2020, be confirmed as true and correct subject to the following corrections:

- Resolution 39-20 on page 57, be amended to remove 'CP020' and replace with 'CP070'.

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED****eMEETING PROCESS – ADVICE TO PUBLIC**

At this meeting there are no planned items for consideration Behind Closed Doors.

Should the Council decide and pass by resolution a decision to proceed Behind Closed Doors, the live streaming of the eMeeting will be suspended.

Upon returning from Behind Closed Doors and reconnecting the live streaming with the public, the Presiding member will inform the public of any resolutions made behind closed doors.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

11 DECLARATION OF INTEREST

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

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

eMEETING PROCESS – ADVICE TO PUBLIC & ELECTED MEMBERS

The Presiding Member will:

- *Read aloud each disclosure of interest received in writing before the meeting.*
- *Ask if there are any further disclosures to be made.*

If there are further disclosures to be made, the following process for disclosing interests in an eMeeting are to be followed:

- *Once the Presiding member acknowledges you, State your name and the conflict of interest being disclosed (financial / indirect financial / proximity / impartiality) and the relevant Agenda Item and Title.*
- *The Presiding Member will acknowledge the interest by repeating the Council Member’s name and the details of the interest for recording in the Minutes.*
- *After the meeting, Council Members must provide the disclosure of interest in writing by email to the CEO.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 Title: Adoption of Local Planning Policy – CP091 – Exempted Development and Land Use

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Suzanne Occhipinti - Senior Planning Officer</i>
<i>Legislation:</i>	<i>Planning and Development (Local Planning Schemes) Regulations 2015</i>

Overview

The Shire has a number of local planning policies which control a range of planning matters within the Shire. The Planning and Development Local Planning Scheme Regulations 2015 allows Local Government to adopt a Policy that exempts Development from requiring planning approval. In order to streamline the planning approval process, Shire Officers have prepared a draft Exempted Development and Land Use Policy that identifies a range of developments and land use types which, through the policy, are proposed to no longer require planning approval. The policy has been prepared through identifying a number of low intensity land uses and developments which could be dealt with either via the issue of a building permit or through an event or trading approval.

At its Ordinary Council Meeting of 26 February 2020, Council resolved to adopt Local Planning Policy CP091 (LPP CP091) for the purposes of Public Advertising. LPP CP091 was publicly advertised from 24 March – 17 April 2020 with 3 submissions being received.

The policy is now presented to Council for its consideration and formal adoption.

Background

LPP CP091 establishes the Shire's position in relation to development that is exempt from requiring development approval. These exemptions are in addition to the development types identified in Schedule 2 ('Deemed Provisions') of the Planning and Development (Local Planning Schemes) Regulations 2015.

The objectives of LPP CP091 are to:

1. Provide certainty about what is considered minor development and to exempt such development from the need for development approval;
2. To streamline the land use planning regulatory process and to reduce red tape; and
3. Ensure acceptable development outcomes are maintained.

Schedule 2, Part 7, Clause 61, of the Planning and Development (Local Planning Schemes) Regulations 2015 (The Deemed Provisions) sets out the type of works or uses that do not require development approval from the Local Government. Sub-clause 61 (1)(i) and 61 (2)(e) provides the ability for the Local Government to adopt a Local Planning Policy to specify any other works or uses that do not require development approval. In this regard, LPP CP091 has been prepared to supplement the works and uses identified under the Planning and Development (Local Planning Schemes) Regulations 2015, and identify those additional works and uses which Shire Officers deem to be of a minor nature and therefore do not require development approval.

LPP CP091 applies to all zoned land applicable under the Shire of Dardanup Town Planning Scheme No.3 inclusive of the land contained within the Landscape Protection Areas. It should be noted that whilst LPP CP091 identifies certain development types that do not require development approval, a building permit or other approval may still need to be obtained from the Shire.

The draft policy contains a number of provisions which supersede existing development standards and provisions outlined in Local Planning Policy CP101 – Outbuildings, Patios and Carports – Development Standards. In this regard, if the draft policy is formally adopted by Council, at the time of adoption, CP101 will also be rescinded to remove any inconsistency.

Legal Implications

Planning and Development (Local Planning Schemes) Regulations 2015

61. Development for which development approval not required

- (1) Development approval of the local government is not required for the following works —*
 - (i) the carrying out of any other works specified in a local planning policy or local development plan that applies to the development as works that do not require development approval;*
 - (2) Development approval of the local government is not required for the following uses —*
 - (e) any other use specified in a local planning policy or local development plan that applies to the development as a use that does not require development approval;*

Strategic Community Plan

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

Environment - None.

Precedents - None.

Budget Implications -

The preparation of draft local planning policy was undertaken within the Shire's existing budget. There will be a small cost associated with publicly advertising the local planning policy in newspapers circulating the district.

Budget – Whole of Life Cost - None.

Council Policy Compliance - Community Engagement Policy.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.1A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Local Planning Policy – CP091 – Exempted Development and Land Use
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational The draft Local Planning Policy CP091 has been prepared to establish the Shires position in relation to development and land use that is exempt from development approval. The Policy carries a reputational risk as it deals with the Shire’s processes and procedures when considering certain applications and development types.

Officer Comment

-

LPP CP091 was prepared to provide certainty about what is considered minor development and to exempt such development from the need for development approval. Additionally, the policy aims to streamline the land use planning regulatory process, to reduce red tape, and ensure that acceptable development outcomes are maintained.

Whilst the draft policy exempts a number of development and land use types from the requirement of development approval, it specifies criteria to which such development must comply.

The development and land use types proposed to be exempt from the requirement of obtaining development approval are listed below:

- Arbor, archway or gateway - or similar type of decorative structure that defines a pedestrian entrance;
- Ancillary Dwellings;
- Bed and Breakfast;
- Cubby Houses;
- Demolition of a non-residential building;
- Family Day Care;
- Flagpole;
- Fences;
- Feature Walls;
- Outdoor Cooking Facilities – Pizza Oven, BBQ’s;
- Home Occupation/Business;
- Horse Shelters;
- Industry – Cottage;
- Internal Building Alterations;
- Keeping of Livestock;
- Outbuildings, Garages, Carports, Patios and Lean-to structures;
- Rural Shed or Farm Outbuilding;
- Parking of one Commercial Vehicle;
- Pool Pump Shed;

- Rainwater Tank;
- Satellite Dishes, microwave antennae and radio masts;
- Shade Sails;
- Site Works and Retaining Walls;
- Solar Panels / Collectors;
- Trading or Events;
- Trellis – or similar perforated material;
- Temporary Offices and Sheds;
- Water Feature;
- Windmills and Wind Turbines; and
- Works to a building in a dangerous state, or painting/maintenance of a building.

In addition to the above, the draft policy specifies where development approval will be required in particular when:

- a lot or development is located on a Register of Heritage Places, or
- subject to an order under the Heritage of Western Australia Act 1990, or
- located on a Heritage list prepared in accordance with the Scheme.

The policy also outlines that a development approval may be required for the listed developments where the development site is located within a bush fire prone area. In this regard, the policy encourages land owners and applicants to discuss all development proposal with the Shire prior to development works commencing.

LPP CP091 also contains a number of provisions which supersede existing development standards and provisions outlined in Local Planning Policy CP101 – Outbuildings, Patios and Carports – Development Standards. In this regard, it is recommended that CP101 be rescinded in conjunction with this agenda item to remove any inconsistency. Currently, CP101 permits a number of variations to the R-Codes in regards to setbacks and building heights. The exempted development standards listed under the draft LPP CP091 relating to Outbuildings, Garages, Carports, Patios and Lean-to structures, Rural Shed or Farm Outbuilding will, once approved, incorporate and supersede the requirements of CP101 – Outbuildings, Patios and Carports – Development Standards.

Exempted development policies are common planning practice throughout Western Australia with a number of local government areas adopting similar policies to the LPP CP091. In this regard, LPP CP091 has been prepared through identifying a number of minor development and land use types which could be exempt from the requirement of obtaining planning approval. The vast majority of development types identified within the draft policy are largely approved with standard conditions requiring compliance with the Shires Town Planning Scheme No.3 or approved unconditionally. By introducing the draft policy it will streamline the development approvals process and allow land owners and applicants to undertake the developments listed in the policy without the need to obtain a development approval, thereby saving time and money.

Shire Officers have prepared LPP CP091 to provide a clear and pragmatic approach for exempted development and land use within the Shire, and are recommending the draft policy be adopted for advertising purposes.

Advertising

Council officers presented LPP CP091 to Council for its consideration at its Ordinary Council Meeting of 26 February 2020 for the purpose of adoption for public advertising. LPP CP091 was publicly advertised from 24 March – 17 April 2020. 3 submissions were received in regard to the policy, and are included in (Appendix ORD: 12.1B).

Many of the objections incorrectly referred to the policy as a 'Landscape Protection Area policy', and/or referred to the Landscape Protection Area provisions in TPS3 as a policy. Whilst the submissions were generally supportive of the exemptions policy, additional exemptions particularly for the Landscape Protection Area were suggested.

The submissions highlighted that clearing for bushfire protection should be exempt, and further suggested that vegetation clearing exemptions should:

- a) align with Department of Water and Environmental Regulations (DWER) native clearing exemptions for farming activities;
- b) align with DFES guidelines and apply to a Building Protection Zone within 20m of a dwelling, and to a Hazard Separation Zone 20-100m (80m wide) from a dwelling;
- c) apply to any areas used for minor development that would be exempt under the policy;
- d) apply to 10m either side of a driveway; and
- e) apply to noxious vegetation, weed species, dangerous trees and regrowth.

Submissions also suggested exemptions for upgrading dams and works for farm tracks, and construction of swimming pools (already exempt in the scheme where setbacks are met).

Having regard to the matters raised, officers consider it appropriate to include an exemption for clearing to create or maintain a 20m wide 'Asset Protection Zone' around the primary dwelling on a property, and an 80m wide reduced fuel load zone beyond that (allowing the removal of understorey and vegetation other than trees). Officers are not supportive of the other suggested exemptions as the Shire will need to consider impacts to landscape vistas and potential environmental impacts on a case-by-case basis.

Whilst some considerations of the Shire may 'overlap' with those of DWER, in some instances, DWER typically only considers the biodiversity value of native vegetation. On the other hand, the Shire will need to consider how any vegetation removal may impact the amenity of the area. Removing vegetation in some areas will make buildings and structures more visible from roads, lookouts and adjoining properties, and may also destabilise embankments and hills, increase salinity or result in windblown erosion. Likewise, a proposed dam should typically be advertised to neighbouring landowners for comment, and the Shire will need to consider the amenity and environmental impacts that may result.

Officers also have concerns that broader vegetation removal exemptions may result in unnecessary and/or incremental clearing of large areas, without planning controls in place.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Resolves to adopt Local Planning Policy (LPP) CP091 – Exempted Development and Land Use, as provided below, pursuant to Schedule 2, Part 2, Division 2, Clause 4(3) (b)(i) of the Planning and Development (Local Planning Scheme) Regulations 2015.**



POLICY NO:- CP091

LOCAL PLANNING POLICY CP091 –EXEMPTED DEVELOPMENT AND LAND USE

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA
ADMINISTRATION INFORMATION			
History:		Synopsis:	
Version:	New	OCM 26/02/2020 Res: 25-20	Synopsis: Policy created.
Version:			

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE OR OBJECTIVE

This Policy establishes the Shire's position in relation to development that is exempt from requiring development approval. These exemptions are in addition to the development types identified in Schedule 2 ('Deemed Provisions') of the Planning and Development (Local Planning Schemes) Regulations 2015.

The objectives of this Policy are to:

1. Provide certainty about what is considered minor development and to exempt such development from the need for development approval;
2. To streamline the land use planning regulatory process and to reduce red tape;
3. Ensure acceptable development outcomes are maintained;

Schedule 2, Part 7, Clause 61, of the Planning and Development (Local Planning Schemes) Regulations 2015 (The Deemed Provisions) sets out the type of works or uses that do not require development approval from the Local Government. Sub-clause 61 (1)(i) and 61 (2)(e) provides the ability for the Local Government to adopt a Local Planning Policy to specify any other works or uses that do not require development approval.

The purpose of this Local Planning Policy is to define what forms of development in addition to the types listed in Clause 61 are exempt from the need to obtain development approval. This Policy applies to all zoned land applicable under the Shire of Dardanup Town Planning Scheme No.3 inclusive of the land contained within the Landscape Protection Areas shown on the Scheme Map according to the legend thereon. It should be noted that whilst the Policy identifies certain development types that do not require development approval, a building permit or other approval may still need to be obtained from the Shire.

This policy is made pursuant to Division 2, Part 2, Schedule 2 of the Deemed Provisions for local planning schemes of the Planning and Development (Local Planning Schemes) Regulations 2015.

3. REFERENCE DOCUMENTS

- Planning and Development Act 2005
- Planning and Development (Local Planning Schemes) Regulations 2015 (Regulations)
- Shire of Dardanup Local Planning Scheme No. 3 (TPS3)

4. DEFINITIONS

The words and expressions in this policy have their normal and common meaning, and as defined in Part 1, Clause 1.8 of the Shire of Dardanup Town Planning Scheme No.3, the Planning and

Development Act 2005, the Planning and Development (Local Planning Schemes) Regulations 2015 or State Planning Policy 7.3 - Residential Design Codes of WA.

5. POLICY

Prior to the commencement of development works, land owners and applicants are encouraged to discuss all development proposals with Shire Planning Staff to determine whether the terms and requirements of this policy apply.

Before carrying out any development listed in Table 1, any other licences, permits or approvals required must be obtained in accordance with any other law.

Development approval is not required for any development listed in Table 1 'Exempted Development' providing:

- 5.1 The proposal complies with the listed zones and criteria contained in the corresponding 'Applicable Zone' and 'Conditions' columns;
- 5.2 The land use or development does not represent an 'X' (Prohibited Use) in Appendix I – Zoning Table of the Shire of Dardanup Town Planning Scheme No.3;
- 5.3 Does not vary any standards or requirements prescribed in the Scheme or the Planning and Development (Local Planning Schemes) Regulations 2015, or any other requirements of the R-Codes (if applicable).

Table 1 – Development Exempt from Development Approval

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
Arbor, archway or gateway - or similar type of decorative structure that defines a pedestrian entrance.	All zones	<ul style="list-style-type: none"> • Maximum height 3 metres; and • Maximum width 2.5 metres
Ancillary Dwellings	All zones	The change of use of a building or part of a building, or the construction of an Ancillary Dwelling where compliant with the R-codes (if applicable) and Local Planning Policy CP100 - Ancillary Dwellings, Grouped and Caretakers Dwellings – Small Holding and General Farming Zones.
Bed and Breakfast	General Farming Residential Short Stay Residential Small Holding Tourist	<ul style="list-style-type: none"> • Minimum lot size 900m² • Maximum of two bedrooms and two bathrooms may be used for the bed and breakfast • One onsite car parking space is required per guest bedroom in addition to two spaces for the residential use
Cubby Houses	All zones	Where the structure: <ul style="list-style-type: none"> (i) is not located within the primary street setback area; and (ii) has a maximum height of 2.4m above natural ground level and a maximum area of 10m².
Demolition of a non-residential building	All zones	The demolition of a non-residential building is exempt from the requirement to obtain planning approval unless it is: <ul style="list-style-type: none"> (a) located in a place that is entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; (b) the subject of an order under the Heritage of Western Australia Act 1990 Part 6; (c) included on a heritage list prepared in accordance with this Scheme; (d) located within an area designated under this Scheme as a heritage area; or (e) the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29.

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
Family Day Care	All zones	Where development complies with the Scheme definition of a 'Family Day Care'
Flagpole	All zones	Where the structure is: <ul style="list-style-type: none"> (i) contained within the lot boundaries; (ii) a maximum height of 6m above natural ground level and 200mm in diameter; and (iii) where proposed on a residential property no more than one flagpole is to be erected.
Fences	Residential	Where the fence is not located within a Heritage Area or on a lot that contains a place on the Heritage List and meets any of the following criteria: <ul style="list-style-type: none"> • is a front fence and meets the acceptable development provisions of the Residential Design Codes, including; <ul style="list-style-type: none"> ◦ front fences within the primary street setback area being visually permeable 1.2 metres above natural ground level; and ◦ fences being truncated to no higher than 0.75 metres within 1.5 metres of where the fence adjoins a vehicle access point, where the driveway meets a public street and where 2 streets intersect; • is located on a common boundary, is located greater than 4.5 metres from a primary street boundary and is no greater than 2 metres in height; • is located on a secondary street boundary and is not greater than 1.8 metres in height.
	General / Light Industry, Mixed Business	<ul style="list-style-type: none"> • Constructed of 50mm steel mesh; • Maximum height of 1.8m from natural ground level with a maximum overall height of 2.1m where barbed wire is placed on top of the fence; • Supported by steel galvanised pipe posts: <ul style="list-style-type: none"> ◦ 2.7m in length ◦ Nominal bore of 40mm and outside diameter of 48mm ◦ Spaced at 4m centres ◦ Sunk 0.6m into the ground, encased in concrete having diameter of 150mm; and ◦ Terminal posts are braced in line of the fence with diagonal pipe braces having nominal bore of 50mm and outside diameter of 60mm • Centre and bottom high tensile galvanised steel wire.
	General Farming, Small Holding, Tourist	Where the fence meets all of the following criteria:

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
		<ul style="list-style-type: none"> • is located within a 14 metre visual truncation on a corner lot and is no higher than 1.5 metres; • is located within a 3 metre visual truncation to a vehicular access way and is no higher than 1.5 metres; • is no higher than 1.8 metres in all other cases; • is constructed of post and wire or post and rail; • is not located within a heritage area and is not on a lot that contains a place on the Heritage List
Feature walls (Landscape Walls)	All zones	<ul style="list-style-type: none"> • Maximum 3m width at a max height of 2.1m from natural ground level; and • Setback behind the primary street setback.
Outdoor Cooking facilities - Pizza Oven, BBQ	All zones	<ul style="list-style-type: none"> • Maximum height 1.8m from natural ground level excluding chimney or flue; and • Structures above 1.8m from natural ground level need to be setback as required by the R- Codes (if applicable) or Scheme Setbacks. • The size of the structure shall not be larger than 3m²
	All Zones	Where development complies with the Scheme definition of a 'Home Occupation'
Home Business	All Zones	Where development complies with the Scheme definition of a 'Home Business'
Horse Shelters	General Farming Small Holding	<p>Where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • External surfaces are clad with non-reflective materials. • No clearing of vegetation is required. • Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation. • A Greater Bunbury Region Scheme application is not triggered due to the land being affected by the Floodplain Management Policy 2017 and/or the Strategic Minerals and Basic Raw Materials Resource Policy and/or the land abuts a Region Scheme Reservation under the GBRs. <p>In the Small Holding zone where the number of livestock kept on the lot is equal to or less than the base (dry) stocking rate that applies to the land (as defined in the Agriculture Western Australia document titled "Stocking Rate Guidelines for Rural Small Holdings, Swan Coastal Plain and Darling Scarp").</p>

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
Industry – Cottage	General Farming Small Holding	<p>Where development complies with the Scheme definition of a 'Industry – Cottage' and the following criteria is met:</p> <ul style="list-style-type: none"> a) The cottage industry is attached or detached from the dwelling located on the property; b) The use is to remain ancillary to the main dwelling or the principal land use of the property; c) Retail of goods produced on-site is only permitted through the establishment of a small gallery located within the scheme floor area restrictions; d) Art and craft classes or demonstrations may be conducted at a rate of no more than 2 classes or demonstrations per week; e) The development does not involve the construction of any permanent works, structures or buildings unless otherwise approved by the Shire of Dardanup; f) Does not unduly impact on vehicular or pedestrian accessibility; g) May include temporary works small in scale which includes, but is not limited to, the following: <ul style="list-style-type: none"> • Marquees; • Stall setups; • Tables; or • Umbrellas h) Operates within the hours of 7.00am and 10.00pm i) Noise must be compliant with the Environmental (Noise) Regulations 1997
Internal Building Alterations	All Zones	Where the internal alterations/rearrangement of the building will not increase the total floor area of the building.
Keeping of Livestock	General Farming	No Conditions.
	Small Holding Tourist	Where the number of livestock kept on the lot is equal to or less than the base (dry) stocking rate that applies to the land (as defined in the Agriculture Western Australia document titled "Stocking Rate Guidelines for Rural Small Holdings, Swan Coastal Plain and Darling Scarp").
Outbuildings, Patios, detached garage, carports and lean-to	Residential *Except where located in the Bushland Development Area	<p>Outbuildings and detached Garages where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued.

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
structures attached to an outbuilding		<ul style="list-style-type: none"> • Maximum outbuilding floor area - 80m² in aggregate or 10% in aggregate of the site area (whichever is the lesser). • A maximum wall height of 3m. • A maximum ridge height of 4.2m as per the Residential Design Codes. • A nil setback to the side and the rear; and 1m setback to a secondary street boundary. • Walls with a NIL setback on one side boundary only, behind the street setback, not exceeding a maximum length of 9.0m or one third the length of the balance of the lot boundary behind the front setback whichever is the lesser. • All other 'deemed to comply' requirements of the R-Codes being met. <p>Carports and Patios where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • A maximum wall height of 3.5m with and an average of 3m; • A maximum ridge height of 4.2m as per the Residential Design Codes; • Posts with a NIL side and/or rear boundary setback, behind the street setback not exceeding a maximum length of 9.0m or one third the length of the balance of the lot boundary behind the front setback whichever is the lesser; • Roof cover being setback a minimum of 500mm from the adjoining lot boundary; • A minimum 1 metre secondary street setback; • All other 'deemed to comply' requirements of the R-Codes being met. • All stormwater including roof run off disposal is to be contained on site.
	Residential zoned lots in the Bushland Development Area	<p>Where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued; • Maximum floor area - 150m² in aggregate; • A maximum wall height of 3.5m; • A maximum ridge height of 4.4m; • A minimum setback of 2m to the side and the rear for Burekup; • A minimum setback of 2m to the side and 10m to the rear in Eaton; • Patios must be constructed in accordance with the above listed criteria however are not subject to a maximum aggregate floor area. • All other 'deemed to comply' requirements of the R-Codes being met. • All Stormwater including roof run off disposal is to be contained on site.
	Small Holding	<p>Where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • Where the outbuilding is to be constructed on a lot where a building permit for a dwelling has already been issued. • Maximum floor area – 300m² in aggregate where the lot size is less than 3ha

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
		<ul style="list-style-type: none"> • Maximum floor area – 400m² in aggregate where the lot size is larger than 3ha • A maximum wall height of 5m. • Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation. • A Greater Bunbury Region Scheme application is not triggered due to the land being affected by the Floodplain Management Policy 2017 and/or the Strategic Minerals and Basic Raw Materials Resource Policy and/or the land abuts a Region Scheme Reservation under the GBRS. • All Stormwater including roof run off disposal is to be contained on site.
Rural shed or farm outbuilding	General Farming	<p>Where the development meets all of the following criteria:</p> <ul style="list-style-type: none"> • External surfaces are clad with non-reflective materials. • No clearing of vegetation is required. • Buildings to be clustered with the farmhouse and other outbuildings, if there are existing buildings on the lot. • Compliant with the relevant setbacks for the zone. • A Greater Bunbury Region Scheme application is not triggered due to the land being affected by the Floodplain Management Policy 2017 and/or the Strategic Minerals and Basic Raw Materials Resource Policy and/or the land abuts a Region Scheme Reservation under the GBRS.
Parking of one (1) Commercial Vehicle	Residential	Where the parking of the vehicle complies with Clause 3.5 of the Scheme.
	All other zones	<p>Where:</p> <ol style="list-style-type: none"> a) The parking of the commercial vehicle/s is ancillary to the approved use; or b) Only one (1) commercial vehicle and one (1) associated trailer is parked per property; and c) Where the subject lot has a total area of equal to or greater than 10,000m² (1 hectares); and d) The subject vehicle is rated a gross vehicle mass of less than or equal to 6.5 tonnes.
Pool Pump Shed	All zones	Subject to compliance with the provisions part 5.4.3 Outbuildings of the Residential Design Codes.
Rainwater tank	All zones	<ul style="list-style-type: none"> • Maximum height 2.7m above natural ground level; • Compliant with the relevant setbacks/building envelope and building exclusion area requirements for the applicable zone/designation.

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA						
		<ul style="list-style-type: none"> • Permitted sizes by lot area: <table border="1" data-bbox="943 228 1850 373"> <tr> <td>$\geq 4,000\text{m}^2$</td> <td>10m in diameter</td> </tr> <tr> <td>$< 4,000\text{m}^2$ but $\geq 2000\text{m}^2$</td> <td>3.88m in diameter</td> </tr> <tr> <td>$< 2,000\text{m}^2$</td> <td>6000L tank no greater than 2.4m in height</td> </tr> </table> • More than one rainwater tank is permitted in the General Farming and Small Holding Zones where the rain water tanks are clustered with the farmhouse and other outbuildings, and no clearing of vegetation is required. 	$\geq 4,000\text{m}^2$	10m in diameter	$< 4,000\text{m}^2$ but $\geq 2000\text{m}^2$	3.88m in diameter	$< 2,000\text{m}^2$	6000L tank no greater than 2.4m in height
$\geq 4,000\text{m}^2$	10m in diameter							
$< 4,000\text{m}^2$ but $\geq 2000\text{m}^2$	3.88m in diameter							
$< 2,000\text{m}^2$	6000L tank no greater than 2.4m in height							
Satellite Dishes, microwave antennae and radio masts	All zones	<p>The installation of satellite dishes, microwave antennae and radio masts or other low impact facilities which satisfy the following requirements:</p> <ul style="list-style-type: none"> (i) there are no other existing satellite dishes, microwave antennae or radio masts on the subject lot; (ii) in the case of satellite dishes in residential areas, the maximum diameter is 1.0 metres or less and is not located within any of the street setbacks; and in non-residential areas the maximum diameter is 3 metres; (iii) in the case of microwave antennae, the maximum diameter is 1.0 metre or less, the antennae does not project higher than 3 metres above the ridge line of the building and is not utilised to transmit electromagnetic waves; (iv) in the case of radio masts, the height does not exceed 8 metres, the radio mast is setback in accordance with the Scheme from any of the lot boundaries (or 6 metres whichever is greater) and the dimension of the antennae does not exceed 6 metres and is fully contained within the subject lot; (v) where the structure involves Amateur (Ham) Radio equipment shall be less than 10m above natural ground level and is setback no less than 4m from any lot boundaries; (vi) Is not visible from the primary street; (vii) and shall be clustered or located with existing development on site. 						
Shade sails	Residential General Farming Small Holding Tourist	<p>Where the structure constructed on a residential lot and associated with a dwelling –</p> <ul style="list-style-type: none"> • No part of the fabric is to be located closer than 500mm to any boundary, • The posts can have a nil setback; • Is located outside of the primary street setback area or meets the same primary street setback requirements as if it were a carport where the R-Codes apply; <p>For all other zones shade sails shall be located in accordance with the Scheme setbacks.</p>						

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
Site Works and Retaining walls	All zones	<ul style="list-style-type: none"> • Where the extent of fill and/or height of the retaining wall(s) does not exceed 500mm above the natural ground level; or • Where extent of fill and/or height of the retaining wall(s) exceeds 500mm above the natural ground level, retaining walls shall be located on the boundary and fencing located atop to prevent overlooking (where the R-Codes apply); • Is located on a boundary other than the primary street boundary; • Is not located within a Flood Prone Area; • is not located within a heritage Area and is not on a lot that contains a place on the Heritage List.
Solar Panels / Collectors	All Zones	<ul style="list-style-type: none"> • Solar panels are positioned on the roof of an existing building; • Maximum projection of 1.5m from the highest point of the building to which it is attached; and • Incidental to an approved land use.
Trading or Events - The use of any land which is approved through a license or permit issued under a local law	All zones	<ul style="list-style-type: none"> • The activity does not involve alterations to the land or construction of permanent structure(s); • Each event is in existence for less than 48 hours; • Does not require a greater period than 5 days setup and breakdown of event infrastructure; and • The cumulative total number of events at the property does not exceed more than 5 events in any 12 month period.
Trellis – or similar perforated material attached to Common or Dividing Fence	Residential	<p>If located adjacent to a side or rear (not secondary street) dividing fence,</p> <ul style="list-style-type: none"> • The combined height of the fence and trellis does not exceed 2.4m from natural ground level; and • Setback 6m from primary street boundary. OR <p>If located on a primary street dividing fence.</p> <ul style="list-style-type: none"> • The combined height of the fence and trellis does not exceed 1.5m; and • The trellis does not cover more that 25% of the frontage. •
Temporary Offices and sheds	All zones	<p>(i) offices and sheds (including sea containers) used by builders directly associated with the building works occurring on site for the duration of completing the works; and/or</p> <p>(ii) offices (including sea containers) used by real estate agents directly associated to the sale of lots and/or dwellings on the development site for a period of 24 months.</p>

EXEMPTED DEVELOPMENT	APPLICABLE ZONE (UNLESS 'X' IN LAND USE TABLE)	EXEMPTION CRITERIA
Vegetation Removal	All zones	For removal, destruction or lopping of any vegetation that meets any of the following: <ul style="list-style-type: none"> (i) to create or maintain a 20m wide Asset Protection Zone from the external walls of the primary dwelling on the property, for bushfire management; (ii) To create or maintain a 20m wide Asset Protection Zone from the external walls of any building that is 10m or less from the primary dwelling on a property; or (iii) all vegetation other than trees within 80m of the Asset Protection Zone (i) above, for bushfire hazard reduction.
Water Feature	All zones	Where the structure constructed on a residential lot and associated with a dwelling – <ul style="list-style-type: none"> • Maximum height of 2.4m above natural ground level if located behind the primary street setback; • Maximum height of 1.2m above natural ground level if located within the primary street setback; and • Permitted with a nil boundary setback. All other zones shall be located in accordance with the Scheme setbacks
Windmills and Wind Turbines	General Farming Small Holding Tourist *Where development is located in the Landscape Protection Area a Development Application is required	<ul style="list-style-type: none"> • Incidental to a use occurring on the land which has Council approval, or does not require Council approval; • Compliant with the relevant setbacks/building envelope requirements for the applicable zone/designation. • A maximum height of 12m. • One Windmill or Wind Turbine is permitted per lot. • Noise must be compliant with the Environmental (Noise) Regulations 1997
Works to a building in a dangerous state or state of emergency (i.e. a building that presents a public hazard) Or Painting / Maintenance of a Building	All zones	<ul style="list-style-type: none"> • The repairs will replicate the external appearance of the structure in its original state; and • No additions are applied or implemented to the structure as part of the works.

- 5.4 Despite subclauses 5.1 – 5.3 above or 5.5 below, development approval will be required for certain works carried out where the development site is:
- (a) Located in a place that is entered in the Register of Heritage Places under the Heritage of Western Australian Act 1990; or
 - (b) The subject of an order under the Heritage of Western Australian Act 1990 Part 6; or
 - (c) Included on a heritage list prepared in accordance with this Scheme; or
 - (d) Located within an area designated under the Scheme as a heritage area; or
 - (e) The subject of a heritage agreement entered into under the Heritage of Western Australian Act 1990 section 29; or
- 5.5 Despite subclause 5(1) above, development approval may be required for certain works carried out where the development site is:
- (a) Located in a special control area designated under this Scheme; or
 - (b) Designated by an order made under section 18(P) of the Fire and Emergency Services Act 1998 as a bushfire prone area.

6. Exempt Amendments to Development Approval

In respect to subclause 77(3) of the Deemed Provisions, the local government may waive or vary a requirement to lodge an application for a minor amendment to a development approval which remains, in substance, the same type of works or use, and does not:

- (1) Create a new or increase an existing variation to a deemed-to-comply development requirement; or
- (2) Require consideration of any relevant planning and development matter where discretion is required; or
- (3) Require the addition, deletion or modification of a condition of development approval.

In respect to minor amendments to development approvals, applicants and land owners are encouraged to discuss any amendments to applications prior to the commencement of development or operation of the land use to confirm that a formal amendment application is not required.

7. REFERENCES

Name of Policy	Local Planning Policy CP091 – Exempted Development and Land Use
Previous Policy	NA
Date of Adoption and Resolution Number	29/04/2020
Review Dates and Resolution Numbers	
Next Review Date	
Related Documents	<p>Acts / Regulations <i>Local Government Act 1995</i> <i>Planning and Development Act 2005</i> <i>Planning and Development (Local Planning Schemes) Regulations 2015</i></p> <p>Plans / Strategies Strategic Community Plan 2018 – 2028</p> <p>Policies</p> <p>Delegations</p> <p>Work Procedures</p>

- 2. Authorises staff to publish a notice in a newspaper circulating the district advising the public of the adoption of LPP CP129 - *Development Control Unit* pursuant to Schedule 2, Part 2, Division 2, Clause 4(4) of the *Planning and Development (Local Planning Scheme) Regulations 2015*.**
- 3. Revokes Local Planning Policy CP101 – Outbuildings, Patios and Carports – Development Standards pursuant to Schedule 2, Part 2, Division 2, Clause 6(b)(i) and (ii) of the *Planning and Development (Local Planning Scheme) Regulations 2015* and authorises staff to publish notice of the aforementioned revocation of CP101 in a newspaper circulating the district.**

12.2 Title: Paradise Reserve – Lot 52 Waterloo Road – Mr Adam Wroe

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

Overview -

Council are requested to approve the renewal of the lease of Paradise Reserve, at Lot 52 Waterloo Road Paradise, to Mr Adam Wroe for a further period of 2 years.

Location Plan



Background -

Reserve 18405 at Lot 52 Waterloo Road in Paradise was previously leased to the adjoining property owner Graham and Belinda Yuill. The lease was terminated by Mr & Mrs Yuill on 7 June 2016 as they advised they were selling their property.

The Shire advertised for Expressions of Interest to Lease the reserve in June 2017. No formal submissions were received.

In October 2017 a formal request was submitted by Mr Phil Tognolini who has adjoining property at Lot 33 Waterloo Road. A report was taken to Council at the 24 January 2018 meeting where it was recommended that a lease be negotiated with Mr Tognolini for a period of two years. Following further discussion, Council resolved [09-18] to re-advertise the lease of the Reserve with the view to increasing revenue for the Council.

An Expression of Interest for the Lease of Paradise Reserve was re-advertised on 1 March 2018. Expression of Interest details were forwarded to the following:

- Mr Phil Tognolini;
- Mr Adam Wroe; and
- Ms Tracee Snell

At the close of the submission period the Shire only received one submission, that being from Mr Adam Wroe who had recently purchased the Yuill's property and which property adjoined Reserve 18450.

A late submission was received from Ms Tracee Snell. As the submission from Ms Snell was after the closing date, it was recommended that the submission be rejected.

A report was taken to Council on 18 April 2018, where Council resolved the following:

THAT Council:

1. *Approve the lease to Mr Adam Wroe for Reserve 18405 – Lot 52 Waterloo Road, Dardanup for a period of two years, with the lease fee being \$1,000 (plus GST) per annum.*
2. *Advise Ms Tracee Snell that her application had been considered and was unsuccessful.*
3. *Authorise the Chief Executive Officer and Shire President to execute a new lease.*

Legal Implications -

Leasing of Council property falls under Section 3.58 of the Local Government Act "Disposing of Property".

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

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

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

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

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

(i) *describing the property concerned; and*

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

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

and

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

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

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

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

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

(i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*

- (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

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

30. Dispositions of property to which section 3.58 of Act does not apply

- (1) A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.
- (2) A disposition of land is an exempt disposition if —
- (a) the land is disposed of to an owner of adjoining land (in this paragraph called **the transferee**) and —
- (i) its market value is less than \$5 000; and
- (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;

Strategic Community Plan

- Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)
- Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

Environment - None.

Precedents

The current Lease has been in place since 1 May 2018, and is due to expire on 30 April 2020.

Budget Implications

The Lessee, Mr Adam Wroe pays an annual rental fee of \$1,000 per annum.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Renewal of Lease – Adam Wroe – Paradise Reserve 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.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance Reputational	Failing to review and renew the lease agreement will be in breach of current lease terms Council would be seen in a negative light if we failed to meet our contractual and legislative requirements.

Officer Comment

-

Mr Adam Wroe formally requested to renew his lease with the Shire of Dardanup on the 8 April 2020. As the lease with Mr Wroe falls under the provisions of Section 30 (2)(a)(ii). of the *Local Government (Functions and General) Regulations 1996 - ‘Dispositions of property to which section 3.58 of Act does not apply’*;

- (2) *A disposition of land is an exempt disposition if —*
- (a) *the land is disposed of to an owner of adjoining land (in this paragraph called **the transferee**) and —*
 - (i) *its market value is less than \$5 000; and*
 - (ii) *the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*

There is no requirement for public notice to be given advising of the Council’s intention to renew the current lease.

It is proposed that Council authorise the renewal of the lease to Mr Wroe for a further period of two years with the same conditions and provisions as per the previous lease agreement.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Approve the extension of the lease for Paradise Reserve, Lot 52 Waterloo Road, Dardanup to Mr Adam Wroe:**
 - a) **for a period of two years, with the lease expiring 30 April 2020;**
 - b) **with the lease fee being \$1000 (plus GST) per annum.**
2. **Authorise the Chief Executive Officer and Shire President to negotiate and execute the new lease.**

12.3 Title: Extension of Lease - Dardanup Community Centre – South West Montessori

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

Overview -

Council are requested to endorse the extension of the current Lease at the Dardanup Community Centre to the South West Montessori Children’s Club (the Club) for a period of 6 months.

Background

The South West Montessori Children’s Club began in 2007 operating out of the Eaton Community Library, where workshops provided support and information about the Montessori Philosophy for parents. The group applied for, and was awarded, \$104,050 under the Australian Governments Stronger Families and Communities Strategy and the Shire of Dardanup administered the grant. This grant covered equipment and running costs for 18 months and the Eaton Community College provided a room for the South West Montessori Children’s Club to operate from.

The South West Montessori Children’s Club offered 3 hour sessions, four days per week, supervised by a qualified Montessori guide and were operating as a self-sufficient club charging fees for children to attend the sessions. The Club’s lease with the Eaton Community College expired in July 2011.

In early 2011, the Dardanup Kindergarten relocated from the Dardanup Community Centre to the Dardanup Primary School. Following this an expression of interest was received from the South West Montessori Children’s Club to operate out of the newly vacated centre.

At its Ordinary Council meeting of the 20 April 2011, Council approved the lease of the front half of the Dardanup Community Centre to the South West Montessori Children’s Club for a period of 3 years. The lease provided that the club pay a rental of \$10 per annum and to also pay operating costs such as insurance, power and water etc.

In 2014 the lease was renewed with the South West Montessori Children’s Club, and Council endorsed the annual rental to be incrementally increased from \$500 pa to \$750pa to \$1,000pa over the life of the 3 year lease. In 2017 the lease was renewed for a further 3 years, and is due to expire on 31 May 2020.

Legal Implications -

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

3.58. *Disposing of property*

(1) *In this section —*

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

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

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

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

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

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

Strategic Community Plan

Strategy 3.2.1 - To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

Environment - None.

Precedents

The South West Montessori Club has held a lease with the Shire of Dardanup over the front half of the Dardanup Community Centre since 2011.

Budget Implications -

The Lessee pays an annual rental fee of \$1,000 per annum. Rental will be charged during the extended period at a pro rata rate. The South West Montessori Children's Club is also responsible for electricity and water usage charges, gardening, minor internal maintenance and their own public liability, workers compensation and other insurances.

Budget – Whole of Life Cost

Council is responsible for the major maintenance on the building, with the Club in the past reimbursing Council for the annual cost of building insurance. Council have recently resolved to no longer seek reimbursement of building insurance costs from all lessees of Council buildings.

Council has recently undertaken an inspection and review of many of its buildings, with future uses of the land and buildings in the Dardanup townsite under consideration.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework was been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Extension of Lease – Dardanup Community Centre – South West Montessori Club
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Failing to review and renew the lease agreement will be in breach of current lease terms.</p> <p>Reputational Council would be seen in a negative light if we failed to meet our contractual and legislative requirements.</p>

Officer Comment

The Council was advised by the South West Montessori Children’s Club in 2014 that the Club was only using the centre two days a week. A request was made through the chairperson of the South West Montessori Children’s Club and the Montessori guide, Lorraine O’Reilly to operate Montessori Childcare sessions for 3 days a week. This was to be run exactly the same as the current Montessori sessions, but parents could drop their children off instead of staying with them. Permission was granted by the Chief Executive Officer at that time.

In August 2015 Lorraine O’Reilly, through the club applied for a development application to:

- Run Montessori parent with children sessions on Mondays and Fridays;
- Run Montessori childcare sessions on Tuesdays, Wednesdays and Thursdays; and
- Run free music lessons for autistic children on Saturdays and establish a support network for parents of autistic children.

This application was withdrawn in November 2015.

In December 2016, the Council received notice that Lorraine O’Reilly had resigned from the position of chairperson and was no longer operating child care sessions on Tuesday, Wednesday and Thursdays.

In August 2019, the Council received notification from the South West Montessori group that they were struggling financially and were considering closing down the playgroup. The group had a committee of 4 people, and was now considered a playgroup rather than a South West Montessori Children’s club. The group advised that they had a membership of 7 people paying term fees of \$120.

The group also advised that the previous trained Montessori guide, Lorraine O’Reilly had returned to the committee of the South West Montessori Children’s Club. In September 2019 the Council received a formal request (Appendix ORD: 12.3B) from the South West Montessori Club requesting a change of lease details for the Dardanup Community Centre. The request is for the operation of a Family Day Care from the Centre from the premises, with Lorraine O’Reilly being the lessee of the premise, and the South

West Montessori group operating as a playgroup in partnership with the Family Day Care Centre. The primary lease holder would be Lorraine O'Reilly.

A 'Family Day Care' is a use class that is not permitted in the 'Other Community' zone under the Shire of Dardanup Town Planning Scheme No. 3. It is a use that generally operates from a dwelling and it is a use that may be considered in the 'Residential' zone.

The Council has been in discussion with Lorraine O'Reilly regarding the requirements for the operation of 'Long Day Care' from the Centre since September 2019. A 'long day care' is classed as a 'centre based service' under the *Education and Care Services National Regulations 2012*. A **centre-based service** under the Regulations 2012 means 'an education and care service other than a family day care service.'

A *centre-based service* does not operate at the same scale as a 'Child Care Premises' which is a permitted use in the zone. The operational requirements for a *centre-based service* is less than that required for a 'Child Care Premises', but more than that required for a 'Family Day Care'.

These negotiations are ongoing at present as the operators would need to consider the operational requirements for a *centre-based service* under the Regulations and how these requirements would be met prior to commencing operation. The South West Montessori Club has advised that, in accordance with Federal and State requirements for COVID-19, the group has ceased all playgroup sessions as of the end of Term 1.

The current lease with the South West Montessori is due to expire on 31 May 2020. As current negotiations with the South West Montessori are ongoing, and given the uncertainty of the current environment, it is requested that Council allow for an extension of the current lease for a period of 6 months, with the item to be returned to Council in September 2020.

It is also requested that Council give due consideration on Council's future plans for the Dardanup Community Centre within the Dardanup Community Plan.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council

- 1. Approve an extension to the South West Montessori Lease Agreement for a period of 6 months with the same conditions as provided for in the current Lease Agreement**
- 2. Requests that a report be brought back to Council in September 2020 regarding the status of the negotiations with the South West Montessori Group.**
- 3. Authorise the Shire President and the Chief Executive Officer to execute an Addendum to the current lease agreement.**

12.4 Title: Expressions of Interest – Eaton Bowling Club Redevelopment

Reporting Department: Infrastructure Directorate
 Reporting Officer: Mr James Reilly - Project Development Engineer
 Legislation: Local Government Act 1995

Overview

The Shire of Dardanup undertook an open public Expression of Interest (EOI) process in order to make a recommendation to Council of suitable Contractor/s to invite tenders for the Design and Construction of the Eaton Bowling Club Redevelopment. Council are requested to consider a slight change to the selection process and endorse three respondents to invite tenders from for the project..

Background

-

At the Ordinary Meeting of Council held on 18 December 2019 it was resolved [OCM 361-19]:

THAT Council:

1. *Acknowledges that the Eaton Bowling and Social Club Inc. and the Eaton Senior Citizens Inc. have entered into a MoU that requires the Eaton Senior Citizens to relocate to and co-locate in the new building with the Eaton Bowling and Social Club Inc. subject to the terms and conditions of the MoU.*
2. *Endorses the Concept Plans for the new Bowling Club and Senior Citizens:*
 - a) *Drawing No 9032-19-A001 Rev F*
 - b) *Drawing No 9032-19-A002 Rev H*
 - c) *Drawing No 9032-19-A003 Rev H*
3. *Requires the building to be predominantly of timber construction.*
4. *Approves a Design and Construct (D&C) contract model for the procurement of the new Bowling Club and Eaton Senior Citizens Community Facility and endorses the preparation of a Project Procurement Plan that includes:*
 - a) *Calling of Expressions of Interest from suppliers to undertake the project based on the concept design;*
 - b) *The selection of six suppliers by the Chief Executive Officer to make a presentation to the Council;*
 - c) *The shortlisting of three suppliers by Council who are to be invited to submit a Tender for the project;*
 - d) *The inclusion of a WALGA officer to participate as a non-voting Panel Member for both the Expression of Interest and Tender Assessment Panels; and*
 - e) *The inclusion of the Procurement Officer (chair), Chief Executive Officer, Director Infrastructure, Deputy Chief Executive Officer and Project Development Engineer to participate as voting Panel Members for both the Expression of Interest and Tender Assessment Panels.*
5. *Instruct the Chief Executive Officer to develop plans for the redesign and reconfiguration of Pratt Road between Foster Street and Bobin Street that will:*
 - a) *Allow the new facility to be positioned as practicably close to the lot boundary to maximise the potential for river views.*
 - b) *Result in traffic calming along that section of Pratt Road.*

- c) *Allow for parking in the vicinity of the new building.*
- d) *This work is to be funded from the Shire's annual road construction program and a provision is made in the 2020-2021 Budget.*
- 6. *Does not include the provision of parking in the Expression of Interest (EOI) for the building design and construction contract and instructs the Chief Executive Officer to explore options and develop plans for the provision of suitable parking at the facility.*
- 7. *Authorises the Chief Executive Officer to finalise the EOI document for a D&C contract for the new building and proceed to the calling of expressions of interest.*
- 8. *Instructs the Chief Executive Officer to seek a valuation report on the existing Eaton Senior Citizens Centre property on Sanford Way Eaton.*
- 9. *Instructs the Chief Executive Officer to present a report back to Council following the closure of the Expressions of Interest process with a recommended shortlist of suppliers and an assessment of the project financials for further Council consideration and deliberations.*

This report addresses the parts of the resolution that pertain to the EOI process.

Expressions of Interest were called and seven submissions were received. Further details of the evaluation process are included in the Officer Comment section of this report.

Due to there being only seven submissions and the outcome of the assessment, the evaluation report recommends that the three highest scoring submissions be selected to proceed directly to the restricted tender process for the Eaton Bowling Club Redevelopment - Design and Construct. It is therefore suggested that item 4(b) of Council Resolution [OCM 361-19] be omitted from the process and the following companies be invited to submit tenders:

- Perkins (WA) Pty Ltd;
- Pindan Projects WA Pty Ltd; and
- BGC Construction Pty Ltd.

The evaluation report is a confidential document provided under separate cover (Confidential Document USC: 12.4A)

Legal Implications

The procurement of an architect and/or contractor, depending on the project delivery model adopted, shall be in accordance with the Shire's Procurement Policy and Division 2 – Tenders for Providing Goods or Services of the Local Government (Functions and General) Regulations 1996.

Part 4 — Provision of goods and services

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

11. When tenders have to be publicly invited

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

Local Government Act 1995

Local Government (Financial Management) 1996

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

6.8. Expenditure from municipal fund not included in annual budget

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

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

* Absolute majority required.

(1a) In subsection (1) —

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

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

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

Strategic Community Plan

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

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

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

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (Service Priority: High)

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

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

Strategy 5.3.1 - To provide community facilities that enable a healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant community, sporting, cultural and artistic organisations an

Environment

Council's Wood Encouragement Policy CP032 states that the Council will consider timber and wood products as a first option in the construction of its own building projects. If the new building incorporates timber construction, the timber will be from a sustainable source and its carbon benefits will contribute to the reduction in impacts resulting from CO₂ in the environment.

Precedents

Council has engaged architects for the design and documentation for the construction of the two pavilion buildings and change room building at the Glen Huon Reserve. Design and Construct documentation has also been developed for the New Shire Administration and Library Building Project. Full design and construct of a building of this nature in a single contract package, however, have not been undertaken to date by the Council.

Budget Implications

An assessment of the project budget has been made as required by Item 9 of Council Resolution OCM [361-19]. This is provided confidentially to Councillors under separate cover, [USC 12.4C] as making the figures public at this stage could influence and impact the tender process to be undertaken.

Once the tender process is complete and the matter is presented to Council again, a further review of the budget implications will be made and reported to Council.

Budget – Whole of Life Cost

This will be a consideration in determining the type, size and fit out of the building. It should be noted that the maintenance of the building and any repairs of damage is typically the responsibility of the lessee under the lease agreement. Any renewal works associated with normal wear and tear of the building structure is scheduled in the 10 Year Building Plan and undertaken at the cost of the Shire.

The grant received will enable the Shire to renew the Eaton Bowling Club. If the funds were not forthcoming, the Shire would need to allocate additional funds, from its own sources, for ongoing preservation and renewal works in its forward plans.

As proposed above, once the Eaton Senior Citizens Inc. vacate the existing building on Sanford Way, Council will dispose of this facility. This will effectively remove the facility from the Shire's asset register and the remove the need to finance the ongoing life cycle costs of the asset.

A new lease agreement will be prepared and executed prior to the completion of the new building, that will cover all operational and lifecycle costs of the building. This lease will be based on the Shire's current template that was recently endorsed by Council in November 2019.

Council Policy Compliance

CP034 – Procurement Policy

CP032 – Wood Encouragement Policy

CP075 – Waiving of Statutory Fees for Shire Capital Works Projects

Risk Assessment

-

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4A) for full assessment document.

Tier 3 – 'High' or 'Extreme' Inherent Risk.	
Risk Event	Financial impact and Service Interruption
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Careful management of the detailed design process and construction works. Stage construction works or hire transportable buildings for the duration of the works. Both options will incur extra costs
Residual Risk Rating (after treatment or controls)	Any items with a Residual Risk Rating over 12 (considered to be 'High' or 'Extreme' risk after control or treatments proposed) will be added to the Risk Register.
Risk Category Assessed Against	<ul style="list-style-type: none"> Financial - There is a risk that the project exceeds the allocated budget allowance. Service Interruption - Risk that the Bowling Club will not be able to operate while construction is occurring.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
	<ul style="list-style-type: none"> • Legal and Compliance - The procurement of an architect shall be in accordance with the Shire’s Procurement Policy and Division 2 – Tenders for Providing Goods or Services of the Local Government (Functions and General) Regulations 1996. • Reputational - Risk to the Shires reputation if the construction runs over time and budget.

Officer Comment

The EOI closing date was 20 March 2020 and seven submissions were received. All members of the Evaluation Panel reviewed the submissions and a meeting was held on 6 April 2020 to discuss the submissions. The Evaluation Panel comprised of the Procurement Officer (chair), Chief Executive Officer, Director Infrastructure, Deputy Chief Executive Officer and Project Development Engineer to participate as voting Panel Members. The Manager Infrastructure Planning and Design participated as a non-voting member. A WALGA officer did not participate as a non-voting Panel Member, as per Item 4(d) of Council Resolution 361-19, however the Procurement Officer followed advice that had been sought from WALGA for the EOI process for the New Administration Building. WALGA are additionally providing an overview of the process.

The EOI assessments were based on the criteria and weightings as provided in the EOI documentation. For full details on the evaluation process refer to the EOI Evaluation Report provided under separate cover (Confidential Document USC: 12.4B).

The previous Council Resolution [361-19] requested the Chief Executive Officer select six suppliers to make a presentation to Council and that Council then shortlist three suppliers to submit a Tender for the project via the restricted Tender process. However, based on the assessment of the submissions received, the Evaluation Panel was of the opinion that four of the submissions were not at the level required for a project of this type and size and there is nothing to be gained by requesting the suppliers to present to Council. Therefore, it is proposed that presentations to Council not be made, in effect skipping Item 4(b) of the resolution, and proceed directly to shortlisting to three suppliers who will be invited to submit a Tender for the Project. However, should Council decide to require presentations from each supplier then staff will make the necessary arrangements.

The outcome of the EOI process is for the following three companies to be selected to proceed to the restricted tender process for the Eaton Bowling Club Redevelopment - Design and Construct:

- Perkins (WA) Pty Ltd;
- Pindan Projects WA Pty Ltd; and
- BGC Construction Pty Ltd

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Acknowledges receipt of the seven submissions from the Eaton Bowling Club redevelopment Expression of Interest (EOI) process.**
- 2. Receives the EOI Recommendation report (Confidential Document USC: 12.4B – Tardis Link: OCM-R0721678).**
- 3. Resolve to invite the following three companies to participate in the restricted tender process:**
 - Perkins (WA) Pty Ltd;**
 - Pindan Projects WA Pty Ltd; and**
 - BGC Construction Pty Ltd.**
- 4. Advise the unsuccessful companies of the outcome of the EOI process.**

12.5 Title: Economic Development and Regional Tourism- Budget Requests

Reporting Department: Executive
 Reporting Officer: Mr André Schönfeldt - Chief Executive Officer
 Legislation: Local Government Act 1995

Overview

This report provides an overview of the economic development and tourism agencies that operate within the Bunbury Geographe Region and makes recommendations to Council with regards to proposed expenditure within these two areas, taking into account the recommendations from the Integrated Planning Committee Meeting in March 2020.

Background

The 2019/20 budget and Long Term Financial Plan adopted by Council included the following resolution, adopted by Council on the 30 May 2018:

THAT the Corporate & Community Services Committee recommend to Council that:

1. *Continue to financially support Business South West, acknowledging that the 2018/19 annual financial contribution of \$7,000 (GST Exclusive) is Year 2 contribution of a four year commitment to Business South West; up to and including 2020/21.*
2. *Allocate and approve total funding of \$30,000 (GST Exclusive) to the Ferguson Valley Marketing Inc; distributed as an operational grant of \$20,000 and matching funds of \$10,000 to be included in the 2018/19 Annual Budget.*
3. *Include the following contributions into the draft Corporate Business Plan 2018/19 to 2021/22:*

	2018/19	2019/20	2020/21	2021-22
<i>Business South West</i>	\$7,000	\$7,000	\$7,000	\$7,000
<i>Ferguson Valley Marketing Inc – Operational Grant</i>	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
<i>Ferguson Valley Marketing Inc – Matching Grant Funds</i>	\$ 10,000	\$ 20,000	\$ 20,000	\$ 20,000
<i>Bunbury Wellington & Boyup Brook Tourism Strategy</i>	\$10,000	\$0	\$0	\$0
<i>TOTAL</i>	\$ 47,000	\$ 47,000	\$ 47,000	\$ 47,000

*CARRIED
6/1*

At the Integrated Planning Committee meeting of the 11 March 2020, Council were requested to review, as part of the Annual Budget process, community budget requests for the 2020/21 budget.

The following alternative officer recommended resolution was passed by Council at the Ordinary Council Meeting of 23 March 2020

THAT Council request the Chief Executive Officer to bring the following Integrated Planning Committee recommendations back to Council at the April OCM for further consideration:

1. *Continue to financially support Small Business through an annual budget allocation of \$7,000;*

2. *Allocate and approve total funding of \$35,000 (GST Exclusive) to Ferguson Valley Marketing Inc; distributed as an operational grant of \$25,000 and a conditional matching funds of \$10,000 to be included in the 2020/21 Annual Budget.*
3. *Continue to financially support a regional tourism strategy through an annual budget allocation of \$20,000 indexed.*

CARRIED
7/2

As outlined above, this report presents these recommendations back to Council in the context of the number of economic development and tourism agencies that are operating within the region. The following table sets out the Economic Development and Tourism Agencies that operate within the Bunbury Geographe region:

Economic Development Agency	Focus	19/20 Budget Allocation
Bunbury Geographe Economic Alliance (BGEA)	Large Enterprises, Federal and State Government	\$12,000
Bunbury Geographe Chamber of Commerce and Industry (BGCCI)	Medium and Large Industries	\$0
Business South West (BSW)	Small Business Development	\$5,000
Maker & Co	Start Ups	\$0
GoGeo	Did not commence	\$7,000
Tourism Agency	Area Focus	19/20 Budget Allocation
Tourism Western Australia	International	\$0
Australia South West (ASW)	State	\$0
Bunbury Geographe Tourism Partnership (BGTP / operating as BunGeo)	Regional	\$14,000
Fergusson Valley Marketing (FVM)	Local	\$40,000
Visitor Centre	Visitor Servicing	Included in FVM

Whilst GoGeo is listed in the table above, this agency did not receive adequate support in 2019/20 and subsequently did not commence operations in 2019/20.

Legal Implications

- *Bunbury Geographe Economic Alliance:*

At a Concept Forum meeting with Councillors in December 2019, it was discussed that BGEA had recently adopted a new Strategic Plan which includes a lot more focus on small business development. In addition Councillors were informed that BGEA was actively pursuing a merger with BSW, which would see a further increase of its focus on small business development, and also that the 2019 AGM made a special resolution to amend the structure of the BGEA board.

At the Concept Forum the Chief Executive Officer outlined to Council that since the money was already in the budget, the Shire would continue to support BGEA for the current financial year, but that Council would need to give further consideration to its ongoing involvement with BGEA, especially if the board structure and fees are changed as this formed part of the initial conditions of Council participating in the BWEA as set up in 1999. Further comment regarding this is provided under Officer Comment below.

- *Bunbury Geographe Tourism Partnership:*

Council in December 2019 agreed to extend the MOU for the BGTP until June 2020 to give time to further consider the way forward. There is no obligation on Council to extend the MOU any further and no other legal implications in relation to this partnership. However should Council agree to continue with the MOU, as is recommended, then Council will be bound by the MOU for its next term.

Strategic Community Plan

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

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

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

Strategy 4.2.3 - Foster and promote the Ferguson Valley as a tourism destination. (Service Priority: Very High)

Strategy 4.1.3 - To encourage business to develop: Support the capacity of local firms and industry to establish, grow and employ. (Service priority: Moderate)

Environment - None.

Precedents - None.

There is a litany of decision in relation to Economic Development and Tourism support the most recent are contained above under the Background section.

Budget Implications

In 2019/20 budget the following allocations are relevant:

42.5	Regional Resources Sharing Programs	
	Regional Resource Sharing Initiatives	\$10,000
	South West Regional Risk Co-ordinator	\$10,000
		\$20,000
131.1	Donations - Tourism	
	Bull & Barrel Festival	\$5,000
	Operational Grant - Ferguson Valley Marketing Inc	\$20,000
	Dollar for Dollar Matching Grant - Ferguson Valley Marketing Inc.	\$20,000
	By Wellington & Boyup Brook Reg. Tourism Strategy	\$12,000
	Bunbury Geographe Gift	\$5,000
		\$62,000
131.2	Economic Development	
	Business South West (formerly Small Business Centre Bunbury-Wellington)	\$7,000
	Business South West - Regional Innovations Ecosystem Mapping and Audit for the South West Project	\$0
	Regional Development Australia - REPLAN South West community profiling - 3 year commitment 17/18, 18/19, 19/20	\$1,250
	Bunbury Wellington Economic Alliance	\$11,730
	GoGeo	\$7,500
	Bunbury Wellington Group of Councils	\$250
	Busselton Margaret River Airport	\$2,000
		\$29,730
	TOTAL	\$111,730

It is proposed that Council support the following budget:

42.5	Regional Resources Sharing Programs	
	Regional Resource Sharing Initiatives	\$10,000
	South West Regional Risk Co-ordinator	\$10,000
		\$10,000
131.1	Donations - Tourism	
	Tourism & Events Grants – (Bull & Barrel Festival, Bunbury Geographe Gift, Foreshore Festival, Arts Spectacular and Others on Application)	\$25,000
	Operational Grant - Ferguson Valley Marketing Inc. + Operational Costs (Don Hewison Centre (+/- \$6,000))	\$26,000
	Dollar for Dollar Matching Grant – Ferguson Valley Marketing Inc.	\$20,000
	By Wellington & Boyup Brook Reg. Tourism Strategy	\$12,000
	Bunbury Geographe Tourism Partnership	\$20,000
		\$71,000
131.2	Economic Development	
	Business South West (formerly Small Business Centre Bunbury Wellington)	\$7,000
	Business South West – Regional Innovations Ecosystem Mapping and Audit for the South West Project	\$0
	Regional Development Australia – REMPLAN South West community profiling – 3 year commitment 17/18, 18/19, 19/20	\$1,250
	Bunbury Wellington Economic Alliance	\$11,730
	GoGeo	\$7,500
	Bunbury Wellington Group of Councils	\$250
	Bunbury Geographe Chambers of Commerce and Industry	\$1,000
	Busselton Margaret River Airport	\$2,000
	Economic Development Initiatives	\$25,000
	Bunbury Geographe Economic Alliance	\$14,000
		\$42,000
	TOTAL	\$123,000

Budget – Whole of Life Cost

The expenditure related to each of the items listed above can be reviewed and adjusted annually, except for the Bunbury Geographe Tourism Partnership where it is likely that a three year MOU would be entered into.

Council Policy Compliance

The funding application from Ferguson Valley Marketing Inc complies with Council Policy CP011 Tourism Policy.

Policy CP018 – Corporate Business Plan & Long Term Financial Plan.

Risk Assessment

-

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Economic Development and Regional Tourism – Budget Requests
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Failure to comply with Council policy CP 018 – Corporate Business Plan & Long Term Financial Plan could result in non-compliance</p> <p>Reputational Shire brand can be impacted if Community requests are not provided for.</p>

Officer Comment

- *Bunbury Geographe Economic Alliance*

In 1999 Council resolved to become part of the then Bunbury Wellington Economic Alliance. The resolution was as follows:

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

0082/99 MOVED Cr K Hopper – Cr P A Bass

- i) THAT the Shire of Dardanup agree to be a partner in the Bunbury Wellington Economic Alliance on the condition that:*
- a) the Board is made up of one member of each participating Council, an equal number of industry representatives and an independent chairman who is not an elected member of any local government.*
- b) the chairman to have a casting vote if a decision is tied.*
- c) Council have the opportunity to negotiate partial in-kind contributions for its membership should the Alliance agree to establish its office at the Shire of Dardanup’s – Dardanup Office.*
- d) Renewal of membership at the expiry of the three years is optional.*
- e) Annual commitment not to increase without proper consultation and justification.*
- ii) THAT the Chief Executive Officer progress negotiations with the Bunbury Wellington Economic Alliance for the lease of office accommodation, office equipment and sharing of personnel, at the Dardanup Office.*

*CARRIED
9/0*

The report noted that the intent of the BWEA was to provide strategic regional economic lobbying and investment attraction capacity as presented to Council at the 12 February 1999 Council meeting as follows:

Cr M T Bennett announced the arrival of Mr Don Punch of the South West Development Commission and Mr Dom Figliomeni of the Bunbury Port Authority representing the Bunbury Wellington Economic Alliance. Mr Punch and Mr Figliomeni passed to Councillors a copy of the Bunbury Wellington Economic

Alliance package, detailing the benefits of the Bunbury Wellington Economic Alliance and the draft constitution. Mr Punch and Mr Figliomeni addressed Council.

The objects of the Bunbury Wellington Economic Alliance are (in part) to:

- *Provide a bureau of information for corporations that are considering investment in the Region or who are members of the Association;*
- *Attract potential investors in the region;*
- *Encourage and promote development of the Region;*
- *Lobby government for the provision of government services to encourage and facilitate the development of the Region;*
- *Identify investment opportunities in the region*
- *Promote the Region as a destination for recreation and commercial industry visitors.*

The alliance have been operating for 20 years since its inception and was after its completion given the ownership of and responsibility to implement the Bunbury Geographe Growth Plan. In 2019 the association was renamed to Bunbury Geographe Economic Alliance.

In mid-2019 the Shire of Dardanup's CEO provided the BGEA CEO with a copy of the 1999 Council resolution and outlined that should the board structure change, the Shire of Dardanup will have to reconsider its continued involvement with BGEA.

In late 2019 the AGM resolved to change the structure of the board through a Special Resolution circulated a few hours before the meeting. The resolution was as follows:

Proposed Constitution Change

10. The Board

1. *The affairs of the Association shall be managed exclusively by the Board which shall comprise of a Chairperson, Deputy Chairperson, Treasurer and four to six other representatives.*
 - a. *Board Members will comprise a mix of Local Government and Private Sector representatives.*
 - b. *Board members will be selected in order to match the skills needed to appropriately govern BGEA. These may change from time to time as agreed by the Board.*
 - c. *The Chairs of the Executive Committees shall be members of the Board.*
 - d. *The Board members shall in accordance with rule 10 (3)(a) elect a Chairperson, Deputy Chairperson and Treasurer and may elect a member or appoint the Chief Executive Officer as the Secretary.*
 - e. *The CEO will hold a non-voting position and attends in an ex-officio capacity. The CEO is not included as part of determining a meeting quorum.*
 - f. *The terms of office shall be for two (2) year terms with approximately one half retiring each year. Persons retiring are eligible to re nominate. On the occasion of two or more vacancies the order of term of office shall be according to the votes cast whereby the person receiving the highest number of votes shall be appointed.*
2. *In addition to the Skills based Board, there will be two executive committees which will be in close contact with the Board and be able to propose agenda items for Board meetings The Executive Committee may meet separately or jointly as needed.*
 - a. *The Local Government Executive Committee will consist of ONE (1) natural person representing each Local Government Member who must at the time of their appointment and throughout their tenure each be the Mayor or President of the Local Government*

Member or the elected member nominee of the Mayor or President of the Local Government Member which they represent.

- b. The Private Sector Executive Committee shall consist of BGEA members and should reflect the industry clusters.*
- c. The chair of each Executive Committee will sit on the Board.*
- d. It will be the role of the Executive Committee Chairs and the CEO to brief the Executive Committees on the deliberations of the Board and ensure a strong flow of communication.*

At the 2019 AGM, representation to the board was voted on and all participating Local Governments retained board membership. However, the change to the constitution to give effect to the Special Resolution did not progress. It is understood that no formal application was made to amend the constitution, but that this would occur following further resolutions to be presented to the 2020 AGM. There is currently some conjecture as to whether or not the board structure can be amended without an amendment to the Constitution. This appears to be something that will further be considered at the 2020 AGM.

Nonetheless following the 2019 AGM, a committee was formed that recommended the appointment of a consultant to review and make recommendations with regards to the Skills Based Board. It is understood that the recommendation was to consider whether the existing board members had the appropriate skills to fill a Skills Based Board and on the recommendation of the consultant board members were requested to renomination to the smaller Skills Based Board. The Shire President did not renominate to the board, as such in March the Shire President was expected by the BGEA board to tender his resignation from the board. Two other local government board members either did not renominate or were not reappointed to the Board.

It is understood that the board will now include only two Local Government representatives with representation from the Shire of Collie and the City of Bunbury. Therefore, as Council's decision in 1999 to join the BWEA were conditional on the board consisting of a member from each participating Local Government, it is prudent for Council to reconsider whether or not it still wants to be a member of BGEA.

It is important to note though that BGEA intends to establish a Local Government Committee to the Board that will include representation of all local governments. The Chair of this committee will also be a board member. At the time of writing this report it was not yet clear how this committee would operate or who exactly will be the representatives on this Committee as the COVID19 response has been taking up a lot of the BGEA CEO's time and this committee has not yet been established.

In considering whether or not Council wishes to remain a member of BGEA it is prudent to note that members will receive the following generic benefits:

- Formally and informally connect with other businesses and Local Governments throughout the region.
- BGEA will work to identify strategic opportunities that will benefit the entire Geographe region, and in turn benefit your business.
- BGEA will advocate on behalf of the Geographe region to enhance the regional economy, infrastructure and maintain our unique lifestyle.
- BGEA will prepare and/or coordinate submissions and/or responses to government on economic development/infrastructure/planning issues.
- BGEA can assist you to advocate for your business and provide letters of support for beneficial projects.
- BGEA will work closely with other economic development organisations within the region to mobilise and consolidate resources to achieve the best outcomes for our region.
- Complimentary attendance at BGEA functions throughout the year.
- Discounted tickets to partner expos and special events.

- Opportunities to feature your business at BGEA quarterly sundowners.
- Voting privileges in relation to electing the BGEA Board.
- Logos featured on BGEA website, Letterhead, Annual Report and other promotional material.
- Briefings, on request, in relation to BGEA activities and project updates.
- Access to the BGEA monthly newsletter.

The benefits are very similar to the objectives identified for BWEA in 1999. BGEA's Strategic Plan adopted at the 2019 AGM also now specifically includes a pillar on business development with a particular focus on small business. This is further evident from its MOU with BSW and intended merger. It will therefore be interesting to see whether or not BGEA will remain able to deliver on the high level lobbying and investment attraction whilst trying to balance small business development within the same organisation.

It is the CEO's recommendation in light of the current impact of COVID19 on the community and the economy that Council continue to remain a member of BGEA and ask for more representation on the board and on the Committee in the future so that the Shire can contribute to the recovery effort that will need to be lead from a local level to achieve a regional impact.

As such it is recommended that Council make a provision in 20/21 Annual Budget to remain members of BGEA.

- *Bunbury Geographe Chamber of Commerce and Industry (BGCCI)*

BGCCI invited the Shire of Dardanup to become members at a cost of just less than \$1,000 per annum. BGCCI has been operating in the region for over a century and its focus is particularly on small and medium enterprises. However, as it is a formal Chamber of Commerce and Industry, it has a broad network across the State and Country that could assist in lobbying at a much higher level with State and Federal governments. BGCCI is seen as an important ally in ongoing economic development and also during the recovery phase of COVID 19. It is therefore recommended that Council take up a membership with BGCCI.

- *Bunbury Geographe Tourism Partnership*

Council in 2016 resolved to partner with 6 other Local Government to form the Bunbury Geographe Tourism Partnership. This partnership of Local Governments has over the last three years developed a regional tourism brand for the Bunbury Geographe Region as "BunGeo" which has been widely accepted and applied across the region in tourism associations and visitor centres.

In December 2019 Council resolved to extend the MOU until June 2020 to allow 6 months to consider the model within which the BGTP will continue. In February 2020 the BGTP members met to discuss the options moving forward. At the meeting members were supportive of continuing with the BGTP either in the current format or in a format where ASW prepares a marketing and product development plan for the BGTP's endorsement in a model that would be similar to a fee for service basis.

This model is strongly supported in that it would allow the region to continue being marketed at a high level. In this adapted model it is recommended that ASW will work to a budget and that the region considers what it can contribute and ask ASW to work towards that budget.

Whilst the final decision has not yet been made on how the BGTP will progress it is recommended that Council increase its support for regional tourism development to a total of \$20,000 per annum for the next three years.

- *Fergusson Valley Marketing (FVM)*

FVM made a budget request submission which was presented to the Integrated Planning Committee and to Council in March. At the March meeting Council resolved that the CEO is to present the IPC recommendations regarding FVM to the April OCM for further consideration.

In early April the CEO contacted FVM to see whether or not FVM would be supportive of an approach whereby the Shire supports some of the outgoing costs associated with the visitor centre in the: Building Insurance, Water bill and minor building maintenance, adding up to almost \$6,000, and that the Shire then provides \$20,000 purely for marketing and preferably that this be diverted to ASW to undertake local area marketing on behalf of FVM.

FVM's board met on Wednesday 15 April and provided the Attached response. (Appendix ORD: 12.5B) FVM is therefore not supportive of the suggestion for the \$20,000 to be diverted directly to ASW at this point in time but has requested that Council support the recommendation of the Integrated Planning Committee that Council allocates and approves \$35,000 To Ferguson Valley Marketing Inc. distributed as an operational grant of \$25,000 and conditional matching funds of \$10,000 to be included in the 2020/2021 Annual Budget.

It is recommended that Council support this recommendation from the Committee in part in that it is recommended Council provide support through the lease to FVM for the visitor Centre by paying the Building Insurance, the Water Bills and the minor maintenance to the value of no greater than \$6,000 per annum. Additionally it is recommended that Council grants a \$20,000 direct operating grant to FVM for 2020/21.

With regards to the request for matching additional grants it is recommended that Council creates a Tourism Events Grant fund that allows event organisers to apply for grants where the event can demonstrate a tourism or visitation impact. This grant fund will have similar procedures to that of the Community grants and is intended to allow opportunity for others not only FVM to access funding from Council.

These grants will also include funding to continue supporting other major events such as Bull and Barrel Festival, the Foreshore Festival and the Art Spectacular. It is therefore recommended that Council make \$25,000 available as contestable tourism and events grant funding.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council request the Chief Executive Officer includes the following items in to 2020/21 budget for Councils final consideration when the formal budget is to be adopted:

42.5	REGIONAL RESOURCES SHARING PROGRAMS	
	Regional Resource Sharing Initiatives	<u>\$10,000</u>
		\$10,000
131.1	DONATIONS - TOURISM	
	Tourism & Events Grants – (Bull & Barrel Festival, Foreshore Festival, Arts Spectacular and Others on Application)	\$25,000
	Operational Grant - Ferguson Valley Marketing Inc. + Operational Costs (Don Hewison Centre (+/- \$6,000)	\$26,000
	Bunbury Geographe Tourism Partnership	<u>\$20,000</u>
		\$71,000
131.2	ECONOMIC DEVELOPMENT	
	Bunbury Geographe Chambers of Commerce and Industry	\$1,000
	Busselton Margaret River Airport	\$2,000
	Economic Development Initiatives	\$25,000
	Bunbury Geographe Economic Alliance	<u>\$14,000</u>
		\$42,000
	TOTAL	\$123,000

12.6 Title: Item Withdrawn

12.7 Title: Maintaining Power Supply to Ensure Business Continuity – Investigation of Options

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

Overview -

Staff have investigated options for solar panels, battery storage or other alternatives including hydrogen or gas generators pertaining to maintaining power supply to the Eaton Administration Centre in the event of an emergency, or power supply interruption, as requested by Council. The outcome of the investigation is hereby presented to Council for further consideration.

Background -

At the Ordinary Meeting held Wednesday, 4 September 2019, Council made the following resolution [260-19]:

THAT Council:

1. *Instruct the Chief Executive Officer to write to the State Emergency Management Committee Business Unit and decline the offer of amended funding under the 2019/20 round of the National Disaster Relief Program (NDRP) Grant Funding.*
2. *Request the Chief Executive Officer to investigate options for solar panels, battery storage or other alternatives including hydrogen or gas generators pertaining to maintaining power supply to the Eaton Administration Centre in the event of an emergency, or power supply interruption.*

Item 1 above was effected by letter to the State Emergency Management Committee Business Unit on 12 September 2019.

To address Item 2 of the resolution, Shire staff engaged an electrical consulting engineer to investigate options for standby power for the Shire of Dardanup's Eaton Administration Centre and the Eaton Recreation Centre. The purpose of the investigation was to consider various power supply options and compare them in terms of capital costs and ongoing operation and maintenance costs.

The following power options were considered:

- Diesel;
- Natural gas;
- Hydrogen;
- Solar; and
- Solar with battery storage.

For each option of standby power, there could be two sub-options:

- i. A standby power system serving all circuits of the whole building (100% standby); and
- ii. A standby power system serving limited circuits of the building (50% standby)

The first sub-option would require less electrical work and little disruption to operations, but would require a larger power system.

The second sub-option would require significant electrical work on the existing switchboards to separate “essential circuits” from “non-essential” circuits. Physical separation of the circuits would require a short term disruption of operations while the electrical work was carried out.

The following table summarises the standby power options explored for the Eaton Administration Building and the Eaton Recreation Centre:

Standby Power Option	Comment	Opinion of Probable Cost	
		Capital Cost	Annual Maintenance
Diesel - 100% Standby (all circuits)	Industry standard. Accepts load within 15 seconds. Requires monthly testing.	Admin: \$43,000 ERC: <u>\$38,000</u> Total: \$81,000	\$24,000
Diesel - 50% Standby (essential circuits only)	Industry standard. Accepts load within 15 seconds. Requires monthly testing.	Admin: \$41,000 ERC: <u>\$40,000</u> Total: \$81,000	\$24,000
Natural Gas	Not commercially available for small applications such as this.	Not available	Not available
Hydrogen	Emerging technology, not currently commercially available.	Not available	Not available
Solar Panels Only	Established technology. Requires normal power to operate and shuts down during a power failure.	Not viable	Not viable
Solar with Battery Storage – 100% Standby (all circuits)	Becoming established technology. Accepts load almost immediately. Requires monthly testing.	Admin: \$1,100,000 ERC: <u>\$715,000</u> Total: \$1,815,000	\$24,000
Solar with Battery Storage – 50% Standby (essential circuits only)	Becoming established technology. Accepts load almost immediately. Requires monthly testing.	Admin: \$560,000 ERC: <u>\$350,000</u> Total: \$910,000	\$24,000

The conclusion of the investigation was that the diesel option serving all circuits (100% standby) was the economic option offering better value than the 50% standby for the same cost.

A copy of the consultant’s report is included in (Appendix ORD: 12.7A).

Shire staff are seeking Council’s acknowledgement of the standby power options report.

Legal Implications - None.

Strategic Community Plan

Strategy 1.4.3 - Investigate and develop where appropriate 'smart' technologies to improve service provision. (Service Priority: Very high)

Strategy 3.4.1 - To enable community safety and a sense of security. (Service Priority: Very High)

Strategy 3.5.1 - To protect public health and safety. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications -

Based on the report produced by the electrical consulting engineer it suggests that a diesel 100% standby unit is the most viable option.

There is currently no budget allocation for back-up power supply for the Eaton Administration Building nor the Eaton Recreation Centre in the current budget or any future budgets. If Council was to pursue this option, the following budget allocation would be suggested:

Diesel 100% standby unit	\$81,000
Security requirements	\$8,000
Contingency (10%)	\$8,900
Total Allocation	\$97,900

It should be noted that, in addition to the indicative costs provided by the consulting engineer, staff have added another \$8,000 for security provisions to protect the units from malicious damage and theft, and a contingency amount for any unforeseen items.

It should be noted that a budget allocation would be required for ongoing and regular testing and maintenance at a total cost of \$24,000 per annum.

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: 12.7B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Investigation of Options of Maintaining Power Supply to Ensure Business Continuity	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	Consider alternative standby power options	
Residual Risk Rating (after treatment or controls)	Low (1 - 4)	
Risk Category Assessed Against	Financial	Investigating best economic solution for provision of standby power
	Reputational	Consider alternatives to make sound decisions

Officer Comment -

Due to the cost of the project, the absence of a budget allocation and the current budget constraints resulting from the recent COVID-19 situation, it is recommended that the project not be pursued for the existing administration building and recreation centre. However, it is suggested that standby power be included in the project for the new Shire Administration and Library building. Further to this, the inclusion of solar power in the new administration building will also be considered, not as an emergency backup option but rather for the reduction in the day-to-day running costs of the new building.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Receives the report “Eaton Administration Building and Eaton Recreation Centre Standby Power Report” (Appendix ORD: 12.7A), prepared by Sage Consulting Engineers, acknowledging that a diesel standby generator is currently considered the most economic option.**
- 2. Does not pursue the installation of a standby power option to the existing Eaton Administration Building and Eaton Recreation Centre at this point in time.**
- 3. Instructs the Chief Executive Officer to include the requirement for standby power in the new Shire Administration and Library building with an option to also provide standby power to the Eaton Recreation Centre.**

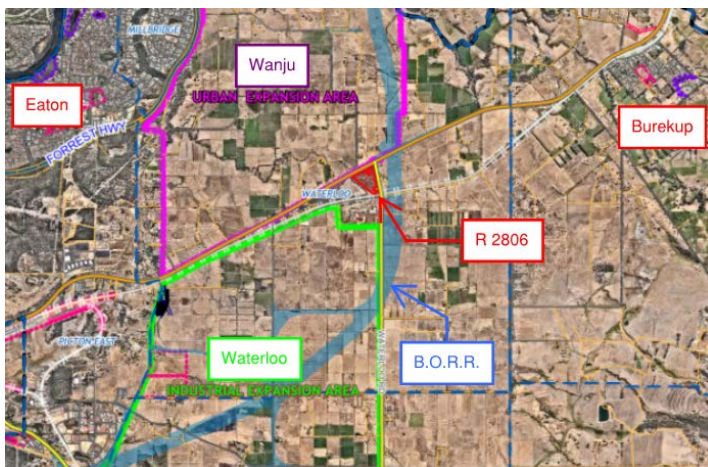
12.8 Title: South West Native Title Settlement – R2806, Lot 83 Waterloo

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

Overview -

Under the Indigenous Land Use Agreements (ILUA) for the South West Native Title Settlement (the Settlement), the Department of Planning, Lands and Heritage (DPLH) are seeking comments from the Shire of Dardanup if it is supportive of the transfer of R2806, Lot 83 Waterloo to the Noongar People under the Settlement. The officers are recommending that the land be transferred.

Location Plan



Site Plan

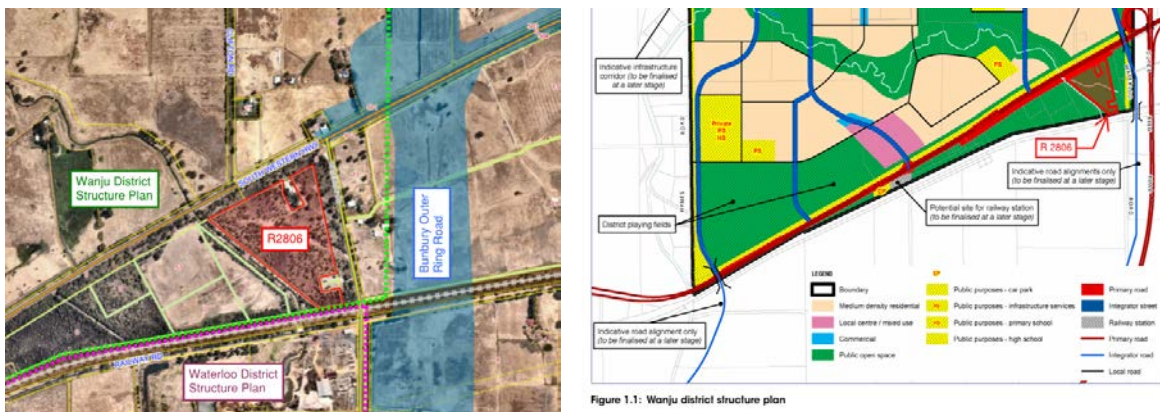


Figure 1.1: Wanju district structure plan

Background -

The State of Western Australia has committed to allocating up to 320,000 hectares of Crown land to the Noongar People to create the Noongar Land Estate, in accordance with the six registered ILUA’s for the Settlement. The ILUA’s were registered at the Native Title Tribunal on 17 October 2018 and required legal processes are currently occurring. The Department of Planning, Lands and Heritage (DPLH) is responsible for undertaking an identification and assessment process for land parcels within the boundaries of the Settlement. One land parcel has been identified for transfer to the Noongar People in the Shire area as part of the settlement.

Legal Implications -

Land Administration (South West Native Title Settlement) Act 2016 - to provide for the conveyance of freehold title, the creation of reserves and the making of management orders in respect of reserves, and the grant of leasehold interests, for the benefit of the Noongar people.

Native Title Act 1993 - The State has entered into agreements with the Noongar people for the settlement of all claims by the Noongar people in pending and future applications under the Native Title Act 1993 (Commonwealth) for the determination of native title and for compensation payable for acts affecting that native title.

Strategic Community Plan

Strategy 2.3.1 - Continue to implement integrated environmental, social and land use planning which meets diverse community needs. (Service Priority: Very High)

Strategy 3.1.3 - To foster and recognise aboriginal culture and heritage in the region. (Service Priority: Moderate)

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: 12.8) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Risk Event	Transfer of land under the South West Native Title Settlement – R2806, Lot 83 Waterloo	
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 Financial	Not meeting State Government expectations Making Good the land to address possible land management issues

Officer Comment -

The State Government is currently in the process of allocating Crown land to the Noongar People to create the Noongar Land Estate, in accordance with the registered ILUA's for the Settlement and DPLH is responsible for undertaking an identification and assessment process for land parcels within the boundaries of the Settlement. One land parcel has been identified for transfer to the Noongar People in

the Shire area as part of the Settlement, of which the Shire has interest in the land under a management order from the DPLH for reserve purposes R2806, Lot 83 Waterloo.

The reserve is currently not used for any specific purpose, however there is a power line running through centre of lot (as seen from aerial) but there is no copy of Deposited Plan on file. The Shire has not received any proposals for a DA assessment or future land-use proposals for the land or any adjoining land that is affected by this claim however the land is identified as 'Public Open Space' within the Wanju District Structure Plan. The land is currently zoned 'General Farming' under TPS3 and identified as R 2806 under TPS3.

There are possible land management issues with the site such as illegal rubbish dumping and environmental considerations for the site, as it contains an Endangered /Priority listed bird species and it also has a number of herbarium listings for Priority 1 Flora and to the west in bushland adjacent some Priority 4, which means both species are likely all through the area.

Furthermore, there appears to be are some weed growth along Waterloo Road and coming from the Railway reserve, including *Watsonia*, numerous bulb species and lots of grasses, and there might also be minor rubbish dumping along the railway line to the south and east, there are also a lot of weeds coming off the private property within the reserve.

The private property is located in the middle of the northern boundary of the identified site and vegetation condition varies over the site as it appears that these property owners may have used other parts of the reserve for their own private use. The Shire will need to notify DPLH of this and notify the property owners to clean up the site and of any unauthorised clearing when the land is handed over.

Director Infrastructure Comment

There are no projects identified for this parcel of land in the Shire's forward capital works plans. The land does not contain, nor is it required for, any Shire infrastructure now or in the future.

The following aerial photograph (showing the cadastral boundaries) indicates that there is a significantly wide road reserve along the South Western Highway and Waterloo Road sides of the reserve. These reserves have more than ample width for any road upgrades that may be required in future. For example, the road reserve width on the adjacent portion of Waterloo Road is 60 metres – a typical rural road reserve width is 20 metres.



As the Shire has not identified this land parcel as strategic to a future expansion or community use the officers recommend that Council support the transfer of the land to the Noongar People and advise the DPLH accordingly.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council supports the transfer of R2806, Lot 82 Waterloo to the Noongar People and advice the Department of Planning, Lands and Heritage accordingly.

12.9 Title: Memorandum of Understanding – Peron Naturaliste Partnership, and Memorandum of Understanding – Coastal Hazard Risk Management and Adaptation Plan Partnership, and Proposed name Kalgulup for the Regional Park

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Cecilia Muller - Principal Planning Officer
Legislation: Local Government Act 1995

Overview

1. *Peron Naturalist Partnership (PNP)*

Council has received a request from the Peron Naturalist Partnership (PNP) to sign the Memorandum of Understanding (MoU), which is reviewed on a biennial basis to ascertain whether the terms of the MoU are still relevant or necessary. Officers do not have delegated authority to enter a MoU on behalf of Council. Therefore, the matter is referred to Council for consideration. Officers consider the terms of the MOU are still relevant and recommend that Council authorise the Chief Executive Officer to sign the MoU with the Peron Naturaliste Partnership.

2. *Capel-Leschenault Coastal Hazard Risk Management and Adaptation Plan*

Council are requested to sign the Memorandum of Understanding (MoU) that will allow the Shire of Dardanup to be one of eight project partners with the lead organisation being the Peron Naturalist Partnership (PNP) to collaboratively prepare a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for a study area that includes the Ferguson River, Collie River, and Millars Creek. The matter is referred to Council for consideration as there are cost implications to the Shire to be considered. Officers recommend that Council authorise the Chief Executive Officer to sign the MoU with the Peron Naturaliste Partnership and allocate funding in the FY20/21 and FY21/22 budget to support this project.

3. *Proposed name for the Regional Park*

Council has received a request from the Department of Biodiversity, Conservation and Attraction seeking the Shire of Dardanup's endorsement of Kalgulup Regional Park as the proposed name for the Regional Park (Preston River to Ocean Regional Park and Leschenault Regional Park).

Background

1. *Peron Naturalist Partnership (PNP) – MoU*

The Peron Naturalist Partnership (PNP) is an incorporated collective group of nine local governments consisting of Bunbury, Busselton, Capel, Dardanup, Harvey, Mandurah, Murray, Rockingham and Waroona. The member local governments all face similar issues with regards to the potential impacts of climate change on coastal environments and communities, and the PNP was established to facilitate effective and timely adaptive responses to climate change in the coastal zone. In the early stages of the partnership, it was recognised that to clearly outline the expectations of the local governments and the PNP a collective MoU should be developed and entered into.

The first MoU was formalised in March 2011 and re-signed in February 2013 and 25 March 2015, where the PNP also became an incorporated body. The previous MOU dated 21 December 2017 was signed by the then CEO Mark Chester, on 23 February 2018. A copy of the new MoU is contained in (Appendix ORD: 12.9A). There are no changes to the MoU previously signed.

2. *Capel-Leschenault Coastal Hazard Risk Management and Adaptation Plan*

The aim of the project is to develop a Coastal Hazard Risk Management and Adaptation Plan for the City of Bunbury, Shire of Capel, Shire of Dardanup and Shire of Harvey, with the involvement of the Department of Biodiversity, Conservation and Attractions, Southern Ports Authority, Department of Water and Environmental Regulation, Department of Transport and the Department of Planning Lands and Heritage with the PNP being the Lead organisation. The aim of the project is to improve our understanding of coastal, estuarine and riverine features, processes and hazards; and to improve our understanding of the vulnerability of the coastal zone including areas influenced by coastal and riverine processes, identify vulnerability trigger points and timeframes for short, medium and long term risk management and adaptation planning, and develop appropriate adaptation options. A copy of this new MoU is contained in (Appendix ORD: 12.9B).

3. *Proposed name for the Regional Park*

The regional park names (Preston River to Ocean Regional Park and Leschenault Regional Park) identified in the establishment plans for the parks were intended to be indicative. The draft management plan for the regional park, formally submitted for endorsement to the Shire of Dardanup on 27 March 2020, is currently utilising 'Greater Bunbury' as a temporary name for the regional parks Preston River to Ocean Regional Park and Leschenault Regional Park. The Department of Biodiversity Conservation and Attractions has informed the Shire that it has undertaken consultation with representatives from the Gnaala Karla Booja Native Title Working Group to identify a Noongar name for the regional park. The Department is now seeking to progress the Landgate naming submission and approval to be able to include and use the proposed park name "Kalgulup Regional Park" in the version of the draft management plan that is released for public comment. A copy of the request is contained in (Appendix ORD: 12.9C).

Legal Implications

Both of the proposed MoU's are not legally binding documents.

Strategic Community Plan

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

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

Strategy 2.1.4 - To be climate change aware. (Service Priority: Moderate)

Environment

As part of ongoing programs for coastal management, the PNP has undertaken to develop an implementation strategy for a sustainable, long-term and standardised coastal monitoring program. A Regional Coastal Monitoring Program and Coastal Monitoring Guidelines were developed by Damara Pty Ltd which identified that inundation is the primary coastal hazard facing the Shire of Dardanup. At this stage there is little knowledge and understanding of the risks associated with the low lying areas around the rivers that are susceptible to flooding as a result of storm surge and catchment flooding. Having a CHRMAP in place would inform key local government strategies, plans and actions to manage the risks identified in the short, medium and long term.

Precedents

The MoU for the PNP was formalised in March 2011 and re-signed in February 2013, 25 March 2015 and February 2018.

Budget Implications

1. *Peron Naturalist Partnership (PNP) – MoU*

The Shire’s contribution towards the PNP for the 2019/2020 financial year is \$3,700.

2. *Capel-Leschenault Coastal Hazard Risk Management and Adaptation Plan*

Project partners are to contribute \$125,000 with the local government contributions calculated using average coastline length and income, similar to what is used with the PNP contribution calculations. An application is also to be made for the maximum Coastal Management Plan Assistance Program (CMPAP) grant of \$125,000 with the outcome of the grant application being available towards the end of the year.

The Shire of Dardanup is requested to make a contribution of \$15,660 which may be paid over two years. Council is requested to support \$7,830 being allocated in the 20/21 budget, and \$7,830 being allocated in the 21/22 budget towards the project subject to the grant funding application being successful.

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: 12.9D) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Coastal Hazard Risk Management Adaptation Plan Partnership
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	<p>Council is requested to support the project subject to the grant funding application being successful. If funding is not obtained alternative funding options would need to be considered and the proposal will be brought back to Council for further consideration. As the Inherent Risk Rating is below 12, this is not applicable.</p> <p>The MoU states that the project partners would promote and participate in public consultation processes to support preparation of CHRMAP, and organise and promote public consultation processes associated with final adoption of CHRMAP (individually; if desired).</p> <p>Having a CHRMAP in place would inform key local government strategies, plans and actions to manage the risks identified in the short, medium and long term.</p>
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	<p>Financial Consideration needs to be given to a situation where the grant funding for the CHRMAP is not obtained, this may require additional Shire funding towards the project.</p> <p>Reputational If the Shire decide to participate in the CHRMAP project it needs to involve the</p>

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	community as a key stakeholder to be involved in the decision making process.
Environment	Prior to the CHRMAP project, there is little knowledge and understanding of the risks associated with the low lying areas around the rivers that are susceptible to flooding as a result of storm surge and catchment flooding

Officer Comment

-

1. *Peron Naturalist Partnership (PNP) – MoU*

The MoU is an agreement between the PNP and each member local government and provides an outline of the expectations of the parties, their respective roles and responsibilities and details the governance and working arrangements to achieve the agreed objectives. There are no changes to the MoU previously signed.

The PNP Board Meeting minutes held on 8 November 2019 reads as follows:

“That the Board, in accordance with clause 7.2, formally review the MOU within two years from the date of the document to ascertain whether the terms of this MOU are still relevant or necessary.”

Since the signing of the MoU in 2015, a plan for the Regional Coastal Monitoring Program and the Coastal Monitoring Guidelines have been developed by Damara Pty Ltd. After that the PNP appointed UWA (early in 2017) to assist Local Government officials in establishing the Regional Coastal Monitoring Program using the methods outlined in the Guidelines for Local Government. This included training Local Government officials in the relevant methods and facilitating the collection of the first-year data for the 10-year Regional Coastal Monitoring Program.

2. *Capel-Leschenault Coastal Hazard Risk Management and Adaptation Plan*

The aim of the project is to prepare a coastal hazard risk management and adaptation plan for the study area including the tidal reaches of the Preston, Ferguson, Collie, Brunswick Rivers, Millars Creek and Parkfield drain.

The broad objectives of the project are:

- Preparation of an application for a Coastal Management Plan Assistance Program (CMPAP) Grant in 2020/21
- Review of existing CHRMAP’s in study area in order to determine if any gaps are present
- Appointment of a consultant to:
 - Prepare stakeholder and community engagement plan;
 - Review of existing CHRMAP’s in the study area to determine if any gaps are present
 - Undertake hazard and risk assessment and other technical aspects of CHRMAP
 - Prepare of CHRMAP report, incorporating separate action plans for each land manager
 - Engage and involve the community and stakeholders in the preparation and promotion of the CHRMAP

It is anticipated that the CHRMAP will inform land use planning instruments such as the Greater Bunbury Region Scheme, Local Planning Schemes, structure plans and development applications and local planning policies.

3. *Proposed name for the Regional Park*

The regional park names (Preston River to Ocean Regional Park and Leschenault Regional Park) identified in the establishment plans for the parks were intended to be indicative. The draft management plan for the regional park, formally submitted for endorsement to the Shire of Dardanup on 27 March 2020, is currently utilising 'Greater Bunbury' as a temporary name. DBCA has undertaken consultation with representatives from the Gnaala Karla Booja Native Title Working Group to identify a Noongar name for the regional park.

Outcomes of the consultation are outlined below:

- *The identified proposed park name is Kalgulup Regional Park, with kalgulup meaning place of fire or place of burning campfires in Noongar language.*
- *The word kalgulup has been sourced from maps produced by Edith Cowan University School of Indigenous Studies A Nyungar Interpretation of the Lands Surrounding Quobba Keip Boya (a place of pretty rocks & water). Copies of these maps were provided by regional park Community Advisory Committee member and local Elder, Mr Bill Turner.*
- *The significance of the name Kalgulup to Aboriginal people includes fire being at the heart of Aboriginal culture and symbolising the importance/role of fire in supporting life (warmth, cooking, healing), campfires were places where stories were told, fire was utilised for land management and has shaped the landscape and fire was carried along pathways by Aboriginal people from camp to camp.*

DBCA is now seeking to progress the Landgate naming submission and approval to be able to include and use the proposed park name in the version of the draft management plan that is released for public comment. Finalisation of the name will facilitate the development of the park branding for utilisation of future signage, such as park boundary signs.

Officers support the proposed name Kalgulup Regional Park and consider the name being appropriate given the Aboriginal heritage associated with the Collie River; it is also fitting given the approach taken with the naming of Wanju the Shire of Dardanup Urban Expansion area, south of the Collie River.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Authorise the Chief Executive Officer to sign the Memorandum of Understanding with the Peron Naturaliste Partnership as provided in (Appendix ORD: 12.9A).**
- 2. Supports the involvement of the Shire of Dardanup as a project partner of the grant application for the Capel-Leschenault Coastal Hazard Risk Management and Adaption Plan, and authorize the Chief Executive Officer to sign the Memorandum of Understanding as provided in (Appendix ORD: 12.9B).**
- 3. Support \$7,830 being allocated in the 20/21 budget, and \$7,830 being allocated in the 21/22 budget towards the Capel-Leschenault Coastal Hazard Risk Management and Adaptation Plan subject to the Coastal Management Plan Assistance Program grant funding application of \$125,000 being successful.**
- 4. Advises the Department of Biodiversity, Conservation and Attraction that it endorses Kalgulup Regional Park as the proposed name for the Regional Park (Preston River to Ocean Regional Park and Leschenault Regional Park).**

12.10 Title: Proposed Eight Cinema Complex at Eaton Fair Shopping Centre - Lot 1109 (2) Recreation Drive, Eaton – (Planning Solutions (Aust) Pty Ltd on behalf of Citygate Properties Pty Ltd

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Cecilia Muller - Principal Planning Officer
Legislation: Planning and Development Act 2005

Overview

Council is requested to consider an Application for Development Approval for a proposed eight cinema complex at Lot 1109 (2) Recreation Drive, Eaton. Officers have authority to review and approve minor variations to car parking requirements. However, with the number of Development Approvals and car parking concessions for the shopping centre to date, officers are presenting this report to Council to provide a baseline for any future parking considerations or concessions. The current proposal will result in a 34 bay shortfall on the overall development when the Activity Centre Plan car parking provisions are applied. Officers are recommending approval subject to appropriate conditions.

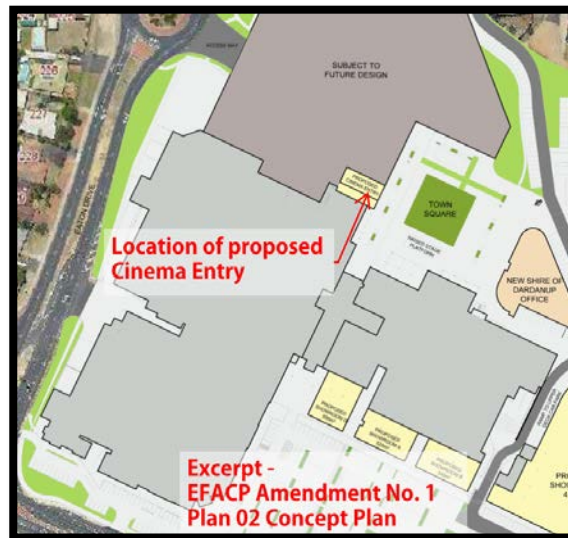
Location

The subject land is Lot 1109 (2) Recreation Drive, Eaton. The lot is 6.88ha in size and is zoned “District Centre” under TPS3, and it has frontage to Eaton Drive, Recreation Drive and Council Drive.



Site

The proposed location of the cinema is indicated in yellow on the Site Plan. The cinema is proposed to front the Civic and Community precinct to the north containing the Shire administration office and skate park. The cinema is proposed on the upper level of the shopping centre with a 184m² entry on the ground level north of Hog’s Breath Café. Plans to be considered are contained in (Appendix ORD: 12.10E). The location of the proposed entry to the Cinema is in line with the Concept Plan contained in the Eaton Fair Activity Centre Plan Amendment No. 1.



Background

The South West Joint Development Assessment Panel (DAP) in June 2013 granted development approval to extend the Eaton Fair Shopping Centre. This approval included a 736 seat, four cinema complex as a second stage. The approved plans also showed a future expansion, and it is this expansion that has triggered the new Development Application.

➤ *The Proposal*

The Shire received a proposal for an eight cinema complex at the Eaton Fair Shopping Centre on 20 February 2020. A full copy of the proposal is contained in (Appendix ORD: 12.10A) and the proposed plans for consideration are contained in (Appendix ORD: 12.10E).

Approval is sought for an eight cinema complex on the subject site with the following characteristics:

- *The construction of a glass, concrete and metal building on the upper level of the Shopping Centre having a total building footprint (roof) area of approximately 3,694m².*
- *The construction of an approximately 184m² cinema entry on the ground level, to the north of the Hog's Breath Café tenancy. The entry comprises an entry door on the eastern façade, two escalators, stairs, and a lift. The entry building is setback approximately 4.95m from the Hog's*

Breath Café tenancy to provide a walkway between the town square and the car parking areas to the west.

- *A foyer on the upper level in the northeast corner of the building with an area of approximately 505m². The foyer comprises a ticket / candy bar, informal seating areas, and areas to be used for movie promotional material, queuing areas, waiting areas, and circulation.*
- *Staff office, choc-top ice-cream room, and post-mix room accessed from the ticket / candy bar.*
- *Eight cinemas on the upper level with a total of 1,021 seats, with the cinema size ranging between 114 seats to 203 seats.*
- *Cinema concourse on the upper level providing access between the foyer and the cinemas, informal seating, and a kitchen with counter providing food and drinks to patrons.*
- *Various storage rooms on the ground floor and upper levels.*
- *Freezer room and dry store.*
- *Male, female, and accessible toilets on the upper level.*
- *Fire egress corridors and stairs.*
- *Plant and equipment areas on the upper level.*
- *A bio-box level above the upper level containing passageways used to access cinema projectors, and a communications room, storeroom, and staff toilet.*
- *Illuminated "United Cinemas" sign on the eastern façade above the ground-floor entry.*

The applicant has also indicated that the cinema will employ approximately 20 full-time equivalent staff and that the operating hours will be determined by the cinema operator.

➤ *State Government & Council Policy Compliance*

Acts & Regulations

- *Planning and Development (Local Planning Schemes) Regulations 2015*

Schemes

- *Town Planning Scheme No. 3*
- *Greater Bunbury Region Scheme*

Structure Plan

- *Eaton Fair Activity Centre Plan*

Local Planning Policies

- *CP060 – Storm water discharge from buildings*

Legal Implications - None.

Strategic Community Plan

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

- Strategy 2.6.1 - To provide a variety of places to live, work and play that meet the current and future needs of the community. (Service Priority: Very High)
- Strategy 2.3.1 - Continue to implement integrated environmental, social and land use planning which meets diverse community needs. (Service Priority: Very High)

Precedents

The area of land encompassing the proposed cinema complex forms part of the Eaton Fair Shopping Centre, which is contained in the Core Precinct under the Eaton Fair Activity Centre Plan (EFACP). The EFACP was originally endorsed by the WAPC on 5 October 2017. The land was zoned 'District Centre' under Amendment 194 which was gazetted on 15 June 2018. Prior to this the South West Joint Development Assessment Panel (DAP) on June 2013 granted development approval for the extension of the Eaton Fair Shopping Centre, and this approval included a 736 seat, four-cinema complex. Therefore, the land use class has already been considered and approved in this location.

Budget Implications - None.

Budget – Whole of Life Cost - None

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.10B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Consideration of proposed eight cinema complex at Eaton Fair Shopping Centre – Lot 1109 (2) Recreation Drive, Eaton
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Health - Require a condition of approval that relevant plans be submitted to manage the impacts during construction. Reputational - The advice received from the technical expert has demonstrated that sufficient parking is available at the centre to accommodate the eight cinema complex. Environment - Require a condition of approval that will ensure the applicant is aware of the upgrade to the Shire infrastructure if required.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Health Noise, Dust and Waste management during construction may impact on the nearby landowners if not controlled.
Risk Category Assessed Against	Reputational The Shire is to make a recommendation where it accepts the advice from a technical expert regarding the parking provision for the Cinema. If a parking shortage is created at the centre, it could impact the viability of the centre.
Risk Category Assessed Against	Environment Drainage will be limited to predevelopment flows to ensure that there is no added pressure on the Shire

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	infrastructure unless the applicant wants to contribute to the upgrades.

➤ *Advertising*

The proposal was not advertised as a Cinema is a use that is included under the land use definition of “public amusement”, and it is a use class that is permitted in the “District Centre” Zone.

Officer Comment

The proposal has been assessed against the statutory framework, and officers consider the following to be relevant for Council to consider.

➤ *Planning Framework*

- *Greater Bunbury Region Scheme*

The land is zoned ‘Urban’ under the GBRS. The ‘Urban’ zone provides for residential development and associated local employment, recreation and open space, shopping, schools and other community facilities. Approval of the WAPC is required for development that constitutes Major Development under the Activity Centre for Bunbury Policy. Major Development is where an extension in shop/retail net lettable area is more than 5000m².

The following development applications have relevance since the endorsement of the EFACP in October 2017:

DA granted in June 2018 for the expansion relevant to the medical centre	1045m ²
Proposed DA for the cinema expansion	<u>1694m²</u>
Total area	<u>2739m²</u>

As the proposed expansions in aggregate are less than 5000m², the proposal does not require approval under the GBRS.

- *Shire of Dardanup Town Planning Scheme No. 3 (TPS3)*

The proposal was not advertised as a Cinema is a use that is included under the land use definition of “public amusement”, and is a use class that is permitted in the “District Centre” Zone under TPS3. Although the use is permitted the works still need to be assessed under the relevant provisions of TPS3 and the Eaton Fair Activity Centre Plan to determine whether the use and works comply with the relevant development standards and the requirements of the scheme and activity centre plan.

➤ *Eaton Fair Activity Centre Plan*

The Eaton Fair Activity Centre Plan was endorsed by the WAPC on 5 October 2017. Pursuant to Clause 27 of the Deemed Provisions for local planning schemes under the *Planning and Development (Local Planning Schemes) Regulations 2015*, a decision-maker for an application for development approval in an area that is covered by an activity centre plan that has been approved by the Commission is to have due regard to, but is not bound by, the activity centre plan when deciding the application. The Shire has considered other applications and applied concessions using the activity centre plan standard for parking provisions, and therefore has set the precedent for consideration on future applications.

The Activity Centre Plan sets out guiding principles and objectives for the EFAC, and general development requirements that apply to the Core Precinct within which the Cinema Complex is proposed to be located. One of the preferred uses in the Core Precinct is Entertainment, and the eight cinema complex is in line with it.

The proposed development presents a minor departure from the master plan contained in (Appendix ORD: 12.10C) of the approved EFAC Plan, by the inclusion of a new ground floor entry (approximately 184m² on the ground level) to the north of the Hog's Breath Café tenancy. The proposed new cinema entry is in line with the EFAC Concept Plan, which forms part of the Eaton Fair Activity Centre Plan Amendment No. 1 and was supported by Council on 27 March 2019. Even though approval has not yet been obtained from the WAPC for this amendment, officers consider the footprint of the Cinema entrance to be small in scale with enhanced connectivity from the town square to the cinema and does not affect any adjoining land or the town square. Pedestrian access is maintained through the 4.95m setback from Hog's Breath that provides a walkway between the town square and the car parking areas to the west.

In assessing the proposed variation from the Master Plan officers noted that that the footprint of the new building extends onto the existing parking area in front of Hog's Breath which results in the western entrance to the parking area in front of the town square being cut off and access is only to be obtained from the eastern end. The access for the anchor tenant in the town square will increase foot traffic flows into this area and add vibrancy. Officers requested that the parking area be redesigned to include a reversing bay at the end of the parking aisle to accommodate a turnaround. The applicant has provided a detailed plan that demonstrates the redesign, and it is contained in (Appendix ORD: 12.10E). Officers recommend a condition of approval that will require the parking design to be in accordance with Australian Standard AS 2890.

➤ *Built form*

The EFAC Plan contains guiding principles and general development requirements under Part 3.1 and 3.3.3 that apply to the Core Precinct, and the applicant has provided information responding to the requirements and design principles of State Planning Policy 7 – Design of the Built Environment.

In response to the information provided by the applicant officers have identified some aspects that need further consideration to ensure better outcomes are achieved:

- Landscaping

Regarding landscaping, the applicant states that the proposed development is located in an area already developed with buildings and hardstand, with limited impact on landscaped areas. The applicant has indicated: *“that the Ground Floor & Level 1 plan depicts changes to paving and landscaping in the area proximate to the cinema. It shows the realignment of the concrete path between former Council Drive and the Hog's Breath Café, and the extension of the granite pavement treatment to the cinema entry to match the existing treatment. Other areas of landscaping will be retained and improved to match the landscaping treatment used through the existing Shopping Centre.”* Officers consider that further information needs to be provided regarding the landscaping in front of the new north-facing elevation of the cinema entry to ensure the area is appropriately landscaped and accommodates appropriate pedestrian movement. Pedestrian foot traffic should be encouraged to use the passage that will link the town square and the northwest car park. As the applicant has not provided any information regarding the landscaping, officers recommend a conditions that requires a landscaping plan to be submitted for consideration prior to works being commenced.

- Appearance of the building

The applicant has indicated that the building reflects the existing built form of the Eaton Fair Shopping Centre and presents a continuation of the 2-3 storey built form around the perimeter of the town square.

The applicant has also indicated that: “*Citygate is currently seeking approval for an amendment to the Activity Centre Plan to allow it to expand the shopping centre northwards. As such, the northern wall of the cinema will eventually be built up to. In this circumstance, it is not considered appropriate to provide glazing or public art to the northern elevation. We consider it would be appropriate for a wall treatment to be provided that provides variety and interest and suitably breaks up the visual impact of the blank wall as an interim treatment pending the future expansion.*”

Officers are of the opinion that the current proposal’s design can be enhanced as required by the principles for built form and scale under SPP.7. The visual impact in terms of the mass of the built-form from an overall height of the building at 21m and northern blank façade at 13.6m facing the pedestrian footpath, public roads, surrounding development and parks can be appropriately treated by the proponent to enhance the pedestrian experience and minimise this impact. The proponent can appropriately manage this by creating visual interest through either public art, different wall treatments and/or articulation of the blank façade from both Council and Eaton Drive perspectives. This northern wall face and its impact will be in place for at least five years until the extension is built once approval for the ACP is obtained from the WAPC. Furthermore, the applicant has provided advice that the proposed colours of the external walls have not yet been confirmed and is to be informed by tenant specifications. Officers recommend that a colour, material and wall treatment schedule is to be submitted for approval prior to the commencement of works with emphasis on breaking up the scale of blank walls identified on the elevations.

➤ *Car Parking Requirement*

The applicant’s report contained in (Appendix ORD: 12.10A) on page 7 indicates that the proposed cinema will result in a loss of 115 bays where the cinema will be constructed on the upper deck. In addition, 203 bays will be required for the cinema complex based on a calculation using ‘1 space per 5 seats’.

An officer assessment of the parking requirement under TPS3 and the approved Eaton Fair Activity Centre Plan revealed that the cinema complex would result in a 34 car parking shortfall considering land use analysis information received from the applicant on 16 April 2020. (Appendix ORD: 12.10F) contains the land use analysis prepared by the applicant and (Appendix ORD: 12.10G) contains the officer assessment on the information received from the applicant.

As stated under the “Eaton Fair Activity Centre Plan” section of this report the *Regulations 2015*, allows a decision-maker to have due regard to provisions contained in an activity centre plan approved by the Commission. The parking requirement applied to this proposal is based on the EFAC Plan endorsed by the Commission on 5 October 2017, which provides in Table 1 on page 5 a new standard of 1 bay per 20m² NLA. This parking requirement is different from previous calculations, which were based on the Shire of Dardanup Town Planning Scheme No.3 requirement of 1 bay per 15 m² for shops and eating facilities.

Net lettable area (NLA) has the following definition in TPS 3,

NLA means the area of all floors within the internal finished surfaces of permanent walls but excludes the following areas —

- (a) *all stairs, toilets, cleaner’s cupboards, lift shafts and motor rooms, escalators, tea rooms and plant rooms, and other service areas;*
- (b) *lobbies between lifts facing other lifts serving the same floor;*
- (c) *areas set aside as public space or thoroughfares and not for the exclusive use of occupiers of the floor building;*
- (d) *areas set aside for the provision of facilities or services to the floor building where such facilities are not for the exclusive use of occupiers of the floor or building;*

In assessing the information in (Appendix ORD: 12.10F) received from the applicant, it is noted that the applicant deducts 10% off all retail, food, office, vacant areas for “back of house area” to determine the NLA. Officers consider these areas should not be deducted from the NLA for parking calculation as it forms part of the areas leased to the tenants and therefore are included in the areas for the exclusive use of the tenants. Officers also consider the “back of house area” for Woolworths, Kmart and Coles to be used for storage, which is a use that is included in the definition of a warehouse and therefore triggers a parking requirement.

The officer assessment contained in (Appendix ORD: 12.10G) considers the following parking requirement applies to the Eaton Fair Shopping Centre:

- Bays required based on current land use = 1,037.09 bays
- Bays required post cinema development = 1,240.09 (203 bays required)
- The current total of bays provided = 1321
- The current bays provided post cinema = 1321 – 115 = 1206
- Parking shortfall = 34.09 bays

At the time the application was received, officers considered that the applicant had not submitted sufficient information to demonstrate the reciprocal (shared) use of all car parking spaces within the Core Precinct and adjoining road reserves, which would provide some flexibility in the calculation of parking requirement at the shopping centre. This is also a matter that is flagged for consideration under the additional planning requirements listed in the Eaton Fair Activity Centre Plan under Part 4.5 on page 11, where a Parking Strategy is required to be prepared prior to development.

The applicant provided a technical note contained in (Appendix ORD: 12.10D) prepared by Riley Consulting that reference the Road Traffic Authority (NSW) Guide to Traffic Generating Developments (RTA). Riley Consulting in Part 4 of the assessment states that the RTA provides accepted trip generation rates that are used to determine the traffic demands of development land uses, and that research was undertaken regarding shopping centres to determine the traffic reductions occurring as a result of multiple land uses being co-located within a shopping centre. Riley Consulting also indicated that the RTA is relied upon in Western Australia by the State Administrative Tribunal regarding traffic engineering evidence. The technical note supports the reciprocal parking use and demonstrates that the parking demand assessment identifies that outside of the peak hour 11 am to 12 pm there are only four other 1 hour periods that would limit full occupancy of the proposed cinema. During these periods, the cinema would not be expected to attract full occupancy. The assessment concludes that the existing car park should have ample capacity to cater for the parking demand of the proposed cinema. On this basis, the provision of additional car parking bays would not be warranted.

Consideration of the cinema complex requires Council to consider a variation to the parking requirement contained in Table 1 of the approved Eaton Fair Activity Centre Plan 2018. However, under 3.3.3n) of the EFACP the reciprocal use of all car parking spaces within the Core Precinct, Frame Precinct, and adjoining road reserves is encouraged subject to the applicant adequately demonstrating the potential of land uses and car parking bays to provide for reciprocal use.

The technical report prepared by Riley Consulting demonstrates that the cinema development has different peak times from the retail component at the shopping centre and that sufficient bays are to be expected to be available for cinema parking where the highest parking requirement would be over weekends and later during weekdays. Officers are supportive of the parking variation for the cinema complex based on the information contained in the technical report prepared by Riley Consulting that demonstrate the shared use of all car parking spaces at the Eaton Fair Shopping Centre.

Notwithstanding, going forward for any further consideration of development applications officers will require the applicant to use the assessment contained in (Appendix ORD: 12.10G) as the baseline for any future parking considerations or concessions. Any future proposals would also need to be confirmed with an actual audit of the number of bays per land use before any future development of the shopping

centre is considered. Through this report Officers have established a baseline of the parking approved and concessions endorsed, and consideration of further concessions to car-parking requirements should be supported by a parking strategy to ensure that there will be sufficient parking to meet the demand for the for multiple land uses and its users. Although this will not be required for this development application, it is recommended to be provided as an advice note informing the applicant that requirement to be met with all future development applications.

➤ *Conclusion*

Officers are supportive of the proposed eight cinema complex at the Eaton Fair Shopping Centre and recommend that Council grant approval subject to conditions.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council approves the Application for Development Approval for an 8 Cinema Complex at Eaton Fair Shopping Centre Lot 1109 (2) Recreation Drive, Eaton subject to the following conditions:

1. **The layout of the site and the size, design and location of the buildings and works permitted must always accord with the plans and documentation listed below and endorsed plan with the Shire of Dardanup stamp, except where amended by other conditions of this approval.**

P1	(Demolition Plan) and revised parking received at the Shire's Offices on 31-03-2020
P2	(Location Plan) received at the Shire's Offices on 31-03-2020
P3	(Ground Floor & Level 1) received at the Shire's Offices on 31-03-2020
P4	(Cinema Biobox & Level 2) received at the Shire's Offices on 19-02-2020
P5	(Roof Plan) received at the Shire's Offices on 19-02-2020
P6	(Elevation Plans) received at the Shire's Offices on 19-2020

2. **Loading, servicing, bin and material storage areas, including air conditioners, compressors and other similar machinery, shall be screened from view from streets and public areas by an enclosure in the style and material of the associated building.**
3. **Roof mounted mechanical equipment and air conditioners, if required, shall be screened from view by the roof form or through the use of parapet walls.**
4. **All buildings, streets, access ways, paths and car parking areas shall be well lit to encourage safe use after hours with no light spill into adjoining residential areas.**

5. **Security bollards shall not conflict with pedestrian flow and security shutters upon all buildings (if required) shall be retractable.**
6. **All drainage shall be restricted to pre-development flows. Should the proponent wish to increase the rate of outflow from the site, the Shire's stormwater network shall be upgraded at the proponent's cost.**
7. **A Construction Management Plan shall be submitted to, and approved in writing by the Shire, prior to the commencement of works on site and any measures identified in the Construction Management Plan shall be completed/undertaken prior to the commencement of works on site.**
8. **A Noise Management Plan prepared by a suitably qualified consultant shall be submitted to, and approved in writing by the Shire, prior to the commencement of works on site. Noise mitigation measures identified in the Shire approved Noise Management Plan shall be completed/undertaken prior to the use and/or occupation of the hereby approved development, to the satisfaction of the Shire.**
9. **A Waste Management Plan shall be submitted to, and approved in writing by the Shire, prior to the commencement of any works on site of the hereby approved development. Measures identified in the Shire approved Waste Management Plan shall be completed/ undertaken prior to the use and/or occupation of the hereby approved development, to the satisfaction of the Shire.**
10. **A Car Parking Plan shall be submitted to, and approved in writing by the Shire, prior to the use and/or occupation of the hereby approved development. All parking areas, driveways, and points of ingress and egress shall be designed and constructed in accordance with Australian Standard AS2890 and shall be drained, sealed, signed and marked, to the satisfaction of the Shire, prior to the use and/or occupation of the hereby approved development.**
11. **Prior to the commencement of works, a detailed landscaping plan and reticulation plan for the area in front of the new north facing elevation of the cinema entry shall be submitted to and approved in writing by the Shire of Dardanup. The landscaping plan is to include the location and number of and type of proposed trees and shrubs including the pit size and planting density.**
12. **Prior to the commencement of works, a colour, material and wall treatment schedule shall be submitted to and approved by the Shire of Dardanup, with emphasis on breaking up the scale of the blank northern wall identified on the approved elevations via methods such as colour difference and/or panel segmentation or the like. All construction shall be in accordance with the approved schedule.**
13. **Implementation of appropriate dust and sand drift control measures on site in accordance with Shire's Dust Control Local Law. Disturbed areas shall be stabilised during and on completion of the hereby approved development and thereafter maintained to the satisfaction of the Shire.**

- 14. The approved illuminated 'United Cinemas' sign on the eastern elevation above the cinema entry with a dimension of approximately 1.0m tall x 3.0m wide to be to the satisfaction of Council and shall not cause a nuisance through emission of excessive light, bright colours and/or flashing animation. Any other external signage not shown on the development plans will be subject to a separate application.**

Advice notes:

- Note 1:** A parking strategy is to be prepared in accordance with the EFACP, and is to contain a full car-parking audit prior to any future development of the Core and Frame Precincts. The strategy is to include an assessment of the status of existing car parking based on actual current uses as determined at the time the new application is made, and the extent of future parking required. Applicants will be required to use the assessment contained in (Appendix ORD: 12.10G) as the baseline for any future parking considerations or concessions.
- Note 2:** The applicant is advised that this is not a Building Permit. A Building Permit should be obtained prior to the commencement of construction.
- Note 3:** If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.

12.11 Title: Cleanaway Dust Management Plan

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Susan Oosthuizen - Director Sustainable Development
Mr Neil Nicholson – Principal Environmental Health Officer
Legislation: Local Government Act 1995
Shire of Dardanup Dust Local Law 2011

Overview -

Under Clause 3.1(1)(c) of the Dust Control Local Law 2011 (the Local Law) the Council classified Cleanaway as a dust generating development and under the Local Law this requires them to submit a Dust Management Plan. The Council wrote to Cleanaway requesting them to submit a Dust Management Plan for consideration. Cleanaway submitted the Dust management Plan on 20 January 2020. Officers provided comment and an updated plan was provided, which is now presented to Council for approval.

Background -

The Shire has received multiple complaints from the community regarding dust being generated from the Cleanaway site. On the 19 November 2019 the CEO sent a letter to Cleanaway giving notice that the Shire has determined the site at Lot 2 Banksia Road, Crooked Brook to be a 'dust generating development' and that it has to submit a Dust Management Plan (DMP) to comply with Clause 3.3 of the Local Law by the 6 December 2019. Cleanaway was given two extensions of time to submit the DMP, with a final deadline of 20 January 2020. The extensions were based on the fact that the company had experienced a major fire and the time taken for an environmental consultant to prepare a recommended plan. Cleanaway submitted the DMP on the 20 January 2020 for approval by Council.

The plan was assessed by both the Shire's Statutory Enforcement Officer, and the Principal Environmental Health Officer. The officers provided a number of comments and recommendations back to Cleanaway to ensure that the DMP document was consistent with DWER guidelines on dust management, and the document sufficiently addressed the issue of dust generated from the site.

On 24 February 2020, Cleanaway submitted a revised plan, which included the majority of officer's recommendations.

Legal Implications -

Under Clause 3.1 (1)(c) and 3.3 of the *Dust Control Local Law 2011*.

Strategic Community Plan

Strategy 3.5.1 - To protect public health and safety. (Service Priority: High)

Strategy 2.3.1 - Continue to implement integrated environmental, social and land use planning which meets diverse community needs. (Service Priority: Very High)

Strategy 2.1.3 - Provide our community with a variety of waste disposal options to minimise the impact of waste disposal on our natural environment. (Service Priority: Very High)

Environment - None.

Precedents - None.

There have been no previous decisions by Council pertaining to this matter.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Under Clause 3.1 (1)(c) and 3.3 of the *Dust Control Local Law 2011*.

Risk Assessment -

The Risk Management Governance Framework was considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.11B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Acceptance of the Cleanaway Dust Management Plan – 58071/126,854 (Rev 1)
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	That the Council formally accepts Cleanaway DMP 58071/126,854 (Rev 1) with review of the document after 12 months.
Residual Risk Rating (after treatment or controls)	Low (1 - 4) Note: Any items with a Residual Risk Rating over 12 (considered to be ‘High’ or ‘Extreme’ risk after control or treatments proposed) will be added to the Risk Register.
Risk Category Assessed Against	<p>Health Incidence of dust event causing nuisance, or health impact to neighbouring residents.</p> <p>Legal and Compliance The Shire being found lacking in its statutory duty towards protection of public health (Public Health Act 2016)</p> <p>Reputational The Shire being criticised in the public realm for not doing enough to protect residents and the environment from dust.</p> <p>Environment Contamination of surrounding land with dust from a Class III Putrescible Landfill Site.</p>

Officer Comment -

Clause 3.3 of the Dust Local Law allows the Shire to request a DMP from Cleanaway. Under the Local Law the DMP must:

- a) Specify the nature and extent of the proposed development;
- b) Identify the dust exposure risks associated with that development;
- c) Specify the measures that are proposed to be taken to address the risks;
- d) Specific targets for maximum atmospheric concentrations of dust;
- e) Specific measures to be taken for the monitoring of dust including, where appropriated, professionally monitored dust measuring devices to be stationed at the dust generating site;
- f) Be signed by the owner of the land which is the subject of the dust generating development; and

- g) Be given to the local government and accompanied by whatever plans, documents or other information as the local government may reasonably require.

The revised version of the DMP received on 24 February 2020 is attached (Appendix ORD: 12.11A).

The Principal Environmental Health Officer's comments on the revised document are:

- The key terms and definitions in the document are based on the Department of Environmental and Conservation (DEC) document "A guideline for managing the impacts of dust and associated contaminants from land development sites, contaminated sites remediation and other related activities (Jan, 2011)". This document is the standard for dust control in Western Australia for industries such as Cleanaway, and it should be used as the reference document to base a dust management plan on.
- The proponent has agreed to officer's suggestions that the definition of a 'Dust Event' be revised from 'The occurrence of 'visible fugitive dust from a source or activity at the site that exits a boundary of the site for a duration of greater than five (5) minutes' to '...a duration of greater than one (1) minute'. This more stringent criteria for what constitutes a dust event will encourage the proponent to more tightly control dust events. The document provides a reasonably accurate overview of site activities, operational times, and potential dust generating activities.
- The document identifies that dust will be measured against PM10 and TPS parameters. PM10 represents dust of 10 microns diameter or less, and have the potential to penetrate the thoracic region of the lungs, and therefore can have a direct health effect, and be absorbed into the blood stream. TPS provides an indication of visible (visually detectable dust). It is appropriate that the DMP use of these two parameters, for the determination of potential health effects, and potential nuisance effects.
- The document states that dust will be monitored for three months upon acceptance of the DMP by the Shire, and that monitoring will be carried out between November 2020 and January 2021. Cleanaway have expressed that the limited period is due to the cost of monitoring. It is the reporting officer's position, while limited, the proposed period suitably targets season that dust is most likely to be an issue.
- The document states that, at the completion of dust monitoring, the Shire will be provided with a comprehensive summary report 'within 30 calendar days'.
- The document states a trigger level of 600 micrograms/m³. The document states that 'This level is likely to be below the threshold for a visible dust event'. Based on the DEC guideline, it is important to at least set a trigger level as a starting point, and that this be revised as needed. The document states that 600 micrograms/m³ is the threshold at which dust becomes visible.
- The document states that the potential presence of contaminated waste, radiation and asbestos are addressed either through Environmental Protection Act licensing requirements, or specific and existing Management Plans. Therefore, the assumption is that the EP licensing requirements and management plans adequately address and resolve the issue of these contaminants potentially being in the dust on this site (in concentrations exceeding health limits).

The dust control measures mentioned in the document appear comprehensive and reasonable to prevent and/or resolve dust issues. Failure to comply with the terms and conditions of a formally accepted Dust Management Plan is a breach under the Dust Local Law, carrying a maximum penalty of \$5000.

Air quality monitoring will be conducted to assist in further understanding of the effectiveness of the control of dust emissions from the site operations and this monitoring will be carried out for three months between November 2020 and January 2021, which is in the summer months.

The Shire officers considers the DMP submitted on the 24 February 2020 to be acceptable and with consideration of the above, it is the officers recommendation that the Council accept the DMP (Ref: 58071/126,854 (Rev 1)) with the following conditions:

1. That the document will be reviewed by the Shire after 12 months; and
2. That the Trigger Level, of 600 micro grams/m³, may be reviewed if determined by the Shire to be insufficient to control dust events.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council authorise the Chief Executive Officer to sign the Cleanaway Solid Waste Pty Ltd Dust Management Plan (Ref: 58071/126,854 (Rev 1)) with the following conditions:

- 1. That the plan will be reviewed by the Shire after 12 months; and**
- 2. That the Trigger Level, of 600 micro grams/m³, may be reviewed if determined by the Shire to be insufficient to control dust events.**

12.12 Title: Special Council Meeting – 10 June 2020

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

Overview -

Council is requested to endorse the advertising and scheduling of a Special Meeting of Council on 10 June 2020 to allow for the review of the Draft 2020-21 Budget.

Background -

At the OCM of 27 November 2019, Council resolved its annual Ordinary Council meeting dates for the 2020 year. Along with these dates, a Special Meeting of Council was to be held on Wednesday 3 June 2020 for the adoption of the Shire 2020-21 Draft Annual Budget.

Legal Implications -

The dates of the OCM and CM are required to be advertised. Local Government (Administration) Regulations 1996 Section 12 states:

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

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

Strategic Community Plan

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

Environment - None.

Precedents

Council meeting dates are reviewed annual, in accordance with the Local Government Act and can be subject to review as a result of changes in circumstances.

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: 12.12) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Special Council Meeting – 10 June 2020
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 Adverse public response. Legal and Compliance Requirement to advertise meeting dates.

Officer Comment

-

As a result of the current changes impacting Council in regards to the COVID-19, and works required to implement changes to the Asset Management Plans, the Special Council Meeting scheduled for the adoption of the Shire 2020-21 Draft Annual budget on 3 June 2020 is to now be rescheduled to 5.00pm on the 10 June 2020.

Council Role

- Executive/Strategic.

Voting Requirements

- Simple Majority.

Change to Officer RecommendationNo Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Endorse the rescheduling of the Special Council meeting on the 3 June 2020 to Wednesday, 10 June 2020 commencing at 5.00pm for the review of the Draft Annual Budget for 2020-21.**
- 2. Request that the meeting is publicised in the local media and newsletter as required by the Local Government Act 1995 and updated on the Shire of Dardanup Website.**

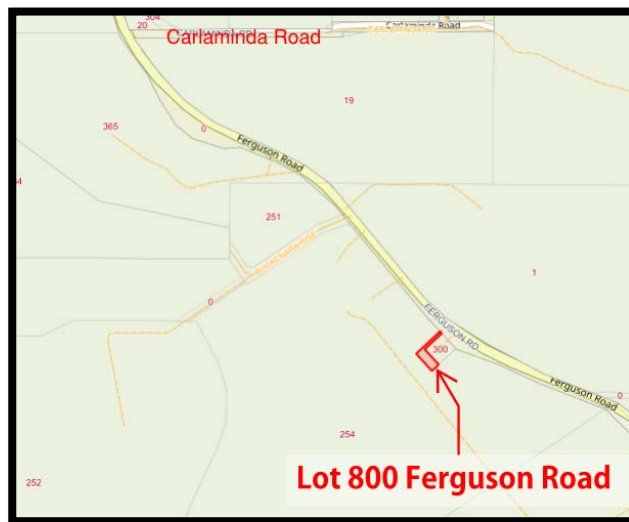
12.13 Title: Management Order Request – Lot 800 Ferguson Road, Ferguson

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Cecilia Muller - Principal Planning Officer
Legislation: Local Government Act 1995

Overview

Council has received correspondence from the Department of Planning, Lands and Heritage (DPLH) requesting whether the Shire will be willing to accept the management of the proposed reserve, which has been ceded to the Crown for the purpose of “Public Recreation”. Officers have considered the request from the DPLH and are recommending that Council accept the Management Order over Lot 800 on DP 404267.

Location Plan



Site Plan



Background

Lot 800 is zoned "General Farming" under the Shire of Dardanup Town Planning Scheme No. 3 and is 1040m² in size.

On 11 March 2015, Council resolved [44-15] to authorise the Chief Executive Officer to:

1. *Proceed with re-opening and completing negotiations with the landowners of the adjoining property (Lot 253) to Reserve 12925 for the purchase of 1,037m² as shown in the plan provided at (Appendix ORD: 12.1.1A) in liaison with representatives of the Ferguson Hall Committee, with the condition that the land purchase is fully funded by the Ferguson Hall Committee.*
2. *Request from the Department for Planning confirmation in writing that there will be no conditions applied to the subdivision and amalgamation transaction: -*
 - i) *Requiring underground power associated with the re- alignment of the boundaries;*
 - ii) *Requiring a river reserve with new set-backs to be create in relation to this re-alignment.*
3. *Contribute \$15,000 in the 2015/16 budget for survey and other associated costs involved in the process. Costs above \$15,000 are to be met by the Ferguson Hall Committee.*
4. *Request from the Ferguson Hall Committee their commitment to provide and erect fencing on the proposed new alignment.*

On 28 July 2015, the Western Australian Planning Commission (WAPC) approved the subdivision of Lot 253 Ferguson Road, Ferguson. The subdivision approval WAPC No: 151978 was a conditional approval with only the following condition:

1. *The proposed reserve(s) shown on the approved plan of subdivision being shown on the diagram or plan of survey (deposited plan) as reserve(s) for recreation and vested in the Crown under Section 152 of the Planning and Development Act 2005, such land to be ceded free of cost and without any payment of compensation by the Crown. (Local Government)*

Lot 800 was created as a "Reserve for Recreation" on DP 404267 in line with the WAPC approval.

Council has received correspondence contained in (Appendix ORD: 12.13A) from the Department of Planning, Lands and Heritage (DPLH) requesting whether the Shire will be willing to accept the management of the proposed reserve.

Legal Implications - None.

Strategic Community Plan

Strategy 2.3.1 - Continue to implement integrated environmental, social and land use planning which meets diverse community needs. (Service Priority: Very High)

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost

Ongoing management and maintenance costs will need to be considered. However, the land forms part of the land leased to the Ferguson Hall Committee Inc. with it being responsible for some maintenance aspects as stated in the lease agreement.

Council Policy Compliance - None.

Risk Assessment - Medium.

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.13B) for full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Management Order Request – Lot 800 Ferguson Road
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	In order to manage this risk it is recommended that Council accepts management of the reserve to ensure appropriate maintenance of this land in association with the Shire’s adjoining reserve which contains the Ferguson Hall.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	<ul style="list-style-type: none"> • Financial Impact - By not accepting management of the reserve the Shire will still have to maintain the land as part of the Ferguson Hall development. • Reputational - Community perception may be that the Shire is responsible for the management of the land as it appears to form part of the Ferguson Hall development. • Environment - Unmanaged crown land could look untidy, create a fire risk.

Officer Comment -

Lot 800 was developed as a 'Reserve for Recreation' as part of the requirement for subdivision. The reserve was created at the request of the Shire to the DPLH. The intent of the reserve is to create more space at the rear of the Ferguson Hall for some community activities to occur outside of the Hall. The Shire holds the management order over the adjoin Reserve 12925 for the designated purpose of "Agricultural Hall Site".

Officers recommend that the Shire accept the management order and request that the management order reflects the potential for the Shire to lease the land. This will allow the Shire to enter into lease agreements for extended timeframes beyond the current five years should the Shire wish to consider this in future. It is therefore recommended that Council accept the management Order over Lot 800 on Deposited Plan 404267.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Advises the Department of Planning, Lands and Heritage that Council is prepared to accept the Management Order over Lot 800 Ferguson Road, Ferguson on Deposited Plan 404267.**
- 2. Formally requests the Department of Planning, Lands and Heritage to include a condition on the new management order permitting the Shire to enter into lease arrangements with third parties for extended timeframes beyond five years.**
- 3. Authorises the Chief Executive Officer and Shire President to execute the relevant documents.**

12.14 Title: Building Asset Management Plan 2020/21 – 2029/30

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Troy Williamson - Manager Assets</i> <i>Mr Luke Botica - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i> <i>Local Government (Function & General) Regulations 1996</i>

Overview

Council is requested to consider and prioritise building capital works projects identified in the first four years of the 2020/21 draft Building Asset Management Plan – 10 Year Programs which will enable staff to reschedule the 10 Year Programs for further consideration and adoption at the May 2020 meeting of the Integrated Planning Committee.

Background

At the Integrated Planning Committee meeting held on 8 April 2020, the Committee resolved to defer Item 8.4 - Building Asset Management Plan 2020/21 – 2029/30 to the Ordinary Council Meeting to be held on 29 April 2020. The report is hereby presented to Council as per the Council resolution, with the following adjustments made to the report:

- Adjustments to the content of the report to reflect the change in the format that projects are listed for Council consideration;
- Adjustments to align the priorities and projects with comments received as part of the bus tour with Councillors; and
- Additional officer comments on building projects, priorities and recommendations.

At the Asset Management Workshop conducted with Council on 19 February 2020, Council was presented with the draft Asset Management Plans (AMP's) listing capital 10 year works programs across all major asset classes. The AMP's include forecast capital expenditure for the upgrade, creation of new and renewal of existing assets. The 10 Year Programs were compiled utilising recommended reserve transfers within the Shire's Corporate Business Plan. Council has requested that options be explored to consider potential changes to reserve transfers.

At the 11 March 2020 Integrated Planning Committee Meeting and subsequent 25 March 2020 Ordinary Council Meeting, Council requested the Chief Executive Officer to review the Corporate Business Plan and Long Term Financial Plan with the intent of reducing the annual forecast rate increases. This is expected to impact on the Annual Transfer to Reserve for capital works items.

On 13 March Councillors participated in a Bus tour through the Shire to consider the state and proposals related to different buildings as contained within the current Building Asset Management Plans. The Outcomes of the Bus Tour was summarised at the end of the day to include the following in order of attendance on the day:

1. Construct the New Library and Admin Building as per Council's previous resolutions;
2. Construct the Eaton Bowling Club as resolved by Council previously;
3. Replace the Eaton Oval Clubrooms with a new Pavilion rather than doing extensions and renovations;
4. Consider options for the Little Theatre including replacing it with a new building, renovations or relocation if appropriate;
5. Consider relocation of the Eaton Tennis Courts to the Eaton Bowling Club site;

6. Consider incorporating the new Waterloo Bushfire Brigade into the Waterloo Hall;
7. Keep the current Waterloo Bushfire Brigade building for Council storage;
8. Endorse the Burekup Community Facilities plan for advertising and consider projects in more detail following receipt of comments;
9. Support the development of a new pavilion for Burekup at the back of the Tennis and Basketball Courts;
10. Consider in more detail the options for Dardanup Civic Precinct including:
 - a. A New Bushfire Brigade Building;
 - b. Renovation or replacement of the Hall, Kitchen and Public Toilets;
 - c. Renovation or replacement of the Shire Office and Community Centre buildings;
11. Support the replacement of the Wells Recreation Buildings with a new Pavilion and the relocation of the Tennis Courts and Basketball courts, further south to allow the pavilion to be placed strategically between the current and intended future oval;
12. Support the Visitor Centre to remain in the Don Hewson Centre.

This report is now presented to Council to give further consideration to these projects and to prioritise the Building capital works projects identified in the first four years of the 2020/21 draft Building Asset Management Plan – 10 Year Programs. This will enable staff to reschedule the 10 Year Programs for further consideration and adoption – originally scheduled to occur at the May 2020 meeting of the Integrated Planning Committee – however, this will now occur at the Ordinary Council Meeting to be held in May 2020.

Legal Implications

-

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

Local Government (Administration) Regulations 2011

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

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

Strategic Community Plan

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

Environment

- None.

Precedents

- None.

Council reviews and adopts the 10 Year Program annually and the BAMP as and when amendments are made.

Budget Implications

-

The information contained in the 10 Year Program will be used annually to develop the Shire of Dardanup Corporate Business Plan.

Budget – Whole of Life Cost - None.

The purpose of the Building Asset Management Plan is to plan for the construction of new buildings and the upgrade, renewal, disposal and maintenance of the Council’s existing buildings and is essentially dealing with the full life cycle requirements.

Council Policy Compliance - None.

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

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.14) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Building Asset Management Plan 2020/21 – 2029/30
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 Risk that assets are not renewed at the end of their useful lives. Financial Risk that assets are not upgraded or created to meet demand. Reputational Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment -

The Asset Sustainability ratio is an approximation of the extent to which the infrastructure assets managed by a local government are being replaced as they reach the end of their useful lives.

The Shire’s 10 year average Asset Sustainability ratio for buildings is 0.44 (\$355,968/\$800,000), which is below the 0.9 benchmark recommended by the Department of Local Government and Communities – Integrated Planning and Reporting Framework. This ratio is important in terms of a sustainability guide and needs to be taken into consideration when making changes to future renewal projects.

The current replacement cost and annual depreciation of the Building Asset Class is listed below;

	Current Replacement Cost	Annual Depreciation
Buildings	\$ 40,300,000	\$ 800,000

The current forecast average expenditure currently identified in Draft Building Asset Management Plan is listed below (i.e. annual average taken over 10 years):

Identified in 10 Year Programs					
	Renewal	Expansion / Upgrade	Total	Funded	Reserve
Buildings	\$ 355,968	\$ 2,348,317	\$ 2,704,285	\$ 1,372,982	\$ 1,331,303

The average renewal amount of \$355,968 per annum has been derived based on projected renewal demand over the next ten years which has been derived from the age and condition of building assets and the expected life span. The majority of the forecast building expenditure is on expansion and upgrades. Annual expenditure of expansion and upgrade works is generally determined on the rate of improvement desired for the Shire's building network.

The current reserve transfers on which the Draft Building Asset Management Plan – 10 Year Programs are based are listed below;

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
300	7,330	1,100	430	440	460	500	500	500	500	12,060

To enable staff to re-schedule the 10 year works programs, the Committee is requested to allocate a priority ranking to projects listed in the first four years of the program. This will provide guidance to enable the programs to be modified to suit both the financial constraints and Council's intent.

The order of Council's priorities will guide but may not be achieved in all circumstances due to the need to sequence activities in the right order. For example, the design of a building may occur in the first financial year whilst another lower priority building is built, however the building may then occur in the following financial year. This will be listed in the May Council meeting (when the final draft of the 10 Year Program is presented) to report where changes have occurred.

The current projects listed in the Draft Building Asset Management Plan for consideration are listed below. It should be noted that only renewal projects over \$10,000 have been listed as those below can be regarded as routine renewal works.

RAMP Year Order	Building Asset	Type	Locality
1	New Eaton Office & Library	New building	Eaton
1	Eaton Bowling Club	New building	Eaton
1	Eaton Skate Park	New facility	Eaton
1	Eaton Oval Clubrooms	Expansion, upgrade & renewal works	Eaton
1	Gnomesville Toilets	New facility	Wellington Mill
1	Dardanup Central VBFB	New building	Dardanup
1	Eaton Recreation Centre	Upgrade & renewal works	Eaton
2	Dardanup Office	Expansion, upgrade & renewal works	Dardanup
2	Don Hewison Centre	Renewal works	Dardanup
2	Dardanup Basketball Clubrooms (canteen)	Renewal works	Dardanup
2	Dardanup Skate Park	Upgrade	Dardanup
2	Burekup Skate Park	Upgrade	Burekup
2	Burekup Hall	Renewal works	Burekup

RAMP Year Order	Building Asset	Type	Locality
2	Eaton Hall	Renewal works	Eaton
2	Eaton Tennis Club	Renewal works	Eaton
2	Dardanup Equestrian Centre	Renewal works	Dardanup West
3	Eaton Senior Citizens	Renewal works	Eaton
4	Dardanup Hall	Upgrade & renewal works	Dardanup
4	Dardanup Community Centre	Upgrade & renewal works	Dardanup
4	Carramar Park Toilets	New facility	Dardanup
5	Banksia Transfer Station	New facility	Crooked Brook
5	Eaton Family Centre	Renewal works	Eaton
6	Depot - Eaton (Former)	Renewal works	Eaton
7	Dardanup Basketball Clubrooms (courts & lighting)	Upgrade	Dardanup
7	Wells Recreation Park Clubrooms	Expansion, upgrade & renewal works	Dardanup
7	Wells Recreation Park Hardcourts	Renewal works	Dardanup
7	Burekup Hardcourts	Renewal works	Burekup
9	Waterloo Hall	Renewal works	Waterloo
10	Millbridge Toilets	New facility	Millbridge

During the Council bus trip held in March, Councillors and staff discussed the possibility of combining some buildings together, particularly in the Dardanup civic precinct, as well as constructing some entirely new buildings to replace existing buildings, such as the Eaton Oval Cricket and Junior Football building, in lieu of refurbishment and upgrades.

Staff have prepared Project Information Sheets for major new and/or combined upgrade/renewal projects. These are provided to Council as a confidential document (USC: 12.14B).

Various options have been explored by staff and the following changes to scope of works for some of the buildings are recommended by staff. These are based on the outcomes of the discussions held during the bus trip held in March 2020. Only those buildings that have been changed from the previous program are listed below.

Building Asset	Type	Locality	Project Information Sheet Available? (Provided in Appendices)
Eaton Oval Clubrooms – Option 1 or 2	New building	Eaton	Yes
Dardanup Civic Precinct – Option 2	Combined Building Project including: <ul style="list-style-type: none"> • Refurbish Hall (including new stage, kitchen and toilets) • Decommission or refurbish Dardanup Office • New Volunteer Bush Fire Brigade Building • Community Space Extension to Building <i>(in this option the existing Community Centre is decommissioned / disposed)</i>	Dardanup	Yes
Wells Recreation Park Clubrooms	New building <i>(includes the Dardanup Basketball and all other users in a single combined building)</i>	Dardanup	Yes
Eaton Hall (Theatre) – Option 2	New building	Eaton	Yes
Eaton Tennis Club	• Decommission courts at Eaton Oval	Eaton	No

Building Asset	Type	Locality	Project Information Sheet Available? (Provided in Appendices)
	<ul style="list-style-type: none"> Decommission tennis court building at Eaton Oval New courts at Bowling Club 		
Eaton Senior Citizens	To be decommissioned / disposed following completion of new Bowling Club building	Eaton	No
Burekup Pavilion	New building	Burekup	Yes

It should be noted that Options 1 and 2 for the Eaton Oval Clubrooms are essentially the same design but located on opposite sides of the oval – Option 1 is at the current building location on the west side of the oval and Option 2 is on the east side near the courts. Where it is located is currently not determined but is expected to not have any effect on the project cost allocation. The final location will be determined through liaison with Council and the facility users.

Note that the Dardanup Civic Precinct - Option 1 has a reduced scope as compared to Option 2, and is not the preferred option:

Building Asset	Type	Locality	Project Information Sheet Available? (Provided in Appendices)
Dardanup Civic Precinct – Option 1 Not Preferred Option	Combined Building Project including: <ul style="list-style-type: none"> Refurbish Hall (including new stage, kitchen and toilets) Decommission Dardanup Office New Volunteer Bush Fire Brigade <i>(in this option the existing Community Centre remains where it is currently)</i> 	Dardanup	Yes

Note that there are other options for both the Eaton Hall (options 1 and 3) and Eaton Oval Clubrooms (Options 2 and 3) which are also not preferred options:

Building Asset	Type	Locality	Project Information Sheet Available? (Provided in Appendices)
Eaton Hall (Theatre) – Option 1 Not Preferred Option	Refurbish and upgrade existing building	Eaton	Yes
Eaton Hall (Theatre) – Option 3 Not Preferred Option	New building – to be co-located and connected with new Eaton Oval Club Rooms on the east side of the oval	Eaton	Yes
Eaton Oval Clubrooms – Option 3 Not Preferred Option	New building – on east side to be co-located and connected with new Eaton Hall	Eaton	Yes

Therefore, by combining the projects that have had changes in scope together with projects that are remaining the same (or similar) in scope as in the previous program the following table is created for Council consideration:

Suggested Order	Building Asset	Type	Locality	Project Information Sheet Available? (Provided in Appendices)
Already committed	New Eaton Office & Library	New building	Eaton	Yes
Already committed	Eaton Bowling Club	New building	Eaton	Yes
Already committed	Eaton Skate Park	New facility	Eaton	Yes
1	Gnomesville Toilets	New facility	Wellington Mill	Gnomesville Master Plan provided
2	Eaton Senior Citizens	To be decommissioned / disposed following completion of new Bowling Club building	Eaton	No
3	Eaton Recreation Centre	Renewal works	Eaton	No
4	Eaton Oval Clubrooms – Option 1 or 2	New building	Eaton	Yes
5	Dardanup Civic Precinct – Option 2	Combined Building Project including: <ul style="list-style-type: none"> • Refurbish Hall (including new stage, kitchen and toilets) • Decommission or refurbish Dardanup Office • New Volunteer Bush Fire Brigade Building • Community Space Extension to Building <i>(in this option the existing Community Centre is decommissioned / disposed)</i>	Dardanup	Yes
6	Don Hewison Centre	Renewal works	Dardanup	No
7	Carramar Park Toilets	New facility	Dardanup	No
8	Dardanup Skate Park	Upgrade	Dardanup	No
9	Burekup Skate Park	Upgrade	Burekup	No
10	Burekup Hall	Renewal works	Burekup	No
11	Eaton Hall (Theatre) – Option 2	New building	Eaton	Yes
12	Eaton Tennis Club	<ul style="list-style-type: none"> • Decommission courts at Eaton Oval • Decommission tennis court building at Eaton Oval • New courts at Bowling Club 	Eaton	Yes (Eaton Bowling Club Project Information Sheet)
13	Dardanup Equestrian Centre	Renewal works	Dardanup West	No
14	Wells Recreation Park Clubrooms	New building <i>(includes the Dardanup Basketball and all other users in a single combined building)</i>	Dardanup	Yes
15	Banksia Transfer Station	New facility	Crooked Brook	No
16	Eaton Family Centre	Renewal works	Eaton	No
17	Depot - Eaton (Former)	Renewal works	Eaton	No
18	Eaton Recreation Centre	Building Extension – Additional Indoor Courts	Eaton	Yes
19	Wells Recreation Park Hardcourts	Renewal works	Dardanup	No

Suggested Order	Building Asset	Type	Locality	Project Information Sheet Available? <small>(Provided in Appendices)</small>
20	Burekup Hardcourts	Renewal works	Burekup	No
21	Burekup Pavilion	New building	Burekup	Yes
22	Waterloo Hall	Renewal works	Waterloo	No
23	Millbridge Toilets	New facility	Millbridge	No

Projects that are shaded in the above table relate to projects that will have a significant impact on the value of the Shire’s asset inventory. In other words, these are projects that involve new and/or upgraded buildings and facilities. These projects will have the most impact on the overall program, therefore, the nominated order of these projects is expected to result in these projects being sequenced across the 10 year program albeit as closely to the nominated order as possible. Unshaded project that are labelled as renewal works relate to works undertaken on existing assets to extend and/or renew components of the asset.

It is suggested that Councillors consider whether the above list of projects and its order of priority is acceptable – if yes, then adopt the list as is, or – if not, determine which projects to move amongst the list.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- Adopts the following Annual Transfers to Reserve for the delivery of the Building Reserves 10 Year Programs:**

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
300	7,330	1,100	430	440	460	500	500	500	500	12,060

- The following nominated building project priorities are to be considered by staff during the re-scheduling of the 10 Year Building Renewal Program (each project to be ranked in priority order with “1” being the highest priority):**

Suggested Order	Building Asset	Type	Locality	Council Order
Already committed	New Eaton Office & Library	New building	Eaton	Already committed
Already committed	Eaton Bowling Club	New building	Eaton	Already committed

Suggested Order	Building Asset	Type	Locality	Council Order
Already committed	Eaton Skate Park	New facility	Eaton	Already committed
1	Gnomesville Toilets	New facility	Wellington Mill	
2	Eaton Senior Citizens	To be decommissioned / disposed following completion of new Bowling Club building	Eaton	
3	Eaton Recreation Centre	Renewal works	Eaton	
4	Eaton Oval Clubrooms – Option 1	New building – on west side	Eaton	
5	Dardanup Civic Precinct – Option 2	<p>Combined Building Project including:</p> <ul style="list-style-type: none"> • Refurbish Hall (including new stage, kitchen and toilets) • Decommission or refurbish Dardanup Office • New Volunteer Bush Fire Brigade Building • Community Space Extension to Building <p><i>(in this option the existing Community Centre is decommissioned / disposed)</i></p>	Dardanup	
6	Don Hewison Centre	Renewal works	Dardanup	
7	Carramar Park Toilets	New facility	Dardanup	
8	Dardanup Skate Park	Upgrade	Dardanup	
9	Burekup Skate Park	Upgrade	Burekup	
10	Burekup Hall	Renewal works	Burekup	
11	Eaton Hall (Theatre) – Option 2	New building	Eaton	
12	Eaton Tennis Club	<ul style="list-style-type: none"> • Decommission courts at Eaton Oval • Decommission tennis court building at Eaton Oval • New courts at Bowling Club 	Eaton	
13	Dardanup Equestrian Centre	Renewal works	Dardanup West	
14	Wells Recreation Park Clubrooms	New building <i>(includes the Dardanup Basketball and all other users in a single combined building)</i>	Dardanup	
15	Banksia Transfer Station	New facility	Crooked Brook	
16	Eaton Family Centre	Renewal works	Eaton	
17	Depot - Eaton (Former)	Renewal works	Eaton	
18	Eaton Recreation Centre	Building Extension – Additional Indoor Courts	Eaton	
19	Wells Recreation Park Hardcourts	Renewal works	Dardanup	

Suggested Order	Building Asset	Type	Locality	Council Order
20	Burekup Hardcourts	Renewal works	Burekup	
21	Burekup Pavilion	New building	Burekup	
22	Waterloo Hall	Renewal works	Waterloo	
23	Millbridge Toilets	New facility	Millbridge	

12.15 Title: Monthly Statement of Financial Activity for the Period Ended 31 March 2020

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

Overview

This report presents the monthly Financial Statements for the period ended 31 March 2020 for Council adoption.

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. *Financial Report*

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

(1A) *In this regulation —*

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

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

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

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

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

CP036 Investment Policy & CP128 Significant Accounting Policies

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.15A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 March 2020
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.</p> <p>Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.</p> <p>Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</p>

Officer Comment

The Monthly Financial Report for the period ended 31 March 2020 is contained in (Appendix ORD 12.15B) and consists of:

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

The Statement of Financial Activity shows operating revenue and expenditure by statutory program and also by nature and type, as well as expenditure and revenue from financing and investing activities - comparing actual results for the period with the annual adopted budget, the annual revised budget (incorporating changes adopted in the 2019/20 mid-year budget review) and the year-to-date revised budget. The previous year annual results are also included for information.

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2018/19 of \$404,751, with a forecast surplus at 30 June 2020 of \$170,140. This forecast is currently under review and will likely change as project and expenditure information becomes clearer over the coming weeks.

The net current assets position at 31 March 2020 (details and graph on page 5 of the report) shows an increase in net cash position due to inclusion of additional cash from sale of land and current debtor for a sporting donation. This cash will ultimately be transferred to Reserve account and return the net unrestricted cash position to its usual trend.

Actual values for the year to date are compared to the year to date revised budget to present a percentage variance as well as the variance amount in Note 2 – Explanation of Material Variances. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2019/20 for reporting material variances is 10% or \$50,000, whichever is greater.

Note 2 – Statement of Material Variances (pages 8 and 9 of the finance report) includes aspects of the recent sale of land on Council Drive. The cash has been received under the heading ‘Proceeds from Disposal of Assets’, however, the accounting records for profit on disposal of the land assets have not been completed at the date of the report, but will be fully processed by next month’s report.

Note 5 – Statement of Investments reports the current Council cash investments and measures the portfolio against established credit risk limits based on reputable credit ratings agencies and incorporated in the Council’s Investment Policy. The current investment of \$1.9M with BBB+ rated AMP Bank (11% of the total portfolio) exceeds the Investment Policy’s counterparty credit exposure limit of 10% due to the drawdown of other investment cash for operations. The investment is still compliant under the ‘grandfathering’ clause of the investment policy and will be reduced to within the portfolio policy limit at its next maturity in August 2020.

Note 9 – Borrowings. The current budget includes a loan of \$750,000 for the Wanju/Waterloo Industrial Park Developer Contribution Plans. The loan that was originally planned to be raised in June 2020 is now anticipated to be raised in January 2021.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.15B) for the period ended 31 March 2020.

12.16 Title: Schedule of Paid Accounts as at 9 April 2020

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

Overview

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

Background

Council delegates authority to the Chief Executive Officer annually:

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

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

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

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy CP034 – Procurement Policy and processed in accordance with Policy CP035 – Payment of Accounts.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.16) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at 9 April 2020
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	<ul style="list-style-type: none"> Financial Impact -Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position. Reputational - Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receive the Schedule of Paid Accounts report from 07/03/2020 to 09/04/2020 as follows:

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT37705	12/03/2020	Amy Helen Lawrence	Uniform Reimbursement	MUNI	108.00
EFT37706	12/03/2020	Australia Post	Monthly Invoice Of Mail And Postage	MUNI	3,446.85
EFT37707	12/03/2020	Australian Tax Office	PAYG - Payrun 06-03-2020	MUNI	75,888.00
EFT37708	12/03/2020	B.Social	Employee Deductions	MUNI	160.00
EFT37709	12/03/2020	BCE Surveying Pty Limited	Survey Services - Ferguson Road	MUNI	6,065.57
EFT37710	12/03/2020	Boyles Plumbing And Gas	Repair To Water Standpipe At Dardanup Central	MUNI	416.59
EFT37711	12/03/2020	Brett Hodgson	Umpire Recoup Basketball 04-03-2020	MUNI	132.00
EFT37712	12/03/2020	Bunbury Harvey Regional Council	Regional Waste Education Program	MUNI	2,673.35
EFT37713	12/03/2020	Bunbury Holden	DA563 (2019 Holden Equinox): 12,000Km Service & Check Sensor Damage	MUNI	275.00
EFT37714	12/03/2020	Bunbury Mower Service	BR 600 Blower And Mower Repair Parts.	MUNI	270.50
EFT37715	12/03/2020	Bunbury Psychological Services	Counselling Services - EAP	MUNI	154.00
EFT37716	12/03/2020	Bunnings Group Limited	Parts And Material For Roof Repair Dardanup Admin Building	MUNI	543.15
EFT37717	12/03/2020	Cameron Baker	Umpire Recoup Basketball 04-03-2020	MUNI	66.00
EFT37718	12/03/2020	Capri Di Candilo	Umpire Recoup Netball 10-03-2020	MUNI	90.00
EFT37719	12/03/2020	CB Traffic Solutions	Traffic Management - Ferguson Road	MUNI	16,031.98
EFT37720	12/03/2020	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account For Point To Point Microwave Service	MUNI	2,893.00
EFT37721	12/03/2020	Cleanaway	Natures Wonderland Adventure - Bins Delivery And Removal - 1 x General Waste and 1 x Recycling	MUNI	55.56
EFT37722	12/03/2020	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection	MUNI	8,549.60

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37723	12/03/2020	CMM Technology	Calibration Of The Breathalyser	MUNI	110.00
EFT37724	12/03/2020	Craneford Plumbing	Attend High Level Alarm Call Out	MUNI	165.00
EFT37725	12/03/2020	Cleanaway	Movies By Moonlight - 1-02-2020 Extra Bins For Eaton Foreshore (4 General And 1 Recycling) - Collection Fee	MUNI	69.45
EFT37726	12/03/2020	Daniel Woods	Umpire Recoup Basketball 04-03-2020	MUNI	44.00
EFT37727	12/03/2020	Dardanup Garage & Service Station	2019-2020 Tow Of Abandoned Vehicles To Vehicle Impound Facility	MUNI	176.00
EFT37728	12/03/2020	Data #3 Limited	Microsoft M365 Subscription - E3	MUNI	572.60
EFT37729	12/03/2020	David Alexander & Cheryl Anne Haendel	Rates Refund For 16 Harlequin Gdns, Eaton	MUNI	118.69
EFT37730	12/03/2020	David John Leek T/A Acefire	Annual Servicing Of Fire Equipment Dardanup Depot Vehicles	MUNI	2,277.44
EFT37731	12/03/2020	David Wells Builder	Supply And Construction Of Rebound Wall At Wells Recreation Centre As Per Quotation Dated 16 October 2019	MUNI	11,631.40
EFT37732	12/03/2020	Devon Chang	Uniform Reimbursement	MUNI	392.55
EFT37733	12/03/2020	Donald William & Raema Butler	Rates Refund For 19 Blue Wren Dr, Eaton	MUNI	792.00
EFT37734	12/03/2020	Donna Bastow	Umpire Recoup Basketball 04-03-2020	MUNI	132.00
EFT37735	12/03/2020	DX Print Group Pty Ltd	Business Cards For Lucy Owen-Conway (Manager Place & Community Engagement) X 500	MUNI	155.00
EFT37736	12/03/2020	Emily Goyder	Umpire Recoup Netball 09-03-2020	MUNI	90.00
EFT37737	12/03/2020	Gary Allan Ireland	Dog Sterilization Refund	MUNI	150.00
EFT37738	12/03/2020	Grace Records Management	Bin Exchange And Records Management	MUNI	683.39
EFT37739	12/03/2020	Geofabrics Australasia Pty Limited	A24R 6M X 200M Rolls (3,600m2 Total)	MUNI	6,228.20
EFT37740	12/03/2020	Hynes Contracting	Plant Hire And Replace X 2 Side Entry Pit Lid Ferguson Road	MUNI	1,100.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37741	12/03/2020	Jim's Test And Tag	Supply And Install Emergency Exit Light - Dardanup Office	MUNI	775.44
EFT37742	12/03/2020	Josie Phillips	Umpire Recoup Netball 09-03-2020	MUNI	180.00
EFT37743	12/03/2020	JP Group - CPSS Pty Ltd	3 Monthly Lease Of Transfer Station At Lot 81 Banksia Road Dardanup	MUNI	3,095.13
EFT37744	12/03/2020	Jason Cartledge	Umpire Recoup Basketball 04-03-2020	MUNI	44.00
EFT37745	12/03/2020	Kmart	White USB To Lightning Cable	MUNI	8.50
EFT37746	12/03/2020	Landgate	DOLA Online Property Search	MUNI	26.20
EFT37747	12/03/2020	Malatesta Road Paving And Hotmix	Dowdells Line Road Reseal - Precoated 10Mm Aggregate 96/4 Bitumen	MUNI	33,694.05
EFT37748	12/03/2020	Marketforce	RFT F0154117 - Request For Tender Eaton Foreshore Boat Ramp And Jetty UpgradeSW Times (30/01/20) West Australian (1/02/20)	MUNI	2,300.20
EFT37749	12/03/2020	Maryanne Linda Tussler	Refund The Difference In Dog Registration Fee From Unsterilised To Sterilised In First Year	MUNI	150.00
EFT37750	12/03/2020	MGM Bulk Pty Ltd	Gravel - Ferguson Road Shoulder Renewal	MUNI	73,636.52
EFT37751	12/03/2020	Matthew Mangano	Reimbursement Fuel - Microsoft Workshop 10-03-2020	MUNI	85.30
EFT37752	12/03/2020	Nightguard Security Service	Security Call-Out Service For ERC	MUNI	99.00
EFT37753	12/03/2020	NSCO Consulting	ERC - Facilitation Of Team Dynamics And Leadership Workshop. - Friday 28-02-2020 10.30am - 2.00pm	MUNI	715.00
EFT37754	12/03/2020	Nathan Stacey	Umpire Recoup Basketball 04-03-2020	MUNI	110.00
EFT37755	12/03/2020	Picton Civil Pty Ltd	Drainage Installation - Ferguson Road Reconstruction	MUNI	78,836.21
EFT37756	12/03/2020	Risk Management Technologies Pty Ltd	Renewal Of Yearly Licence For MSDS Management -Subscription To Chemalert	MUNI	4,049.10
EFT37757	12/03/2020	Ryan Baker	Umpire Recoup Basketball 04-03-2020	MUNI	132.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37758	12/03/2020	Sage Consulting Engineers Pty Ltd	Eaton Admin And ERC - Options Report To Provide Standby Power For Emergency Events.	MUNI	2,750.00
EFT37759	12/03/2020	Sanity Bunbury	Purchase Of DVD's For Book Stock	MUNI	199.98
EFT37760	12/03/2020	Schweppes Australia Pty Ltd	ERC - Cafe Stock	MUNI	360.68
EFT37761	12/03/2020	Sealinks Plumbing	Install Urn & Supply And Install New Filter Cartridge	MUNI	198.55
EFT37762	12/03/2020	Sharon Patricia Kleinman	Rates Refund For 11 Claret Gr, Eaton	MUNI	792.00
EFT37763	12/03/2020	Shirley Ann Maitland	Rates Refund For 18 Crampton Ave, Eaton	MUNI	792.00
EFT37764	12/03/2020	SMR Psychology	Employee Assistance Program	MUNI	187.00
EFT37765	12/03/2020	Stephen James Heron	Author Talk Steve Heron Friday 31 January 2020	MUNI	333.98
EFT37766	12/03/2020	Suez Recycling And Recovery	Monthly Kerbside Recycling Processing - January 2020	MUNI	24,780.18
EFT37767	12/03/2020	Taylor Anderson	Umpire Recoup Basketball 04-03-2020	MUNI	44.00
EFT37768	12/03/2020	Telstra	Dardanup Office Fax	MUNI	127.89
EFT37769	12/03/2020	Terau Aroha Tamatea	Umpire Recoup Netball 10-03-2020	MUNI	67.50
EFT37770	12/03/2020	Therese Price	Umpire Recoup Netball 09-03-2020	MUNI	247.50
EFT37771	12/03/2020	Toni Hotchin	Umpire Recoup Netball 10-03-2020	MUNI	90.00
EFT37772	12/03/2020	WALGA	WALGA Participate In Local Government Emergency Management Preparation - 5 March 2020 - Cr. Stacey Gillespie	MUNI	1,376.00
EFT37773	12/03/2020	Water Corporation	Water Use And Service Charges For Lot 90 Swan Avenue, Millbridge 01/03/20-30/04/20	MUNI	172.49
EFT37774	12/03/2020	Western Australia Treasury Corporation	Loan 65 - Eaton Admin Centre Extensions Mun	MUNI	23,151.26
EFT37775	12/03/2020	Winc Australia Pty Ltd	Winc Copy Paper A4 Carbon Neutral 80Gsm White Ream 500 Box 5	MUNI	431.66

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37776	12/03/2020	Woolworths Group Limited	General Items Purchased (Grocery Milk Etc.)	MUNI	31.11
EFT37777	12/03/2020	Western Australian Rangers Association Inc.	Ranger Vacancy - Advertising On WA Rangers Association Website	MUNI	250.00
EFT37778	12/03/2020	Zoe Hill	Umpire Recoup Netball 09-03-2020	MUNI	90.00
EFT37779	19/03/2020	21 Graphic Design Pty Ltd	Monthly Graphic Design And Creation Of Artwork For Community News	MUNI	396.00
EFT37781	19/03/2020	Action Kerbing	Supply And Install Semi-Mountable Kerb (M)	MUNI	24,201.10
EFT37782	19/03/2020	Advanced Pest Control SW	ERC - Removal Of Wasp Nest In Crèche	MUNI	110.00
EFT37783	19/03/2020	Advanced Traffic Management Wa P/L	Variable Message Sign Hire - Ferguson Road	MUNI	303.60
EFT37784	19/03/2020	Ausmic Environmental Industries	Timber Bridge Pest Inspection	MUNI	1,936.00
EFT37785	19/03/2020	Australia Day Council Of Wa Inc.	Gifts For Citizenship Conferees (100 X Unity Pins).	MUNI	470.45
EFT37786	19/03/2020	Australind Glass	ERC - Replace Broken Glass Panel In Front Doors	MUNI	169.95
EFT37787	19/03/2020	Australind/Eaton Medical Centre	Current & Future Work Capacity For Kristie Lee Rice	MUNI	190.00
EFT37788	19/03/2020	Axio Maintenance And Construction	ERC - Supply And Install Shading To Eastern End Of ERC Courts	MUNI	2,260.82
EFT37789	19/03/2020	Activ Industries Bunbury	Water Depiazzi Park - Feb-Mar 2020	MUNI	1,232.00
EFT37790	19/03/2020	BOC Ltd	ERC - Hire Of Oxygen Bottle	MUNI	11.58
EFT37791	19/03/2020	Boyles Plumbing And Gas	Parts & Consumables	MUNI	588.17
EFT37792	19/03/2020	Brett Hodgson	Umpire Recoup Basketball 11/03/2020	MUNI	110.00
EFT37793	19/03/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	122.55
EFT37794	19/03/2020	Bullivants Pty Ltd - Sling Rig	ERC - Fitness Centre - Leg Curl Cable Replacement	MUNI	66.44
EFT37795	19/03/2020	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	378.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37796	19/03/2020	Bunbury Holden	DA9279 - Service 123,000 Km	MUNI	705.00
EFT37797	19/03/2020	Bunbury Mower Service	6 Air Filters, Fuel Filters, Tank Breathers, Spark Plugs And Tank Cap For Br 600 Blowers	MUNI	250.00
EFT37798	19/03/2020	Bunbury Psychological Services	Counselling Services - EAP	MUNI	154.00
EFT37799	19/03/2020	Bunbury Telecom Service Pty Ltd	Relocate And Raise Telstra Pits. As Per Quote	MUNI	3,138.52
EFT37800	19/03/2020	Bunnings Group Limited	Toilet Seats And Fittings Eaton Admin Building	MUNI	286.08
EFT37801	19/03/2020	Caltex Australia Petroleum Pty Ltd	Fuel - Shire Vehicles	MUNI	21,530.17
EFT37802	19/03/2020	Cameron Baker	Umpire Recoup Basketball 11/03/2020	MUNI	88.00
EFT37803	19/03/2020	Capri Di Candilo	Umpire Recoup Netball 17/03/2020	MUNI	67.50
EFT37804	19/03/2020	Carbone Brothers Pty Ltd	25 Ton 100 Ml Rock	MUNI	687.50
EFT37805	19/03/2020	Castledine Gregory	Provision Of Advice - Contract Of Sale Lot 606 And 607 Recreation Drive, Eaton	MUNI	6,908.00
EFT37806	19/03/2020	Cleanaway	New Waste Bin Service X 13 - February 2020	MUNI	1,600.03
EFT37807	19/03/2020	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection	MUNI	5,810.45
EFT37808	19/03/2020	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	93.72
EFT37809	19/03/2020	Colleagues Nagels	12 Pool Inspection Poly Printer Rolls	MUNI	1,503.87
EFT37810	19/03/2020	Construction Training Fund : BCITF	BCITF - February 2020 Reconciliation	MUNI	1,147.66
EFT37811	19/03/2020	Craven Foods	ERC - Cafe Goods	MUNI	336.97
EFT37812	19/03/2020	Daniel Woods	Umpire Recoup Basketball 11/03/2020	MUNI	66.00
EFT37813	19/03/2020	Dardanup Garage & Service Station	Fit And Supply 2 New Truck Battery's	MUNI	1,276.51
EFT37815	19/03/2020	Deputec Pty Ltd	ERC - Deputy Roster Software 2019/2020	MUNI	88.06

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37816	19/03/2020	Dindindi Drums	Library Programs - Drumming Workshop - February	MUNI	350.00
EFT37817	19/03/2020	Donna Bastow	Umpire Recoup Basketball 11/03/2020	MUNI	110.00
EFT37818	19/03/2020	Duxton Hotel Perth	Accommodation For Cr. Gillespie For Thursday, 5 March 2020 Including Breakfast And Parking While Attending Training.	MUNI	275.00
EFT37819	19/03/2020	Eaton Community Pharmacy	ERC - First Aid Supplies	MUNI	355.23
EFT37820	19/03/2020	EEO Specialists Pty Ltd	EEO/Anti-Bullying Training For All Employees - Works Staff - March 2020	MUNI	9,343.40
EFT37821	19/03/2020	Ella Geluk-Howarth	Uniform Reimbursement	MUNI	57.00
EFT37822	19/03/2020	Fergies Total Lawn Care	Lawn Installation - Supply And Install 250m2 Village Green Kikuyu Turf	MUNI	4,699.75
EFT37823	19/03/2020	Ferguson Building Pty Ltd	Storm Water Pipping To Water Tank	MUNI	787.69
EFT37824	19/03/2020	Go Electrical Contracting	ERC - Grandstand Repairs As Per Test And Tag - Replaced Corridor Lights	MUNI	787.60
EFT37825	19/03/2020	Greg Harewood	Deal With Possum In Tree - Eaton Family Centre	MUNI	148.50
EFT37826	19/03/2020	Hays Tree Lopping	Hire Of Tree Pruners	MUNI	1,870.00
EFT37827	19/03/2020	Holman Electrical Services	ERC - Repairs To Dishwasher - Dishwasher Flooded	MUNI	1,188.30
EFT37828	19/03/2020	Howson Technical	Eaton Dr / Blue Wren Dr Intersection. Additional Project Management, As Per Estimate Dated 14/1/2020	MUNI	6,374.50
EFT37829	19/03/2020	Hpe Financial Services	Desktop Refresh 48 Month Lease Repayment - RFQ F0139823/Firewall Licence 5 Yrs	MUNI	10,061.70
EFT37830	19/03/2020	Hynes Contracting	Box Out And Level For Footpaths	MUNI	1,017.50
EFT37831	19/03/2020	Hargreaves Design Group	ERC - Architectural Working Drawings For New Office Space	MUNI	1,000.00
EFT37832	19/03/2020	IPWEA - WA Division	IPWEA State Conference - Registration Luke Botica - One Day - Thursday 12-03-2020	MUNI	850.00
EFT37833	19/03/2020	JCW Electrical Pty Ltd	Repairs To Damaged Lights Millar's Creek	MUNI	3,544.75

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37834	19/03/2020	Josie Phillips	Umpire Recoup Netball 16/03/2020	MUNI	67.50
EFT37835	19/03/2020	Jason Cartledge	Umpire Recoup Basketball 11/03/2020	MUNI	44.00
EFT37836	19/03/2020	Kaitlyn O'Dea	Umpire Recoup Netball 17/03/2020	MUNI	45.00
EFT37837	19/03/2020	Karyn Rowe	Umpire Recoup Netball 16/03/2020	MUNI	225.00
EFT37838	19/03/2020	Local Government Professionals Australia WA	Finance Professionals Conference 2020 - Natalie Hopkins	MUNI	2,465.00
EFT37839	19/03/2020	Malatesta Road Paving And Hotmix	250 Litres Emulsion	MUNI	400.00
EFT37840	19/03/2020	Mandurah Hyundai	Changeover to 2019/2020 Hyundai Santa Fe 7S Active 2.2D Auto White As Per Rfq F0164751- DA9668 (MIS)	MUNI	21,021.20
EFT37841	19/03/2020	Monitored Electronics	ERC - Duress Alarm System Monitoring 01-04-2020 To 30-06-2020	MUNI	57.20
EFT37842	19/03/2020	Natalie Hopkins	Uniform Reimbursement	MUNI	94.43
EFT37843	19/03/2020	Naturaliste Hygiene	Pickup And Disposal Of Sharps Containers	MUNI	165.00
EFT37844	19/03/2020	Nathan Stacey	Umpire Recoup Basketball 11/03/2020	MUNI	110.00
EFT37845	19/03/2020	One Steel Metaland	Metal For Toilets At Eaton Foreshore	MUNI	62.70
EFT37846	19/03/2020	Onsite Rental Group	Hire Of Temporary Office Behind Eaton Admin Centre	MUNI	1,076.63
EFT37847	19/03/2020	Outdoor World Bunbury	BA2 Refund - Duplicate Building Application - 2019200168	MUNI	166.65
EFT37848	19/03/2020	P E Civil	Excavator Hire, Labour, Disposal Peppy Tree Stump From Nbn Pit - Foster St	MUNI	1,430.00
EFT37849	19/03/2020	Pages Mechanical Repairs	Callout For Loader	MUNI	240.90
EFT37850	19/03/2020	Perfect Landscapes	Mowing - Council Parks and Reserves	MUNI	8,888.00
EFT37851	19/03/2020	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	311.10
EFT37852	19/03/2020	PFI Supplies	Box Paper Towel (4456)	MUNI	900.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37853	19/03/2020	Porter Consulting Engineers Tusno Pty Ltd	QUO-F0139790 - Engineering Design For Eaton Drive & Lavender Way / Blue Wren Drive Intersections	MUNI	4,526.50
EFT37854	19/03/2020	Prime Supplies	Rope Flag Bunting	MUNI	103.20
EFT37855	19/03/2020	Schweppes Australia Pty Ltd	ERC - Cafe Good Drinks	MUNI	284.77
EFT37856	19/03/2020	Sharon Patricia Mckay	Refund Of Dog Sterilisation	MUNI	150.00
EFT37857	19/03/2020	Signs Plus	1 X Shire Of Dardanup Magnetic Name Badge - Sudi Mishra	MUNI	20.10
EFT37858	19/03/2020	SMR Psychology	Employee Assistance Program	MUNI	187.00
EFT37859	19/03/2020	SOS Office Equipment	Photocopier Meter Reading - Located In Eaton Recreation Centre	MUNI	3,409.51
EFT37860	19/03/2020	Stratagreen	Power Feed - PF020	MUNI	1,838.73
EFT37861	19/03/2020	Suzanne Occhipinti	Uniform Reimbursement	MUNI	19.62
EFT37862	19/03/2020	Synergy	Townsite Street Lights 25 Dec - 24 Feb 2020	MUNI	34,683.86
EFT37863	19/03/2020	T J Depiazzi & Sons	Black Bushland Mulch Delivered To Martin Pelusey Depot	MUNI	860.42
EFT37864	19/03/2020	Taylor Anderson	Umpire Recoup Basketball 11/03/2020	MUNI	44.00
EFT37865	19/03/2020	Telstra	Telephone And Various Lines For Eaton Admin Centre - Includes Directory Charges And Link To Library	MUNI	11,609.01
EFT37866	19/03/2020	The Hougoumont Hotel	Accommodation And Parking For Luke Botica 11 March 2020 - IPWEA Conference	MUNI	240.00
EFT37867	19/03/2020	The KP Collective	2050 Visioning Document - Building Awareness	MUNI	9,168.50
EFT37868	19/03/2020	The Perth Mint	Citizenship Coin Order X 100 Coins	MUNI	514.80
EFT37869	19/03/2020	The Print Shop	ERC - 5 X Membership Agreement Books	MUNI	422.00
EFT37870	19/03/2020	The Workwear Group	Uniform Purchase - Suzette Sutton	MUNI	201.65

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37871	19/03/2020	Therese Price	Umpire Recoup Netball 16/03/2020	MUNI	202.50
EFT37872	19/03/2020	Toni Hotchin	Umpire Recoup Netball 17/03/2020	MUNI	45.00
EFT37873	19/03/2020	Total Eden Pty Ltd	Locator Seeker Solenoid SS2002	MUNI	195.32
EFT37874	19/03/2020	Totally Sound	ERC - 2 X E-Mics	MUNI	635.14
EFT37875	19/03/2020	Vanessa Rose Black	Umpire Recoup Netball 16/03/2020	MUNI	67.50
EFT37876	19/03/2020	Woolworths Group Limited	General Items Purchased (Grocery Milk Etc.)	MUNI	233.23
EFT37877	19/03/2020	Work Clobber	Tom Saul - PPE - Boots	MUNI	189.00
EFT37878	19/03/2020	WSP Australia Pty Ltd	Banksia Rd Landfill - Groundwater Monitoring 1 Fy 2019/20 As Per Contract Con-F0164697.	MUNI	5,659.50
EFT37879	19/03/2020	Zoe Hill	Umpire Recoup Netball 17/03/2020	MUNI	67.50
EFT37880	19/03/2020	Department Of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL - February 2020 Reconciliation	MUNI	4,909.83
EFT37881	26/03/2020	A1 Sign Shop	2 X Small (2.2M) Teardrop Promotional Banners With Bag, Pole And Ground Spike	MUNI	447.70
EFT37882	26/03/2020	Abc Filter Exchange	ERC - Cleaning Of 4 Filters For Range Hood	MUNI	50.60
EFT37883	26/03/2020	Access Wellbeing Services	EAP Consultations	MUNI	374.00
EFT37884	26/03/2020	All Aussie Truck And Bobcat Services	Clean Up Transfer Station	MUNI	1,100.00
EFT37885	26/03/2020	Amity Signs	Rural Street Signs	MUNI	64.35
EFT37886	26/03/2020	Angela Winter	First Aid Full Course - 16 & 20 March 2020 - Moyse, Ruland, Gordon, Psaila, Hooper, Shooter	MUNI	3,230.00
EFT37887	26/03/2020	Aquila Food Forest	Sustainable Living Workshop - March	MUNI	230.00
EFT37888	26/03/2020	Australian Library And Information Association	Training - Community Engagement Registration Fee	MUNI	690.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37889	26/03/2020	Australian Tax Office	PAYG Withholding - Payrun 20-03-2020	MUNI	80,412.00
EFT37890	26/03/2020	Australind Landscaping Supplies	Pine Bark Mulch - Eaton Foreshore	MUNI	792.00
EFT37891	26/03/2020	Activ Industries Bunbury	Water Depiazzi Park - Feb-Mar 2020	MUNI	308.00
EFT37892	26/03/2020	B.Social	Employee Deductions	MUNI	150.00
EFT37893	26/03/2020	Bark Busters Home Dog Training	On Lead Etiquette - March 2020	MUNI	330.00
EFT37894	26/03/2020	BCE Surveying Pty Limited	Survey Services - Mountford Road Roadworks	MUNI	2,472.36
EFT37895	26/03/2020	Bell Fire Equipment Company Pty Ltd	Class A Foam (Solberg Fire-Brake 3150A 20 Litre) - Wellington Mills	MUNI	4,826.25
EFT37896	26/03/2020	Bluesteel Enterprises Pty Ltd	Oliver 66360 Wildland Fire Boot 180Mm, Composite Toe Cap, Size 9	MUNI	235.18
EFT37897	26/03/2020	Booktopia Pty Ltd	Purchase Of Book Stock	MUNI	535.55
EFT37898	26/03/2020	Boyles Plumbing And Gas	ERC - Leaking Tap, Fountain Installation In Gym	MUNI	191.62
EFT37899	26/03/2020	Brandicoot	Monthly Web Hosting For Shire Websites	MUNI	906.98
EFT37900	26/03/2020	Bunbury 4X4 & Commercial Auto Recyclers	Repairs To Chief Bush Fire Control Officer's Vehicle DA217	MUNI	1,358.51
EFT37901	26/03/2020	Bunbury And Districts Softball Association	Venue Hire For The Youth Workshop	MUNI	160.00
EFT37902	26/03/2020	Bunbury Mower Service	Vortex Line	MUNI	363.50
EFT37903	26/03/2020	Bunbury Settlement Services Pty Ltd	Purchase Of Lot 1515 Crooked Brook Road	MUNI	4,332.71
EFT37904	26/03/2020	Bunbury Subaru	DA429 - 25,000Km Service	MUNI	584.44
EFT37905	26/03/2020	Bunbury Trucks	Service DA9581 - 'A' Service	MUNI	817.70
EFT37906	26/03/2020	Bunnings Group Limited	Wood And Parts For Bookshelf At Eaton Admin	MUNI	409.93
EFT37907	26/03/2020	City Of Bunbury	City Of Bunbury 2019-2020 Dog/Cat Pound Fees	MUNI	624.60

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37908	26/03/2020	City Of Busselton	South West Regional Waste Group - Contribution Towards Regional Project For 2019/20	MUNI	2,833.71
EFT37909	26/03/2020	Cleanaway	Kerbside Refuse Removal Exp Mun	MUNI	44,039.79
EFT37910	26/03/2020	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection	MUNI	5,285.84
EFT37911	26/03/2020	Connect Call Centre Services	After Hours Call Centre Service	MUNI	396.83
EFT37912	26/03/2020	Crown Perth	Accommodation Crowne Promenade - Finance Professional Conference - Natalie Hopkins - 12 March 2020	MUNI	194.65
EFT37913	26/03/2020	D M & S Curtin	Ice Machine Repairs - New Coil (Depot)	MUNI	509.50
EFT37914	26/03/2020	Dalyellup Yoga	ERC - Yoga Classes 26/02, 11-03 And 20-03	MUNI	240.00
EFT37915	26/03/2020	Dardanup Garage & Service Station	Repair Hiab - Mitsubishi Fuso DA9513	MUNI	146.30
EFT37916	26/03/2020	Dell Financial Services Pty Ltd	Nutanix Server (Nutanix) X 1- Contract No 009-0141985-001 Lease Payment	MUNI	3,410.99
EFT37917	26/03/2020	Ductworks Australia Bunbury & Busselton Air	Repairs To Airconditioning Unit	MUNI	170.00
EFT37918	26/03/2020	David Hodgson	Rates Refund For 18 Rosevale Close, Dardanup	MUNI	121.00
EFT37919	26/03/2020	Eve Yoga	ERC - Vinyasa Yoga 04-03-2020 And 18-03-2020 And Mums And Bubs 09-03-2020	MUNI	180.00
EFT37920	26/03/2020	Exetel Pty Ltd	Provisioning Of Additional Network Infrastructure As Per Special Linkage Charge	MUNI	7,010.00
EFT37921	26/03/2020	Fulton Hogan Industries WA	Road Maintenance - MSR7 Maxi Skid Resist	MUNI	1,179.48
EFT37922	26/03/2020	Harvey Norman	Apple Smart Keyboard For iPad 7Th Generation	MUNI	380.00
EFT37923	26/03/2020	Hays Tree Lopping	Remove Small Trees	MUNI	1,870.00
EFT37924	26/03/2020	Heatleys	Cargo Net/Bin Liners - 2 X 1.8 X 2.4M (Plant/Trailers)	MUNI	659.75
EFT37925	26/03/2020	Hynes Contracting	Earthworks To Prep Site For Concrete Crossovers - Ferguson Road	MUNI	4,317.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37926	26/03/2020	IPWEA - WA Division	WA Division Membership - Luke Botica -01-01-2020 - 31-12-2020	MUNI	319.00
EFT37927	26/03/2020	IVC Computer Services	Cat6 10M Rj45 Network Cable Blue (PI6-10)	MUNI	745.00
EFT37928	26/03/2020	Jackson Harvey	Art Mural On Utility Box Located At Sports Club - Final Payment	MUNI	1,812.00
EFT37929	26/03/2020	Jamlex Corporate Cleaning	ERC - Cleaning For 06-03, 07-03, 13-03, 14-03, 20-03 And 21-03	MUNI	594.00
EFT37930	26/03/2020	JCW Electrical Pty Ltd	Check Safety Of Light Switch In Records Room Of The Dardanup Office	MUNI	113.27
EFT37931	26/03/2020	Jim's Test And Tag	2019/2020 Test And Tags - Eaton CWA	MUNI	145.72
EFT37932	26/03/2020	JR & A Hersey Pty Ltd	Parts And Stores For Depot	MUNI	358.60
EFT37933	26/03/2020	K'S Home Kitchen	South West Peer Support Group Lunch - Council Chambers	MUNI	318.00
EFT37934	26/03/2020	Kane William Joseph Robinson	Cost Associated With Waterloo 3.4 12 Volts Upgrade Approved By DFES	MUNI	1,794.36
EFT37935	26/03/2020	Katrina Park	Refund Of Dog Registration - 2000073 - Now Sterilised	MUNI	30.00
EFT37936	26/03/2020	Kings Tree Care	Remove Leader From Maculata On House Side Of Tree, Millbridge / Eaton Verge Prune Mtce	MUNI	1,078.00
EFT37937	26/03/2020	Kirsty Shooter	Reimbursement Of Working With Children Check Renewal	MUNI	87.00
EFT37938	26/03/2020	Kmart	Tripod For Online Workshops	MUNI	15.00
EFT37939	26/03/2020	Nutrien Ag Solutions	Turf Special Fertiliser	MUNI	4,633.48
EFT37940	26/03/2020	Les Mills Asia Pacific	Monthly Licence Fees	MUNI	1,258.55
EFT37941	26/03/2020	Malatesta Road Paving And Hotmix	90/10 Hot Bitumen, 7Mm Aggregate	MUNI	8,943.20
EFT37942	26/03/2020	Marketforce	Bulk Purchase Of 12 Months Advertising Space For Community News In Bunbury Herald And Bunbury Mail	MUNI	2,430.56
EFT37943	26/03/2020	MJB Industries Pty Ltd	2 X 1400 X 100 Liners,	MUNI	721.60

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37944	26/03/2020	Natural Area Consulting Management Services	Typha Removal - Cut And Remove, Clearing Permit And Secondary Herbicide Application Plus Greenwaste Dispos	MUNI	8,160.63
EFT37945	26/03/2020	NSCO Consulting	Professional Services & Coaching - Governance	MUNI	792.00
EFT37946	26/03/2020	Perfect Landscapes	Mowing - Council Parks and Reserves	MUNI	4,389.00
EFT37947	26/03/2020	PFI Supplies	ERC- Cleaning Products	MUNI	1,202.80
EFT37948	26/03/2020	Picton Civil Pty Ltd	Hire Of Machinery And Labour - Ferguson Road Pavement Works	MUNI	60,387.25
EFT37949	26/03/2020	Prestige Products	ERC - Cleaning Products	MUNI	1,442.76
EFT37950	26/03/2020	Procad Pty Ltd	Autocad Subscription Renewal For Contract 110001631213	MUNI	3,591.50
EFT37951	26/03/2020	Promote You	Embroidery Of Staff Uniforms	MUNI	177.10
EFT37952	26/03/2020	Signs Plus	1 x Shire Of Dardanup Magnetic Name Badge - Zachary Hall	MUNI	20.10
EFT37953	26/03/2020	Simon James Balhorn	Refund For Dog Sterilisation Costs	MUNI	150.00
EFT37954	26/03/2020	Sonya Williams	Uniform Reimbursement	MUNI	120.00
EFT37955	26/03/2020	South West Tree Safe	Remove Tree From Burekup Oval	MUNI	660.00
EFT37956	26/03/2020	Spraymow Services	Shier Rise Typha Control Top End With Follow Up Spray, Removal Of Materials/Disposal And Clearing Permit	MUNI	5,335.00
EFT37957	26/03/2020	Stephen Eaton	Reimbursement For Study - Information Warfare	MUNI	1,920.00
EFT37958	26/03/2020	Steven Andrew Bell	Refund Of Membership Fees - Changed From 12 Month Upfront To FIFO Membership	MUNI	332.00
EFT37959	26/03/2020	Stratagreen	10L Regen Smoke Water	MUNI	237.60
EFT37960	26/03/2020	Synergy	Electricity Account For Dardanup Oval. Lot 55 Ferguson Road 18-02-2020 - 16-03-2020	MUNI	722.25
EFT37961	26/03/2020	Tailtap	Skate Clinic On 07-03-2020	MUNI	575.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37962	26/03/2020	Telstra	Telephone Account For Wellington Mills Bush Fire Brigade	MUNI	90.06
EFT37963	26/03/2020	The Workwear Group	Uniform Purchase - Claire Lee	MUNI	50.15
EFT37964	26/03/2020	Total Eden Pty Ltd	Parks & Resreve Mtce / Various Retic Supplies/Sprinkler Popup 57 100Mm Toro/Connectors etc	MUNI	1,015.74
EFT37965	26/03/2020	Tutt Bryant Hire	Hire 3.5 Ton Digger 31-01-2020 To 29-02-2020	MUNI	6,702.57
EFT37966	26/03/2020	Toll Transport	Postage & Freight - Various Goods Freight Costs	MUNI	183.21
EFT37967	26/03/2020	Water Corporation	Water Use And Service Charges For Eaton Administration Building 1-03-2020 - 30-04-2020	MUNI	9,611.17
EFT37968	26/03/2020	West Australian Mechanical Services Pty Ltd	Repair Air Con Unit In IDS Office At The Eaton Admin Centre	MUNI	126.50
EFT37969	26/03/2020	Westrac Pty Ltd	Cover Plates For Grader Blade	MUNI	288.07
EFT37970	26/03/2020	Winc Australia Pty Ltd	ERC - Stationary Order	MUNI	543.56
EFT37971	26/03/2020	Woolworths Group Limited	ERC - Cafe Stock	MUNI	397.37
EFT37972	26/03/2020	Wren Oil	Remove Waste Oil	MUNI	16.50
EFT37973	26/03/2020	Zachary Robert Hall	Uniform Reimbursement	MUNI	379.97
EFT37974	02/04/2020	Alinta	Electricity Account 800040636 - 18/02/2020 - 16/03/2020	MUNI	3,161.61
EFT37975	02/04/2020	Amity Signs	Street Signs - Kessel Rd, Columbas Dve, Golding Cr, Clayton View, Mitchell Way	MUNI	689.48
EFT37976	02/04/2020	Australind Tyre Service	2 x Tyres Fitted To DA325	MUNI	3,058.00
EFT37977	02/04/2020	Avis Southwest Rentals	Hire Of 12 Seater Van For Councillor Facilities Tour 13/03/2020	MUNI	211.19
EFT37978	02/04/2020	Baileys Fertilisers	Biowish Crop For Glen Huon And Eaton Oval	MUNI	577.50
EFT37979	02/04/2020	BCE Spatial Pty Ltd	Utility Location Services For Eaton Drive, Blue Wren Drive And Lavender Way	MUNI	4,895.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37980	02/04/2020	Beyond Bricks Wa Pty Ltd	Supply and Install Brick Paving - Ferguson Road	MUNI	35,676.40
EFT37981	02/04/2020	Blair Stuart	Personal Development Grant 2019/20 - B Stuart	MUNI	400.00
EFT37982	02/04/2020	Bluesteel Enterprises Pty Ltd	PPE - Helmets, Face Shields, Neck Curtains - Waterloo Brigade	MUNI	1,033.46
EFT37983	02/04/2020	Boyles Plumbing And Gas	Inspect Possible Water Leak At Shire Depot	MUNI	99.00
EFT37984	02/04/2020	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	82.13
EFT37985	02/04/2020	Built Right Approvals	Contract To Carry Out 4 Year Pool Inspections	MUNI	2,384.25
EFT37986	02/04/2020	Bunbury Army Surplus	PPE For Depot - Magnum Precision Max Boots - US 15	MUNI	169.00
EFT37987	02/04/2020	Bunbury Harvey Regional Council	Regional Waste Education Program - March 2020	MUNI	2,010.80
EFT37988	02/04/2020	Bunnings Group Limited	Material For Lockdowns Due To Covid-19	MUNI	1,583.29
EFT37989	02/04/2020	Bunbury City Glass	Replace Broken Glass Door - Softball Pavilion	MUNI	969.55
EFT37990	02/04/2020	Cadel Adams	Personal Development Grant - C Adams	MUNI	400.00
EFT37991	02/04/2020	Carmel Boyce	Meeting Attendance And ICT Allowance	MUNI	1,158.92
EFT37992	02/04/2020	Cineads Australia Pty Ltd	Cineads Monthly Screening Fee - February 2020	MUNI	1,100.00
EFT37993	02/04/2020	Cleanaway Solid Waste Pty Ltd	Monthly Landfill Waste	MUNI	6,123.27
EFT37994	02/04/2020	Construction Sciences Pty Ltd	California Bearing Ratio	MUNI	869.00
EFT37995	02/04/2020	Corinne Shaw	Reimbursement For Mosquito Education Equipment - Fight The Bite Campaign	MUNI	133.93
EFT37996	02/04/2020	Country Landscaping Pty Ltd	Glenhuon Reserve Pump - New Fan And Thermistor Installed	MUNI	527.90
EFT37997	02/04/2020	Dardanup Garage & Service Station	DA9279 - Replace Brake Pads	MUNI	190.26
EFT37998	02/04/2020	Dardanup Rural Supplies	PPE - Wide Brimmed Hat	MUNI	35.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT37999	02/04/2020	Data #3 Limited	Microsoft M365 Subscription - E3	MUNI	572.60
EFT38000	02/04/2020	Earth 2 Ocean Communications	Relocate Waren Radio And Board To New Office	MUNI	3,000.25
EFT38001	02/04/2020	Eaton Environmental Services	Inspect And Treat Active Termites - 3 Lusitano Ave	MUNI	154.00
EFT38002	02/04/2020	Eaton Primary School P & C Association Inc.	Reserve Bond Return - Foreshore Festival	MUNI	1,040.00
EFT38003	02/04/2020	Elliotts Irrigation Pty Ltd	Millbridge Lakes Iron Filter - February 2020	MUNI	279.40
EFT38004	02/04/2020	Fergies Total Lawn Care	Supply And Install 55m2 Turf To Glen Huon Oval	MUNI	765.33
EFT38005	02/04/2020	Fuji Xerox Australia Pty Ltd	Lease Repayment - Photocopiers	MUNI	4,785.00
EFT38006	02/04/2020	Filemaker International Inc.	Filemaker Software Licence Renewal	MUNI	360.00
EFT38007	02/04/2020	Freestyle Now	Community BMX Clinic - 3 Coaches- 2 Hours - Sunday 15-03-2020	MUNI	770.00
EFT38008	02/04/2020	GT Fabrications	Replace Damaged Fabricate Toolbox - DA9279	MUNI	2,700.00
EFT38009	02/04/2020	Heatleys	PPE - JBS Small Shirt x 2	MUNI	11.57
EFT38010	02/04/2020	Howson Technical	Project Management - 2018/19 Road Projects - Period 1/03/2020 - 15/03/2020 - Progress Invoice	MUNI	5,120.50
EFT38011	02/04/2020	Janice Patricia Dow	Meeting Attendance And ICT Allowance	MUNI	1,158.92
EFT38012	02/04/2020	Jim's Test And Tag	2019/2020 Test And Tags - Various Sites	MUNI	828.50
EFT38013	02/04/2020	JR & A Hersey Pty Ltd	Carton (X15 500ML Bottles) Alcasan Sc327 Anti-Bacterial Hand Gel	MUNI	486.75
EFT38014	02/04/2020	K'S Home Kitchen	Councillor WALGA Training - Wednesday 18-03-2020 - Understanding Financial Reports And Budgets	MUNI	342.00
EFT38015	02/04/2020	Kings Tree Care	Vegetation Clearing To 14 Sites - Western Power Clearance Notice	MUNI	11,077.00
EFT38016	02/04/2020	Kmart	Headsets	MUNI	837.00
EFT38017	02/04/2020	Landgate	Landgate Slip Subscription Services Annual Charge	MUNI	2,318.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38018	02/04/2020	Larry Price	DA10105 Toro Mower - Replace Ignition Switch	MUNI	338.71
EFT38019	02/04/2020	Lonsdale Party Hire	Walk On The Wildside - 04-04-2020 - 25% Cancellation Fee As Per Terms And Conditions	MUNI	597.40
EFT38020	02/04/2020	Luke Davies	Meeting Attendance And ICT Allowance	MUNI	1,158.92
EFT38021	02/04/2020	Machinery West	Repair To Tractor 5060	MUNI	459.58
EFT38022	02/04/2020	Malatesta Road Paving And Hotmix	Pile Road Final Seal Slk 1.64 - 4.06	MUNI	214,934.62
EFT38023	02/04/2020	Mark Richard Hutchinson	Meeting Attendance and ICT Allowance	MUNI	1,158.92
EFT38024	02/04/2020	Michael Bennett	Local Government Allowance, Meeting Attendance, ICT Allowance	MUNI	3,838.25
EFT38025	02/04/2020	Nintex Pty Ltd	Sharepoint 2019 Nintex Enterprise Forms And Workflows Licence Upgrade	MUNI	10,155.31
EFT38026	02/04/2020	NSCO Consulting	Professional Services - Implementation Of Contractor Site Safety Induction And Associated Systems Of Work / Training	MUNI	2,376.00
EFT38027	02/04/2020	Nutrien Ag Solutions	Hose End - Fire Fighter And Connections	MUNI	43.74
EFT38028	02/04/2020	Novus Auto Glass Bunbury	Supply And Fit Windscreen To Hino 300 - TT1300 - DA8457	MUNI	539.00
EFT38029	02/04/2020	Outdoor World Bunbury	Refund Of Development Application Fees - 18A Foster St	MUNI	147.00
EFT38030	02/04/2020	Pages Mechanical Repairs	Da873 Loader - Supply And Fit New Turbo Charger	MUNI	4,875.59
EFT38031	02/04/2020	Patricia Perks	Meeting Attendance And ICT Allowance	MUNI	1,158.92
EFT38032	02/04/2020	Peter Robinson	Local Government Allowance, Meeting Attendance And ICT Allowance	MUNI	1,697.84
EFT38033	02/04/2020	Picton Civil Pty Ltd	Hire Of 11 Tonne Digger For Capital Works On Mountford Rd	MUNI	2,739.00
EFT38034	02/04/2020	Pollen Nation	Botanical Art In Clay Workshop - March	MUNI	275.00
EFT38035	02/04/2020	Promote You	Embroidery Of Staff Uniforms	MUNI	107.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38036	02/04/2020	Renee Thomson	Uniform Reimbursement	MUNI	255.96
EFT38037	02/04/2020	RJ Pestell Family Trust T/A Subway Treendale	Platters For BFAC Meeting	MUNI	110.00
EFT38038	02/04/2020	Signs Plus	2 X Magnetic Name Badges - Brad Batwick And Miranda Akerman	MUNI	51.70
EFT38039	02/04/2020	SMR Psychology	Employee Assistance Program	MUNI	187.00
EFT38040	02/04/2020	South West Rubber Stamps	Tardis Stamps For Records	MUNI	203.40
EFT38041	02/04/2020	Southern Lock And Security	6 Number (9) Padlocks For Retic Cabinets	MUNI	411.90
EFT38042	02/04/2020	Stacey Gillespie	Meeting Attendance And ICT Allowance	MUNI	1,158.92
EFT38043	02/04/2020	State Law Publisher	Gazettal Of Change Of Valuation Basis UV To GRV For DP417241	MUNI	105.70
EFT38044	02/04/2020	Stewart And Heaton Clothing Company Pty Ltd	PPE Trousers And Jacket - Waterloo Bush Fire Brigade	MUNI	274.02
EFT38045	02/04/2020	Susan Oosthuizen	Parking Reimbursement - WDIA Breakfast	MUNI	25.30
EFT38046	02/04/2020	Synergy	Electricity Account For Eaton Admin Centre - 18/02/2020-17/03/2020	MUNI	11,280.27
EFT38047	02/04/2020	Tailtap	Conquer The Concrete - 22 March 2020 - Registration And Event Prizes	MUNI	285.00
EFT38048	02/04/2020	The Workwear Group	Uniform Purchase - Cecilia Muller	MUNI	375.00
EFT38049	02/04/2020	Total Eden Pty Ltd	Parks & Reserves Mtce/Depot Mtce - Various Items	MUNI	148.30
EFT38050	02/04/2020	Totally Sound	Conquer The Concrete - 22 March 2020 - PA System Hire	MUNI	190.85
EFT38051	02/04/2020	Tyrrell Gardiner	Meeting Attendance And ICT Allowance	MUNI	1,158.92
EFT38052	02/04/2020	Western Australia Treasury Corporation	Loan 59 Repayment	MUNI	51,627.63
EFT38053	02/04/2020	Winc Australia Pty Ltd	Stationery Order - Eaton Administration	MUNI	676.75
EFT38054	02/04/2020	Woolworths Group Limited	ERC - Cafe Order	MUNI	84.98

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38055	02/04/2020	Work Clobber	PPE - Shirts, Jackets And Pants	MUNI	1,247.81
EFT38056	09/04/2020	21 Graphic Design Pty Ltd	Monthly Graphic Design And Creation Of Artwork For Community News - March 2020	MUNI	99.00
EFT38057	09/04/2020	Advanced Traffic Management Wa P/L	Hire Of 3 Traffic Controlers For Shoulder Works On Pile Road	MUNI	5,759.60
EFT38058	09/04/2020	Alina Gribble	Reimbursement For Purchase Of ERC Supplies - Sandpaper And Spray Paint For Kettlebells	MUNI	24.68
EFT38059	09/04/2020	All Aussie Truck And Bobcat Services	Hire Of Skid Steer Loader For Clean-Up Of Site 27/03/2020	MUNI	1,320.00
EFT38060	09/04/2020	Amity Signs	Street Signs X 3 And Warning Sign X 1	MUNI	520.30
EFT38061	09/04/2020	Aquachill	Rental Of Aquachill Water Cooler - Eaton Admin Office - 30/04/2020 - 30/04/2021	MUNI	686.40
EFT38062	09/04/2020	Australia Post	Monthly Invoice Of Mail And Postage - March 2020	MUNI	535.52
EFT38063	09/04/2020	Australian Tax Office	PAYG Withholding 03-04-2020	MUNI	79,945.00
EFT38064	09/04/2020	Bunbury Mower Service	Sundry Plant Repairs / Repairs To BR600	MUNI	709.50
EFT38065	09/04/2020	Bunnings Group Limited	Gate And Parts For Dardanup Hall Public Toilet Lockdown For Covid 19 Response	MUNI	913.96
EFT38066	09/04/2020	Bunbury Plumbing Service	80,000 Lt Of Potable Water Delivered To Depot	MUNI	2,490.00
EFT38067	09/04/2020	Chubb Fire And Security	Alarm Monitoring For Dardanup Office	MUNI	263.42
EFT38068	09/04/2020	Cleanaway	Additional Bins (70 X 240L) For Eaton Foreshore Festival To Be Held On 08-03-2020	MUNI	1,889.12
EFT38069	09/04/2020	Cleanaway Solid Waste Pty Ltd	Monthly Landfill Waste	MUNI	8,567.83
EFT38070	09/04/2020	Country Landscaping Pty Ltd	Martin Pelusey Depot - Extend Irrigation From Bore	MUNI	3,439.95
EFT38071	09/04/2020	Craneford Plumbing	Call-Out - Service And Clean Ice Maker	MUNI	82.50
EFT38072	09/04/2020	CS Legal	Legal Costs Incurred - Recovery Of Unpaid Rates	MUNI	504.70

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38073	09/04/2020	Dardanup Rural Supplies	Conduite Materials For Sidentrie Pit Lids And Pipes For Hotmix Prep.	MUNI	67.60
EFT38074	09/04/2020	Fit2Work	Monthly Invoice For Australian Employee Police Checks - March 2020	MUNI	279.84
EFT38075	09/04/2020	Holcim Australia Pty Ltd	Supply Concrete for Various Road Projects	MUNI	3,165.80
EFT38076	09/04/2020	Howson Technical	Harris Rd - Monitoring For Tree Clearing Works/VariouS Capital Road Projects	MUNI	11,877.25
EFT38077	09/04/2020	Hynes Contracting	Hire Of Tip Truck And Bobcat To Boxout Driveways - 11/03/2020	MUNI	1,210.00
EFT38078	09/04/2020	Illion Australia Pty Ltd (Tenderlink)	Public Tender - Bridge Maintenance F0165265	MUNI	165.00
EFT38079	09/04/2020	JCW Electrical Pty Ltd	Connection Of Generator For Planned Power Outage 26-03-20	MUNI	391.88
EFT38080	09/04/2020	Julie Fox	Refund For Hall Hire - Dardanup Hall - Cancelled Due to Covid-19 RestrICTions	MUNI	360.00
EFT38081	09/04/2020	Katie Moyse	Reimbursement For Purchase Of ERC Supplies - Sandpaper For Kettlebells	MUNI	25.56
EFT38082	09/04/2020	Kings Tree Care	MAFS MW Treatment 4449 - Recreation Drive, Eaton - Bushfire Mitigation Activities	MUNI	11,836.00
EFT38083	09/04/2020	Lisa Joseph	Reimbursement Of Fees For Ladies Social Basketball	MUNI	162.00
EFT38084	09/04/2020	Nightguard Security Service	Security Call-Out Services For Eaton Admin, Depot And Dardanup Office - March 2020	MUNI	440.00
EFT38085	09/04/2020	Onsite Rental Group	Hire Of Temporary Office Behind Eaton Admin Centre	MUNI	1,150.89
EFT38086	09/04/2020	Patricia Perks	Reimbursement For Ipad Case And Screen Protector	MUNI	129.90
EFT38087	09/04/2020	Perfect Landscapes	Mowing Council Parks and Reserves	MUNI	8,943.00
EFT38088	09/04/2020	Pirtek Bunbury	Caps For Hydraulic Hose Connectors	MUNI	98.54
EFT38089	09/04/2020	Porter Consulting Engineers Tusno Pty Ltd	Ferguson Road Design - Variation In Design Fees For Additional Work On 15% Design.	MUNI	17,875.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT38090	09/04/2020	Safetcard Australia	Monitoring Fees For Safetcards - March 2020	MUNI	264.00
EFT38091	09/04/2020	SMR Psychology	Employee Assistance Program	MUNI	187.00
EFT38092	09/04/2020	South West Compressors	Air Compressor Service	MUNI	249.26
EFT38093	09/04/2020	Southern Lock And Security	10 Number (9) Padlocks For Covid 19 Lockdowns	MUNI	686.50
EFT38094	09/04/2020	Suez Recycling And Recovery	Monthly Kerbside Recycling Processing	MUNI	9,964.65
EFT38095	09/04/2020	Susan Oosthuizen	Reimbursement For Parking - Perth Conference 11/02/2020	MUNI	23.22
EFT38096	09/04/2020	Synergy	Electricity Consumption From 26/02/2020 To 17/03/2020 Lot 501 Recreation Drive, Eaton	MUNI	3,504.88
EFT38097	09/04/2020	T J Depiazzi & Sons	3 Bushland Mulch - Pick-Up 23-03-2020	MUNI	2,000.49
EFT38098	09/04/2020	T-Quip	Sets Of Mulching Blades 110 0624 03 For Toro Grounds Master 360 72 Inch Deck	MUNI	632.05
EFT38099	09/04/2020	Telstra	Telephone And Various Lines For Eaton Admin Centre - Includes Directory Charges And Link To Library - March 2020	MUNI	10,920.71
EFT38100	09/04/2020	Tutt Bryant Hire	Hire Of Loader Whilst Shire Loader Being Repaired - 2019/20 Mountford Road - Construct Gravel	MUNI	9,838.00
EFT38101	09/04/2020	Tyrecycle Pty Ltd	Light Truck W/Rim (902R)	MUNI	1,609.80
EFT38102	09/04/2020	Water Corporation	Water Use And Service Charges For Eaton Recreation - 1/03/2020 - 30/04/2020	MUNI	707.08
EFT38103	09/04/2020	Woolworths Group Limited	BCF Gift Voucher Of \$50 For Brenton Scambler - Manager Development Services (In Accordance With CP-16-Severance Policy)	MUNI	178.15
EFT38104	09/04/2020	Work Clobber	PPE - Depot - Shirts, Trousers And Jackets	MUNI	2,306.79
EFT38105	09/04/2020	Construction Training Fund : BCITF	BCITF Remittance March 2020	MUNI	2,530.66
EFT38106	09/04/2020	Department Of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance March 2020	MUNI	3,856.57

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
CHEQUES					
10	12/03/2020	Shire of Dardanup - Please Pay Cash	Dominos - Pizza for Author Talk	MUNI	138.60
11	12/03/2020	Shire of Dardanup - Please Pay Cash	Farewell Gift - Anita Sewell	MUNI	180.00
12	09/04/2020	Shire of Dardanup - Please Pay Cash	Eaton Administration Office Petty Cash Recoup - 09/04/2020	MUNI	198.10
13	09/04/2020	Shire of Dardanup - Please Pay Cash	Eaton Community Library Petty Cash Recoup - 09/04/2020	MUNI	62.05
14	09/04/2020	Shire of Dardanup - Please Pay Cash	Eaton Recreation Centre Petty Cash Recoup - 09/04/2020	MUNI	226.70
PAYROLL					
DD14923.1	20/03/2020	WA Super	Payroll Deductions	MUNI	39,419.38
DD14923.2	20/03/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	122.88
DD14923.3	20/03/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD14923.4	20/03/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.89
DD14923.5	20/03/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	287.93
DD14923.6	20/03/2020	One Path Masterfund	Superannuation Contributions	MUNI	65.96
DD14923.7	20/03/2020	Hostplus	Superannuation Contributions	MUNI	365.90
DD14923.8	20/03/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	96.55
DD14923.9	20/03/2020	BT Super For Life	Superannuation Contributions	MUNI	125.60
DD14928.1	20/03/2020	WA Super	Superannuation Contributions	MUNI	54.71

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD14954.1	03/04/2020	WA Super	Payroll Deductions	MUNI	36,690.24
DD14954.2	03/04/2020	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD14954.3	03/04/2020	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.88
DD14954.4	03/04/2020	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	415.29
DD14954.5	03/04/2020	One Path Masterfund	Superannuation Contributions	MUNI	129.11
DD14954.6	03/04/2020	Hostplus	Superannuation Contributions	MUNI	242.37
DD14954.7	03/04/2020	Suncorp Brighter Super	Superannuation Contributions	MUNI	69.04
DD14954.8	03/04/2020	Evans Family Superannuation Fund	Superannuation Contributions	MUNI	111.42
DD14954.9	03/04/2020	Local Government Super	Superannuation Contributions	MUNI	232.58
DD14923.10	20/03/2020	Amp Flexible Super - Super Account	Superannuation Contributions	MUNI	89.81
DD14923.11	20/03/2020	Evans Family Superannuation Fund	Superannuation Contributions	MUNI	250.13
DD14923.12	20/03/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD14923.13	20/03/2020	Local Government Super	Superannuation Contributions	MUNI	134.65
DD14923.14	20/03/2020	BT Super	Superannuation Contributions	MUNI	436.34
DD14923.15	20/03/2020	Rest Superannuation	Superannuation Contributions	MUNI	593.22
DD14923.16	20/03/2020	The Bro Code Super Fund	Superannuation Contributions	MUNI	79.20
DD14923.17	20/03/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	645.63
DD14923.18	20/03/2020	Media Super	Superannuation Contributions	MUNI	498.07
DD14923.19	20/03/2020	Australiansuper	Superannuation Contributions	MUNI	2,371.36

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD14923.20	20/03/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.92
DD14923.21	20/03/2020	Construction & Building Industry Super	Superannuation Contributions	MUNI	312.29
DD14954.10	03/04/2020	BT Super	Payroll Deductions	MUNI	541.06
DD14954.11	03/04/2020	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD14954.12	03/04/2020	The Bro Code Super Fund	Payroll Deductions	MUNI	2.50
DD14954.13	03/04/2020	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	645.63
DD14954.14	03/04/2020	Rest Superannuation	Superannuation Contributions	MUNI	595.02
DD14954.15	03/04/2020	Media Super	Superannuation Contributions	MUNI	498.07
DD14954.16	03/04/2020	Australiansuper	Superannuation Contributions	MUNI	2,459.55
DD14954.17	03/04/2020	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.92
DD14954.18	03/04/2020	Construction & Building Industry Super	Superannuation Contributions	MUNI	312.29
DD14954.19	03/04/2020	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	98.74
CREDIT CARD					
DD14955.1	30/03/2020	Facebook Ireland Limited	Facebook Advertising For ERC	MUNI	142.82
DD14955.2	30/03/2020	Mailchimp	Monthly Subscription And Charge For Electronic Newsletter	MUNI	118.44
DD14955.3	30/03/2020	Sai Global	Purchase Of Australian Standard 4454-2012 - Composts, Soil Conditioners And Mulches	MUNI	206.27
DD14955.4	30/03/2020	Department Of Primary Industries And Regional Development	Application For Re-Registration Of A Non-Farming Property Operator (Pic Wcpd0002) 3 Year Renewal	MUNI	76.50
DD14955.5	30/03/2020	Australind/Eaton Medical Centre	Current & Future Work Capacity For Kristie Rice	MUNI	190.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
INTERNATIONAL					
DD14935.1	26/03/2020	Pluralsight	Pluralsight Additional License - Usd130.12	MUNI	233.38
DD14935.2	26/03/2020	Overdrive Inc.	Eaton Libraries Own Collection Of EBooks And Audiobooks Through Overdrive Valid For 24 Months	MUNI	1,790.83
DD14937.1	26/03/2020	Team Viewer Germany GMBH	TeamViewer Corporate Subscription	MUNI	2,038.80
BPAY					
DD14950.1	02/04/2020	inet Ltd	Monthly Charge For Business-4 Service Sod@Westenet.Com.Au	MUNI	174.94
DD14978.1	02/04/2020	Alinta	Electricity Account 800040636 - 18-02-2020 - 16-03-2020	MUNI	3,161.61
					\$1,687,068.51

REPORT TOTALS

EFT	1,586,439.76
Muni Cheque	805.45
Payroll	91,689.71
Credit Card	734.03
International	4,063.01
BPAY	3,336.55
TOTAL	1,687,068.51

CERTIFICATE of Chief Executive Officer

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



MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

12.17 Title: Grants, Awards & Scholarship Committee Meeting Minutes Held 1 April 2020

MINUTES OF THE SHIRE OF DARDANUP GRANTS, AWARDS & SCHOLARSHIP COMMITTEE MEETING HELD ON WEDNESDAY, 1 APRIL 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Grants, Awards & Scholarship Committee Meeting are attached (Appendix ORD: 12.17).

OFFICER RECOMMENDED RESOLUTION

THAT Council receive the minutes of the Grants, Awards & Scholarship Committee Meeting held 1 April 2020 (Appendix ORD: 12.17).

**GRANTS, AWARDS & SCHOLARSHIP COMMITTEE
RECOMMENDED RESOLUTION**

THAT Council:

1. Consider the applications received by the following groups under Round 2 Minor Community Grants 2019/20 - funding less than \$1,000 and

- a) Approve funding to the following organisations, and

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Dardanup Senior Citizens Inc.	Seniors Bus Trip	\$1,000.00
Eaton Combined Playgroup Association Inc (Eaton Family Centre)	Sensory garden, worm farm and compost station	\$ 974.00
Eaton Toy Library	Purchase new toys for toy library	\$1,000.00
Eaton Australind Volunteer Fire Brigade	Purchase laptop and software	\$1,000.00
South West Aboriginal Medical Service	NAIDOC family activity	\$ 800.00
TOTAL		\$4,774.00

- b) Decline funding to the following organisations.

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Eaton Senior Citizens Association Inc.	Purchase and install exhaust fans in amenities	\$ 863.50
Philharmonic South West Inc.	Music conductor, musicians and sheet music for Ferguson Music Trail event	\$ 990.00
Western Australian Regional Association of Justice Inc.	New website, email and security software	\$ 991.00
TOTAL		\$2,844.50

2. Consider the applications received by the following groups under Round 2 Community Grants 2019/20 - funding between \$1,000 - \$5,000 and

a) Approve funding to the following organisations, and

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Burekup and District Country Club Inc.	Replace carpet in bar area	\$2,200.00
Dardanup Equestrian Centre	Repair/replace toilet doors with combination locks	\$1,512.50
TOTAL		\$3,712.50

b) Decline funding to the following organisations.

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Philharmonic South West Inc.	Purchase trailer for storage and transport of musical instruments	\$4,350.00
TOTAL		\$4,350.00

12.18 Title: Audit & Risk Committee Meeting Minutes Held 8 April 2020

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING TO BE HELD ON WEDNESDAY, 8 APRIL 2020, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Audit & Risk Committee Meeting are attached (Appendix ORD: 12.18).

OFFICER RECOMMENDED RESOLUTION

THAT Council receive the minutes of the Audit & Risk Committee Meeting held 8 April 2020 (Appendix ORD: 12.18).

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'A'

THAT Council:

- 1. Authorise the Chief Executive Officer and the Shire President to execute the agreement with the Office of the Auditor General outlining the responsibilities for the Audit provided in (Appendix AAR: 8.1A); and**
- 2. Request that Council endorse the audit contract with the Office of the Auditor General for the 2019/20 accounts and audit of the Annual Financial Report; acknowledging that the Office of the Auditor General has outsourced the 2019/20 audit contract to Butler Settineri Pty Ltd.**

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'B'

THAT Council:

- 1. Acknowledge the Audit Entrance Meeting, held on 8 April 2020; and**
- 2. Acknowledge the summarised audit scope and strategy to be undertaken by the Office of the Auditor General, and OAG's sub-contractors Butler Settineri Pty Ltd, for the 2019/20 annual financial report and accounts.**

12.19 Title: Integrated Planning Committee Meeting Minutes Held 8 April 2020

MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 8 APRIL 2020, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Integrated Planning Committee Meeting are attached (Appendix ORD: 12.19).

OFFICER RECOMMENDED RESOLUTION

THAT Council receive the minutes of the Integrated Planning Committee Meeting held 8 April 2020 (Appendix ORD: 12.19).

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

THAT Council:

1. **Adopts the following Annual Transfers to Reserve for the delivery of the Pathways 10 Year Programs:**

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
56	162	170	178	184	190	215	240	240	240	1,875

2. **The following nominated pathway renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Pathway Renewal Program (each project to be ranked in priority order with "1" being the highest priority):**

Road Name and Location	Priority Ranking
i. Leicester Ramble Wetlands – Yr 3	1
ii. Leicester Ramble Wetlands – Yr 3	2
iii. Leicester Ramble Wetlands - Yr 3	3
iv. Ferguson Road - Railway Lights - Charlotte Street – Yr 3	4
v. Watson Reserve - Pratt Road-Leake Street – Yr 3	5
vi. Leicester Ramble Wetlands - - Yr 3	6
vii. Leicester Ramble Wetlands – Yr 3	7
viii. Leicester Ramble Wetlands – Yr 3	8
ix. Russell Road - Gardiner Street - Burekup Hall – Yr 4	9

Road Name and Location	Priority Ranking
x. Russell Road - Burekup Hall - Tennis Court – Yr 4	10
xi. Russell Road - Tennis Court – School – Yr 4	11

3. The following nominated pathway expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Pathway Upgrade and Expansion Program (each project to be ranked in priority order with “1” being the highest priority):

Road Name and Location	Priority Ranking
i. Cudliss Street – Hands Street to Watson Street - Yr	1
ii Watson Street - Eaton Drive - Pratt Road – Yr 1	2
iii. Scott Street - Casuarina Street - Lucretia Street – Yr 1	3
iv. O’Meara Drive - Shenton Road-Gardiner Street – Yr 1	4
v. Link from Eaton Recreation Centre to Oval – Yr 1	5
vi. Eaton Drive - Millbridge Boulevard - Jindalee Way	6
vii. Jindalee Way - New Bridge - Jindalee Way - New Bridge - – Yr 1	7
viii. Access to Scout Hall fishing platform – Yr 1	8
ix. New Collie River Bridge - Around new POS – Yr 2	9
x. New Collie River Bridge- Boardwalk over wet ground – Yr 2	10
xi. New Collie River Bridge - Castlereagh Park - New Boardwalk – Yr 2	11
xii. Murdoch Crescent – Margaret Circle to Margaret Circle – Yr 3	12
xiii Margaret Circle - Murdoch Crescent - Isdell Gardens – Yr 3	13
xiv Foster Street - Eagle Crescent - Pratt Road – Yr 4	14
xv New Collie River Bridge – Castlereagh Park – New Boardwalk – Yr 4	15
xvi Leceister Ramble Wetlands – to new bridge – Yr 4	16
xvii Cudliss Street - Bobbin Street to Hands Avenue – Yr 4	17

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION ‘B’**

THAT Council adopts the following Annual Transfers to Reserve for the delivery of the Roads 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
1,350	1,350	1,350	1,350	1,550	1,600	1,700	1,725	1,750	1,775	16,100

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

THAT Council adopts:

- The following nominated road renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Road Renewal Program (each project to be ranked in priority order with "1" being the highest priority):

DRAFT 10 YEAR PROGRAM - RAMP YEAR 1 (2020-21) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Pile Road	5.04 - 5.42 SLK, 5.66 - 6.56 SLK	Final seal	1
Pile Road	0.03 - 1.65 SLK, 4.59 - 5.04 SLK, 5.42-5.66SLK, 6.56-7.30SLK	Reseal	2
Harris Road	1.14 - 1.62 SLK	Reconstruction & widening	3
Ironstone Road	0.00 - 1.10 SLK	Reconstruction & widening	4
Mountford Road	0.00 - 0.40 SLK	Final seal	5
Crooked Brook Road	9.86 - 10.53 SLK	Final seal	6
Columbas Drive	0.00 - 0.24 SLK	Reseal	7
Newmans Road	0.00 - 0.87 SLK	Gravel resheet	8
Ratcliffe West Road	0.75 - 1.90 SLK	Gravel resheet	9
Yabberup Road	0.00 - 2.42 SLK	Gravel resheet	10

DRAFT 10 YEAR PROGRAM - RAMP YEAR 2 (2021-22) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Dardanup West Road	0.00 - 2.97	Reconstruction & widening	1
Venn Road	0.00 - 0.69 SLK	Gravel resheet	2
Dowdell's Line Road	5.69 - 6.16 SLK, 6.21 - 9.21 SLK	Reseal	3
Fees Road	0.00-1.02 SLK	Gravel resheet	4
Ford Road	0.03 - 0.51 SLK	Gravel resheet	5
Ironstone Road	0.00 - 1.10 SLK	Final seal	6
Ironstone Road	3.89 - 4.38 SLK	Reseal	7
Japonica View	0.00 - 0.74 SLK	Reseal	8
Joshua Brook Road	9.00 - 9.71 SLK	Gravel resheet	9
Lennard Road	0.00 - 2.67 SLK	Reseal	10

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Millard Street	0.00 - 0.63 SLK	Urban resurfacing	11
Pile Road	7.30 - 8.02 SLK, 9.09 - 12.00 SLK	Final seal	12
Pratt Road	0.00 - 0.10 SLK	Urban resurfacing	13
Rafferty Road	0.00 - 0.23 SLK	Reseal	14

DRAFT 10 YEAR PROGRAM - RAMP YEAR 3 (2022-23) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Bailey Loop	0.02 - 0.82 SLK	Reseal	1
Crampton Road	0.03 - 0.71 SLK	Reseal	2
Damiani Italiano Road	1.10 - 2.02 SLK	Reseal	3
Dardanup West Road	0.00 - 2.97	Final Seal	4
Ferguson Road	14.89 - 15.99 SLK	Reconstruction & widening	5
Hale Street	0.00 - 1.63 SLK	Urban resurfacing	6
Ironstone Road	1.10 - 2.16 SLK	Reseal	7
King Tree Road	0.00 - 0.40 SLK	Reseal	8
Moore Road	0.56 - 1.33 SLK	Reconstruction	9
Orchard Road	0.44 - 1.13 SLK	Gravel resheet	10
Pile Road	14.1 - 16.78 SLK	Final seal	11
Richards Road	0.70 - 4.16 SLK	Gravel resheet	12

DRAFT 10 YEAR PROGRAM - RAMP YEAR 4 (2023-24) RENEWALS

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Banksia Road	0.30 - 0.50 SLK	Reseal	1
Catalano Road	2.25 - 5.14 SLK	Gravel resheet	2
Cowin Gardens	0.00 - 0.20 SLK	Urban resurfacing	3
Culling Grove	0.00 - 0.11 SLK	Urban resurfacing	4
Dowdell's Line Road	3.85 - 5.69 SLK	Reconstruction & widening	5
Dowdell's Line Road	0.03 - 2.07 SLK, 3.41 - 3.85 SLK	Reseal	6
Ferguson Road	3.41 - 3.49 SLK	Reseal	7
Garvey Road	0.00 - 2.50 SLK	Reconstruction & widening	8
Gravel Pit Road	0.00 - 1.77 SLK	Gravel resheet	9
Greenwood Heights	0.00 - 0.04SLK, 1.00 - 1.52 SLK	Reseal	10
Hakea Close	0.00 - 0.26 SLK	Reseal	11

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Harold Douglas Drive	1.08 - 1.68 SLK	Reconstruction	12
Kentucky Drive	0.00 - 1.11 SLK	Reseal	13
Martin Pelusey Road	0.00 - 1.25 SLK	Reconstruction & widening	14
O'Connor Road	0.00 - 1.62 SLK	Reseal	15
Richards Road	0.00 - 0.12 SLK	Reseal	16

2. The following nominated road expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Road Upgrade and Expansion Program (each project to be ranked in priority order with "1" being the highest priority):

DRAFT 10 YEAR PROGRAM - RAMP YEAR 1 (2020-21) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Pile Road	7.30 - 8.02 SLK, 9.09 -12.00 SLK	Widen seal	1
Harris Road	1.14 - 1.62 SLK	Pavement works	2
Eaton Drive	0.40 - 1.70 SLK	Intersection works stage 1 - Watson Street Traffic Signals	3
Eaton Drive	n/a	New carriageway construction	4
Golding Crescent	n/a	New street lighting	5
Newmans Road	0.00 - 0.87 SLK	Gravel formation works	6
Ratcliffe West Road	0.75 - 1.90 SLK	Gravel formation works	7
Yabberup Road	0.00 - 2.42 SLK	Gravel formation works	8

DRAFT 10 YEAR PROGRAM - RAMP YEAR 2 (2021-22) UPGRADES & EXPANSION

ROAD	SECTION	ACTIVITY	PRIORITY RANKING
Eaton Drive	0.40 - 1.70 SLK	Intersection works stage 2 - Glen Huon Blvd.	1
Fees Road	0.00-1.02 SLK	Widen gravel	2
Fees Road	0.00-1.02 SLK	Gravel formation works	3
Ford Road	0.03 - 0.51 SLK	Gravel formation works	4
Joshua Brook Road	9.00 - 9.71 SLK	Widen gravel	5
Joshua Brook Road	9.00 - 9.71 SLK	Gravel formation works	6
Pile Road	12.00-15.54 SLK	Widen seal	7
Pratt Road	Eaton Foreshore	Improvements	8
Pratt Road	Eaton Bowling Club	Road modifications	9
Venn Road	0.00 - 0.69 SLK	Gravel formation works	10

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

THAT Council adopts:

- The following nominated parks and reserves renewal project priorities are to be considered by staff during the re-scheduling of the 10 Year Parks and Reserves Renewal Program (each project to be ranked in priority order with "1" being the highest priority):

DRAFT 10 YEAR PROGRAM - PARKS & RESERVES RENEWALS (YEAR 1 TO YEAR 4)

PARK NAME	COMMUNITY	ASSET SUB TYPE	PRIORITY RANKING
Lofthouse Park - Yr 1	Eaton	Combination Playground Unit	1
Eaton Foreshore- Yr 1	Eaton	Swing	2
Watson Reserve -Yr 1	Eaton	Irrigation Pipe	3
Cadell Park - Yr 1	Millbridge	Combination Playground Unit	4
Berkeley Park - Yr 2	Millbridge	Combination Playground Unit	5
Eaton Foreshore - Yr 2	Eaton	Irrigation Pipe	6
Lusitano Park - Yr 3	Eaton	Combination Playground Unit	7
Lusitano Park - Yr 3	Eaton	Combination Playground Unit	8
Glen-Huon Oval - Yr 3	Eaton	Irrigation Pipe	9
Hale Reserve - Yr 4	Eaton	Combination Playground Unit	10

- The following nominated parks and reserves expansion/upgrade project priorities are to be considered by staff during the re-scheduling of the 10 Year Parks and Reserves Upgrade and Expansion Program (each project to be ranked in priority order with "1" being the highest priority):

**DRAFT 10 YEAR PROGRAM - PARKS & RESERVES UPGRADE AND EXPANSION
(YEAR 1 TO 4)**

PARK NAME	COMMUNITY	ASSET TYPE / ACTIVITY	PRIORITY RANKING
Burekup Oval Playground - Yr 1	Burekup	Shade Sails	1
Eaton Foreshore	Eaton	Stage 4 - Pratt Road Upgrade	2
Peninsula Lakes Park – Yr 1	Eaton	Stage 2 - Softfall rubber and play equipment	3
Watson Reserve – Yr 1	Eaton	Filtration System - pending Watson Master Plan	4
Millars Creek – Yr 1	Millbridge	Lighting upgrade	5
Civic Precinct – Yr 2	Dardanup	Landscaping of Civic Precinct	6
Eaton Foreshore – Yr 2	Eaton	Bore	7
Eaton Foreshore – Yr 2	Eaton	Irrigation Upgrade	8

PARK NAME	COMMUNITY	ASSET TYPE / ACTIVITY	PRIORITY RANKING
Watson Reserve – Yr 2	Eaton	Park Sign and bench - pending Watson Master Plan	9
Unknown – Yr 2	Unknown	Dog exercise area	10
Collie River Foreshore - Millbridge/Southbank ROS Yr 2 & 3	Millbridge	Establish New POS	11
East Millbridge Public Open Space Stage 1 – Yr 2	Millbridge	Irrigated turf	12
Dardanup Community Centre – Yr 3	Dardanup	Upgrade playground equipment	13
Eaton Town Centre – Yr 3	Eaton	Landscaping & Hands Creek	14
Recreation Centre - Yr 3	Eaton	Planting	15
Collie River Foreshore - Parkridge ROS – Yr 4	Eaton	Establish New POS	16
Peninsula Lakes Park – Yr 4	Eaton	Stage 3 - Hard landscaping and amenities	17

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION ‘F’**

THAT Council adopts the following Annual Transfers to Reserve for the delivery of the Stormwater 10 Year Programs:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
0	25	25	25	25	50	50	50	50	100	400

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION ‘G’**

THAT Council adopts the following Annual Transfers to Reserve for the Infrastructure Plant & Vehicle 10 Year Replacement Program:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
205.5	205.5	206	250	256.5	276.5	280	317	327.5	347.5	2,672

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION ‘H’**

THAT Council adopts the following Annual Transfers to Reserve for the delivery of the IT Asset Management Plan IT Asset Management Plan 2020/21 – 2029/30:

20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	Total
(x \$1,000)										
400	400	400	400	400	450	500	500	500	500	4,450

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION ‘I’**

THAT Council endorses the 10 year Recreation Centre Equipment Asset Management Plan 2020/21-2029/30 acquisition and replacement program (Appendix ORD: 12.19B).

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION ‘J’**

THAT Council adopts the following Annual Transfers to Reserve for the Compliance and Executive Vehicle 10 Year Replacement Program:

	19-20	20-21	21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30
	Annual Transfer (x \$1,000)										
2018-2019 LTFFP	90	95	100	105	115	125	135	140	145		
2019-2020 LTFFP	50	75	100	125	150	175	200	230	235	240	
2020-2021 Draft LTFFP		75	80	85	90	100	120	145	150	150	150

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13.1 Title: Elected Member Motion – Income/Expenditure Infographic for Inclusion with Annual Rates Notice

Reporting Department: Elected Member
Reporting Officer: Cr. Carmel Boyce
Legislation: Local Government Act 1995

Overview -

Information regarding how the Council prioritises projects and spends funds needs to be communicated clearly and succinctly to rate payers. Council is to consider the inclusion of an information brochure with the annual rates notice to clearly show projected income and expenditure.

Background -

In recent times there have been grumbles regarding the services that rate-payers get for their rates with some demographics or sections of the rate base feeling that they are disadvantaged with regard to others. Through this motion I am hoping to clarify for rate-payers the areas where funds are spent.

Other Councils have included with their rates notices an information brochure that uses some simple graphs and describes major projects being undertaken. It may also be useful to include categories such as location e.g. expenditure by locality, roads, maintenance, capital works etc.

I believe that staff have already started preparation for something similar and thank them for their foresight. I am happy for them to investigate what other Councils have included and design and produce it.

Legal Implications - None.

Strategic Community Plan

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

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

Environment - None.

Precedents - None.

Budget Implications

While there is not a specific budget item for this brochure, the relatively small cost to produce this brochure in-house would be absorbed into the cost of producing the rates notices and associated material.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 13.1A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Rates Notice budget brochure
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 Improved communication will enhance Council’s reputation.

Officer Comment

-

The suggestion of producing a brochure outlining the breakdown of how the budget is allocated and services offered by Council has been raised recently by Councillors. Council staff have reviewed what other Council’s are producing and have started to design a brochure that can be produced in-house. This can be included in the envelope when Rates Notices are sent out in July each year. Examples of the information published by the City of Bunbury is attached (Appendix ORD:13.1B).

Council Role

- Executive/Strategic.

Voting Requirements

- Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Resolve to include with the annual rates notice mail out material an information brochure, which is to include information on projected income and expenditure for each budget year, with broad categories and text around major projects planned for the coming year/s; and**
2. **Resolve to include similar graphics and information in the Annual Report to inform residents and ratepayers of how their funds have been expended in the previous financial year.**

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING~~**15 PUBLIC QUESTION TIME**~~**eMEETING PROCESS**

To facilitate the operation of an e-meeting and in accordance with Local Government (Administration) Regulation 1996 [Reg. 7], the Council has resolved to suspend this section of the Shire of Dardanup Standing Orders Local Law.

16 MATTERS BEHIND CLOSED DOORS

None.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday 27 May 2020, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

Process:

Before closing the meeting, the Presiding Member should undertake a final 'roll call' so the Minutes evidence continued attendance of Elected Members at the eMeeting and record attendance.

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

