



A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 29th of September 2021

Commencing at 5.00pm

At

**Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON**

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 29th of September 2021 in the Council Chambers, Shire of Dardanup – Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in black ink, appearing to read "André Schönfeldt".

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 22nd of September 2021

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

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 ON WEDNESDAY, THE 29TH OF SEPTEMBER 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

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

Acknowledgement of Country

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

Emergency Procedure

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

Affirmation of Civic Duty and Responsibility

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the Special Council meeting to be held on the 20th of October 2021.

COUNCIL RESOLUTION

THAT be granted leave of absence for the Ordinary Council meeting to be held on the 27th of October 2021.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 25th of August 2021

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 25th of August 2021, be confirmed as true and correct subject to no/the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Title: Shire President Monthly Report

Reporting Department: Elected Members

Reporting Councillor: Cr. Michael T Bennett – Shire President

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

Event:	27/8/2021 – BGEA Regional Business Breakfast
Report:	Guest Speaker – Minister Don Punch gave an overview of the State Government’s priorities for our Region and particular opportunities and initiatives in the innovation and ICT portfolio. Chief Executive Officer presented Vision 2050.

Event:	27/8/2021 – Infrastructure WA - State Infrastructure Strategy
Report:	Attended a presentation from Infrastructure WA on the State Infrastructure Strategy. Questions were raised on elements on the strategy for local government and public to make comments on.

Event:	02/09/2021 - Better Telco Solutions Pty Ltd
Report:	Met at the Shire Offices. BTS to discuss future collaboration on Information Technology initiatives.

Event:	06/09/2021 – Jodie Hann
Report:	Regarding election commitment on seating for Eaton Junior Football Club.

Event:	07/09/2021 - Online Child Care Centre 25th Birthday
Report:	Presented with a plaque for Council from the Online Child Care Centre in appreciation for ongoing support. Discussions were held regarding environmental learnings of young clients and the work with the Shire’s Environmental Officer – Jacqui.

Event:	9/08/2021 – R U OK Day – Eaton Family Centre
Report:	Gathering of people to celebrate R U Okay Day. This gave an opportunity to talk to people regarding shire events.

Event:	16/9/2021 – Meet and Greet with James Hayward MLC (Nationals)
Report:	Met MLC James Hayward to discuss issues around planning and the Dardanup and Water Sewer supply.

Event:	20/09/2021 – Probus Club
Report:	Fantastic response from the Probus Club who are in awe at Councils progressive nature along with many questions on other issues and clarity on matters regarding the Eaton Bowling club.

Event:	21/09/2021 – Dardanup Senior Citizens Update
Report:	Talking to the seniors with regard to future projects around Dardanup and the rest of the Shire.

Event:	23/09/2021 – Bunbury Geographe Economic Alliance
Report:	Attended monthly meeting at Myalup Desalination Plant.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

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

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.1.1 Title: Dardanup Lions Club – Request to Lease Dardanup Central BFB Building (Old Site)

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.1.1A – Correspondence from Dardanup Lions Club</i> <i>Appendix ORD: 12.1.1B – Risk Assessment</i>

Overview

Council is requested to consider a request from the Dardanup Lions Club to lease the Dardanup Central BFB Building (Old Site). A further request from the Lions received on the 17th of September 2021 [Appendix ORD: 12.1.1A], requested Council to defer making a decision on the building until such time as the Club had prepared its proposal for the building.

Background

The Dardanup Lions Club have made a formal request received on the 23rd of August 2021 [Appendix ORD: 12.1.1A] to the Shire of Dardanup to lease the soon to be vacated and demolished Dardanup Fire Station building.

The request was discussed at the Dardanup Advisory Group meeting held on the 1st of September 2021. During the meeting the Dardanup Advisory Group Members outlined that the Dardanup Community Facility Plan has earmarked the building to be demolished and for landscaping to be undertaken to open up Carramar Park to Ferguson Road and the Wells Recreation Reserve.

In preparing the Dardanup Community Facility Plan a nine question survey was conducted between the 20th of November and the 18th of December 2017. There were 73 respondents to the survey.

Over the months of September to December 2017 interviews and meetings were held with schools, sporting groups, Ferguson Valley Tourism, commercial property owners and operators in Charlotte Street and landowner/developers.

Forty two people attended the workshop held in the Dardanup Hall on Wednesday the 6th of December 2017. People were asked to consider the current suitability of facilities and the future needs.

Thirty three people attended the workshop held on the 17th of April 2018.

The following Dardanup Advisory Group meetings were held where the DCFP was reviewed:

- 15-07-2020 - Town Meeting – 15 community members attended
- 27-08-2020 - 9 community members attended
- 01-10-2020 - 7 community members attended
- 18-11-2020 - 12 community members attended - Final DCFP discussions with group
- 07-04-2021 - 6 community members attended – discussion Carramar Park Stage 1 Plans

Community Consultation was open for a nearly five week period in January 2021. The community, particularly those in Dardanup, were encouraged to view the map and make comment on the priority projects identified.

Over the consultation period there were 1,239 total visits by 320 unique users. 94 comments were received by 19 unique stakeholders. Additionally, 125 'likes' and 19 'dislikes'.

The extensive nature of the consultation undertaken to date was also discussed at the Dardanup Advisory group meeting on the 1st of September 2021. Included in the group are representatives from the Dardanup Centrals Brigade that explained the brigade initially did not want to move from this location, but after giving it thorough consideration, could see the benefits that it would provide the broader community if the brigade relocated and the building was removed.

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)(b)(i).

30. *Dispositions of property to which section 3.58 of Act does not apply*(2) *A disposition of land is an exempt disposition if —*(b) *the land is disposed of to a body, whether incorporated or not —*(i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and***Strategic Community Plan**

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

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

Environment - None.**Precedents** - None.

Council has previously supported the lease of Council buildings to volunteer groups. The Eaton/Millbridge Lions club currently lease the old Shire of Dardanup Bobin Street works depot.

Budget Implications

Maintenance to the building would be the responsibility of the Lessee, however replacement of structural components is the responsibility of the Lessor.

Budget – Whole of Life Cost

The building would form part of the BAMP and budget allocations would be required to maintain the building in the future.

Council Policy Compliance - None.**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Dardanup Lions Club – Request to Lease Dardanup Central BFB Building (Old Site)	
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	Ongoing Maintenance and Replacement costs for the building will require further consideration by Council should Council agree to a lease.
	Reputational	Council endorsed the Dardanup CFP, the brigade agreed to vacate the building, allowing another club to take up this building could impact on Council’s reputation.

Officer Comment

Officers have in accordance with Council's endorsed Dardanup Community Facility Plans and annual budget, prepared the designs for the landscaping intended to replace the building. These designs are being presented to Council for final endorsement to allow the works to be undertaken as a separate report that forms part of this agenda.

In considering the significant community consultation in preparing the Dardanup Community Facilities Plan, and particularly the level of consideration and importance that the proposed project to extend Carramar Park past the Hall and to Ferguson Road attracted during the preparation of the Plan, Officers recommend that Council does not support the Dardanup Lions request to lease the brigade building, but requests officers to work with the Club to further consider the Club's needs and how the Shire could support the Club into the future.

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. **Does not support the Dardanup Lions request to lease the Dardanup Fire Brigade Building; and**
2. **Requests the Chief Executive Officer to write to the club to inform them of Council's decision and to extend an invitation to work with Officers to further consider the Club's needs and how the Shire could support the club into the future.**

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Dardanup War Memorial Upgrade – Stage Three

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway – Manager Place and Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.1A – Site Plan Appendix ORD: 12.2.1B – Statue and Shelter Concept Plans Appendix ORD: 12.2.1C – Risk Assessment</i>

Overview

Council is requested to consider the plans for stage three of the Dardanup War Memorial Upgrade, encompassing a statue and picnic shelters.

Background

Recent upgrades have been undertaken to the Dardanup War Memorial following a request received in 2017 from residents of Dardanup to add names that were missing from the plaques. Stages one and two of the upgrade have been completed in-line with Council resolution (182-19):

“THAT Council:

- 1. Approve unbudgeted expenditure of \$3,500 from the 2018/2019 Budget (J08717) for the purpose of installing an additional plaque at the Dardanup RSL Memorial, depicting additional names of residents who fought in World War I and II.*
- 2. Support the further investigation and inclusion of Stage Two Project works in future Long Term Financial Plans, which will involve the mirroring of brickworks and gardens on the opposite side of the current memorial.*
- 3. Support the identification and future application for grant funding towards the Stage Two Project works.*
- 4. That drawings and costings of a statue be brought back to Council for consideration as per Stage 3 of the report.”*

As per item 4 of the abovementioned Council resolution, Officers have now investigated and consulted regarding stage three of the Dardanup War Memorial Upgrade project.

During the recent Western Australian State Election \$30,000 was granted to the Dardanup Lions Club to complete stage three of the upgrade, being to install a statue of a soldier on top of the plinth at the Dardanup War Memorial and provide fixed seating and shade shelters alongside. At the 25th of August 2021 Ordinary Council Meeting, Council agreed to accept the unbudgeted income on behalf of the Lions Club (255-21):

“THAT Council:

- 6. Authorises unbudgeted grant income in the 2021-2022 Annual Budget of \$30,000 (GST exclusive) from the South West Development Commission for the Dardanup War Memorial Statue.*
- 7. Authorises unbudgeted expenditure in the 2021-2022 Annual Budget of \$30,000 (plus GST) for the Dardanup War Memorial Statue...”*

Council is requested to approve the proposed plans at [Appendix ORD: 12.2.1A] and [Appendix ORD: 12.2.1B] to allow works to proceed.

Legal Implications

Enquiries have been made with the Department of Planning, Lands and Heritage who have confirmed that the memorial is within the Shire of Dardanup Managed Local Heritage Survey and Municipal Inventory and is not in the State Register of Heritage Places, is not in the vicinity of a place on the Register, is not subject to a heritage agreement, and is not identified as a place warranting assessment by the Heritage Council.

Strategic Community Plan

Strategy 2.4.1 - Encourage the preservation of significant heritage properties and precincts. (Service Priority: High)

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

Environment - None.

Precedents - None.

Budget Implications

The total project cost is \$33,641. This is being funded through the State Government Election Commitment funding of \$30,000 combined with the \$3,641 allocated in the adopted 2021-21 Annual Budget for the Dardanup War Memorial Renewals – picnic tables (J11652).

Item	Cost (ex GST)
Civil and Structural Engineering	\$450
Hancock Memorials	\$15,509
Statue Base	\$600
Felton Industries shelters	\$9,540
Assemble shelter	\$600
Shelter base and pathway connection	\$4,896
Light to memorial (estimate)	\$1,500
Building Application	\$321.00
Contingency	\$225
Total Cost	\$33,641

Source	Income (ex GST)
Election Commitment Grant	\$30,000
Shire of Dardanup (J11652)	\$3,641
Total Income	\$33,641

Budget – Whole of Life Cost

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

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

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

These calculations do not replace the need for more detailed maintenance programming and budgeting.

	Shelter	Statue	Pathways	Lighting	Total
Acquisition Cost	\$10,140	\$17,105	\$4,896	\$1,500	\$33,641
Useful Life (years)	20	50	50	25	
Annualised Replacement Cost	\$507	\$342	\$98	\$60	\$1,007
Estimated Maintenance Cost (2%)	\$202.80	\$342.10	\$97.92	\$30.00	\$673
Whole of Life Cost	\$709.80	\$684.20	\$195.84	\$90.00	\$1,680

Additional maintenance and operational cost will have to be allowed for through the budget process, i.e. increase J11250 Dardanup Office Gardens with \$673 or as per more detailed maintenance schedules.

Council Policy Compliance

SDev CP090 - Community Engagement

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.1C] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Dardanup War Memorial Upgrade - Stage Three
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 Ensure all relevant stakeholders have been consulted and project support has been obtained.

Officer Comment

Stages one and two of the Dardanup War Memorial upgrade were completed prior to Anzac Day 2021. This work included a new plaque to include three new names discovered as previously missing and deserving of recognition; reconfiguration of the memorial to face the Dardanup Hall, improving safety during memorial services; extended paving with ‘Lest We Forget’ brickwork; new curbing and expansion of rose garden and addition of rosemary bushes; repainting of memorial; adjustment to the level of grass to reduce trip hazards; and repainting of parking bay lines. Still to be completed is the addition of the

rammed earth wall to display Waterloo Diggers plaques per Council resolution (37-21). This is being built by volunteers so will be completed as time permits.

Officers have been working with the Dardanup Lions Club and representatives from the Dardanup Residents Association to progress plans for stage three of the war memorial upgrade project. The plans were tabled at the Dardanup Advisory Group meeting held on the 1st of September 2021 with support received from the group.

The Dardanup Lions Club have been campaigning for the third and final stage of the upgrade, specifically the addition of a 1.5m soldier stone statue atop the memorial. This is to be marble and of a similar colour to the newly added plaque. A structural engineer has assessed the memorial and works will be undertaken to affix the statue per their recommendations. The Lions Club were successful in obtaining funding from the State Government which also allows the addition of two accessible sheltered picnic tables to replace the existing ageing tables. It is envisaged that a manor red colorbond™ will be used for the roof sheeting to match the surrounding buildings. Coloured concrete will connect the shelters to the existing memorial paving to ensure accessible access.

Officers recommend that Councillors endorse the concept and authorises the works to be scheduled.

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. Endorses the proposed Stage Three Dardanup War Memorial Upgrade encompassing the soldier statue and shelters as per the Site Plan [Appendix ORD: 12.2.1A] and the Statue and Shelter Concept Plans [Appendix ORD: 12.2.1B].**
- 2. Authorises the Stage Three works to be carried out at the Dardanup War Memorial.**

12.2.2 Title: Burekup and Dardanup Recreational Vehicle Stop-Over Sites Policy

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Murray Connell - Manager Development Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.2 – Risk Assessment Tool</i>

Overview

The purpose of this report is for Council to consider adopting the Burekup and Dardanup Recreational Vehicle Stop-Over Sites Policy.

Background

Council at its meeting held on the 28th of January 2015 (Resolution 16-15) designated 2 recreational vehicle stop-over sites in the townsites of Burekup and Dardanup.

More recently, Council at its meeting held on the 16th of December 2020 (Resolution 342-20) supported the location of the Dardanup site and further requested as follows:

“4. *Requests the Chief Executive Officer to prepare a policy on caravan parks and camping grounds.*”

A draft policy was presented to Council at its meeting held on the 25th of August 2021 (Resolution 251-21) where Council resolved to defer the matter until the 29th of September 2021 meeting to allow time for Councillors to workshop the policy.

The matter was discussed at the Dardanup Advisory Group meeting held on the 1st of September 2021 where the majority of the group recommended that Council consider increasing the length of stay to 72 hours for the Dardanup site.

Councillors participated in a workshop held on the 16th of September 2021.

This policy has been prepared in response to the above and relates to the conditions of use of the Burekup and Dardanup stop-over sites and the related enforcement of any conditions of use.

The Burekup site is located on a portion of Reserve 46902 Gardiner Street and has 5 designated bays for use for 72 hours only. A permit is required and is obtained from the Burekup General Store at 27 Russell Road, Burekup.

The Dardanup site is located on the northern portion of Lot 34 corner of Little Street and Ferguson Road and has 3 designated bays that are currently only for use for 24 hours. A permit is not required to use this site. The policy however proposes an increase to use the Dardanup site for 72 hours consistent with the Dardanup site.



Burekup Site



Dardanup Site

Legal Implications

The *Caravan Parks and Camping Grounds Regulations 1997* allows the Shire to give its permission to individuals to camp on land that is placed under the care, control and management of the Shire.

Strategic Community Plan

Strategy 2.3.1 - Delivery of a high level of Development & Regulatory Services that considers the environmental, social and land use planning requirements which meets the diverse community needs. (Service Priority: Flagship)

Environment - None.

Precedents

Council has previously considered recreational vehicle stop-over sites at its meetings held on the 28th of January 2015, the 16th of December 2020 and the 25th of August 2021, as detailed in the 'Background' section of this report.

Budget Implications

There may be budget implications in terms staff costs as attendance will be subject to resource availability and other priority matter, however the policy reinforces that whilst the Council will endeavour to undertake twice-weekly patrols, this cannot be guaranteed and sites may not be routinely inspected/monitored.

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: 12.2.2] for the full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Failure to act on Council resolution for a policy on caravan parks and camping grounds.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Council resolution that has not been acted upon.

Officer Comment

The policy relates to the conditions of use of the Burekup and Dardanup recreational vehicle stop-over sites and the related enforcement of any conditions of use.

The policy defines Self-Contained Recreation Vehicles (RV's) which are camping vehicles that:

- Provide internal sleeping accommodation;
- Have internal kitchen and dining facilities (including refrigerators and/or freezers);
- Carry their own internal water supply; and
- Have internal shower and toilet facilities with appropriate holding facilities.

The policy makes it clear that Shire is under no obligation to provide any facilities to the sites as they are for self-contained RV's only and further that the sites are not intended to directly compete with existing commercial caravan park operators and hence bays cannot be reserved or pre-booked.

The policy also reinforces that whilst the Shire will endeavour to undertake twice-weekly patrols, this cannot be guaranteed and sites may not be routinely inspected/monitored. Attendance will be subject to resource availability and other priority matters.

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 Burekup and Dardanup Recreational Vehicle Stop-Over Sites Policy.**

COUNCIL POLICY NO:-

SDev CP506 – BUREKUP AND DARDANUP RECREATIONAL VEHICLE STOP-OVER SITES

GOVERNANCE INFORMATION			
Procedure Link:	NA		Administrative Policy Link: NA
ADMINISTRATION INFORMATION			
Version:	1	New	OCM 29 September 2021 Res: ???-21
Version:			Synopsis: Adopted by Council.

1. RESPONSIBLE DIRECTORATE

Directorate – Sustainable Development

2. PURPOSE OR OBJECTIVE

Council has designated 2 recreational vehicle stop-over sites in the town-sites of Burekup and Dardanup. This policy relates to the conditions of use of those sites and the related enforcement of any conditions of use.

3. DEFINITIONS

Self-Contained Recreation Vehicles (RV's) are camping vehicles that:

- Provide internal sleeping accommodation;
- Have internal kitchen and dining facilities (including refrigerators and/or freezers);
- Carry their own internal water supply; and
- Have an internal sink and shower drained to a fitted holding tank or an external suitable container; and
- Toilet facilities with a holding tank or cassette that requires access from time to time to a liquid waste dump point.

4. POLICY

- 4.1 The Shire may grant permission for individuals to camp on reserve land under the care, control and management of the Shire and has designated areas in the town-sites of Burekup and Dardanup.
- 4.2 The Burekup site is located on a portion of Reserve 46902 Gardiner Street and has 5 designated bays for use for 72 hours only.
- 4.3 The Dardanup site is located on the northern portion of Lot 34 corner of Little Street and Ferguson Road and has 3 designated bays for use for 72 hours only.
- 4.4 A permit is required to use the sites and bays cannot be reserved or pre-booked as it is not intended that the sites will directly compete with existing commercial caravan park operators.
- 4.5 The Shire is under no obligation to provide any facilities to the sites as they are for self-contained RV's only.

4.6 Conditions of use include:

- Toilet, shower, washing and cooking facilities must be contained within the vehicle;
- Tents, annexes and temporary structures are not permitted;
- Shire officers may inspect vehicles at any time;
- Fires prohibited at all times;
- Dogs to be on a lead and under effective control;
- Use of generators is not permitted;
- Noise to be kept to a minimum after 10pm;
- External clotheslines are not permitted;
- All black-water must be discharged into the RV's holding tank or cassette;
- All grey water must be discharged into the RV's holding tank or a dump point where an external suitable container is used;
- Sites cannot be reserved; and
- Sites may be closed during specific events or times.

4.7 The Shire will endeavour to undertake twice-weekly patrols, however this cannot be guaranteed and sites may not be routinely inspected/monitored. Attendance will be dictated by resource availability and other priority matters (such as dog attacks).

4.8 Complaints will be addressed dependant on the severity of the situation, but generally attended to the next business day (including issues that arise on the weekends). It should be noted that complaints in relation to anti-social behaviour are police matters and not the responsibility of the Shire to enforce.

4.9 In addition, the Shire will take a proactive approach to educate and inform the public on the conditions of use of the sites especially in the lead up to peak holiday periods (e.g. information on the Shire's web site and use of the variable message trailer sign at key locations).

5. REFERENCE DOCUMENTS

Caravan Parks and Camping Grounds Act 1995.

Caravan Parks and Camping Grounds Regulations 1997.

Campervan and Motorhome Club of Australia CMCA Self Contained Vehicle (SCV) Policy.

12.2.3 Title: Bunbury and Districts Dog Club Relocation Request

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway – Manager Place and Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Property Local Law 2007 Dog Act 1976</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.3A – Proposal from Bunbury and Districts Dog Club Appendix ORD: 12.2.3B – Dog Club Relocation Consultation Appendix ORD: 12.2.3C – Risk Assessment</i>

Overview

The purpose of this report is for Council to consider the request from Bunbury and Districts Dog Club to relocate to Glen Huon Oval.

Background

In March 2018, the Shire received a letter from the Bunbury and Districts Dog Club (BDDC) requesting support to relocate to a suitable location within the Shire of Dardanup, preferably in or near Eaton. The request was considered at the Eaton Oval precinct working group meeting held on the 24th of October, 2018 where it was agreed that the Eaton Oval is not a viable option to accommodate the club.

In March 2020 BDDC wrote to the CEO requesting consideration of their relocation to Glen Huon Oval, Eaton. The letter and proposal submitted is available at [Appendix ORD: 12.2.3A]. BDDC was engaged as part of the Sport and Recreation Plan consultation that took place in September and October 2020 at which time their desire to relocate to Glen Huon Oval was re-iterated. As the Sport and Recreation Plan has now been finalised it is pertinent for Council to formally consider the relocation request.

Legal Implications

- Dog Act 1976
- Shire of Dardanup Local Government Property Law 2007, Part 3 – Permits: should Council support the BDDC's relocation request a permit to hire Glen Huon Oval is required to be entered into per the Shire of Dardanup Local Government Property Local Law 2007.

Strategic Community Plan

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

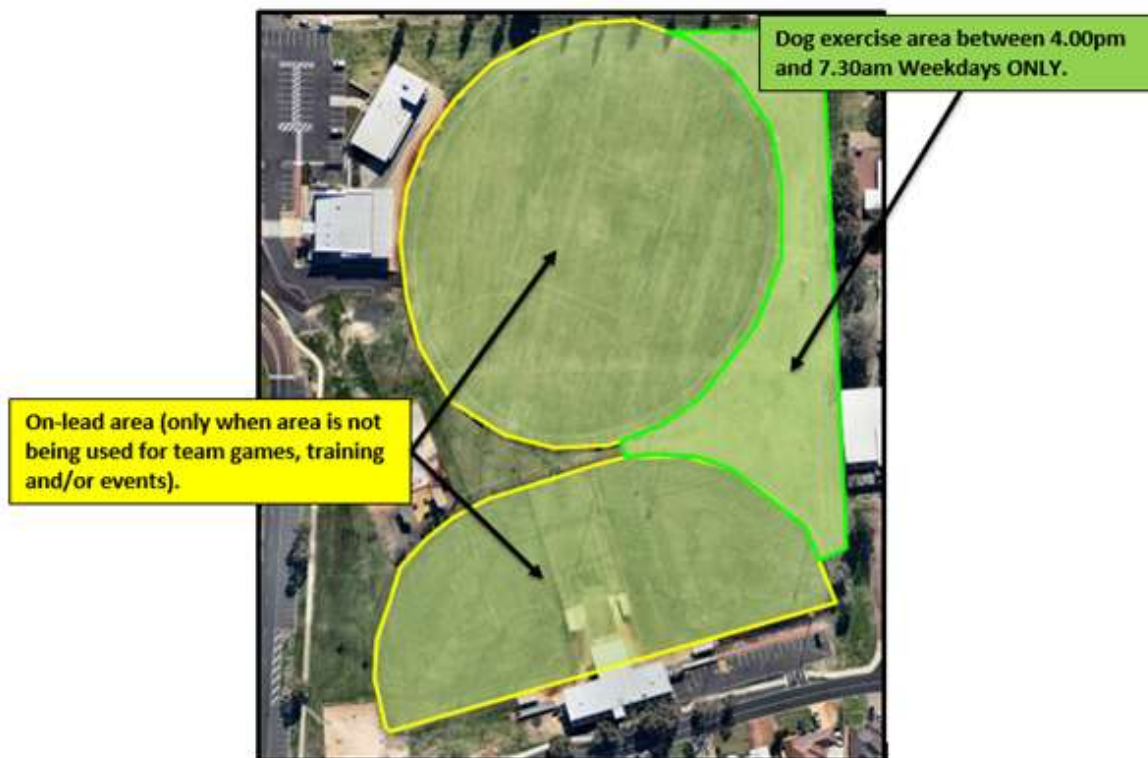
Strategy 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, interaction and events. (Service Priority: Very High)

Environment - None.

Precedents

At its September Council meeting in 2020, Council adopted (Res 266-20) the specified dog exercise areas. This includes:

- Glen Huon Reserve (Oval (Football) and Softball Field): On-lead area (only when area is not being used for team games, training and/or events).
- Glen Huon Reserve Grassed Area (East): Dog exercise area between 4.00pm and 7.30am Weekdays ONLY.



The Dog Act 1976 outlines certain exemptions, with the following being relevant to the relocation request by the BDDC who is affiliated with the Canine Club of Western Australia:

31. *Control of dogs in certain public places*
- (1) *A dog shall not be in a public place unless it is —*
- (a) *held by a person who is capable of controlling the dog; or*
- (b) *securely tethered for a temporary purpose, by means of a chain, cord, leash or harness of sufficient strength and not exceeding the prescribed length.*
- (2) *A dog is exempt from the requirements of subsection (1) if —*
- (e) *it is participating in an obedience trial or classes conducted under the auspices of the body known as the Canine Association of Western Australia (Inc.) or a body approved by the local government in whose district the obedience trial or classes are conducted.*

Budget Implications

While there is currently no fee for the hire of the oval in the Fees and Charges 2020/2021 it is suggested that a permit fee be applied for use of the oval by the BDDC. Additionally, it is suggested that the Parks and Reserves – Large Event bond of \$1,200 be applied annually in the event that damage occurs to the oval due to BDDC's activities.

Budget – Whole of Life Cost

The BDDC seek to construct a shed for storage and office space which they have indicated will be fully self-funded. If supported, a user agreement will be required to be entered into with the Club.

Council Policy Compliance

SDev CP070 –Event Application Policy: All shows and trials either coordinated or hosted by the BDDC will be required to apply for event approval as per CP070.

Exec CP090 – Community Engagement Policy: The BDDC was consulted as part of the Sport and Recreation Plan consultation. Additionally, existing users of the Glen Huon Reserve being Bunbury and Districts Softball Association (BADSA) and Boyanup Capel Dardanup Football Club (Eaton Boomers Football Club) were consulted on the proposal [Appendix ORD: 12.2.3B].

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Review Shire Dog Exercise Areas
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Failure to comply with the Dog Act 1976.
	Service Interruption Failure to adhere to conditions may result in damage to the Oval.
	Reputational Additional dog activity at the Oval may be negatively received by the community and residents.

Officer Comment

The BDDC has been seeking to relocate their activities to the Shire of Dardanup since 2018. The Canine Association of W.A. Inc affiliated club was founded in 1965 and currently operates from Hay Park in Bunbury where they have a sea container for storage adjacent to the oval space utilised. City of Bunbury Officers have indicated that provisions have been made for the Club to support their long-term future within Hay Park.

The BDDC has year-round training weekly per the table below.

Day, time	Activity	People (#)	Dogs (#)
Tuesday, 6pm to 8pm	Agility	8 to 10	10 to 15
Wednesday, 6pm to 8pm	Show Training	6 to 8	8 to 10
	Obedience	10 to 15	10 to 15
Sunday, 9am to 11am	Obedience	15 to 20	15 to 20

There are 25 to 30 active training members ranging in age from seven to 80 years. Additionally, they undertake seven shows and trials throughout the year on weekends varying in size from 60 through to 280 competitors and spectators.

On the 17th and 18th of October 2020 the BDDC held an event at Glen Huon Oval. There were issues encountered stemming from a misunderstanding of the need to apply for Event Approval in-line with CP070. Additionally there were parking violations and a non-approved coffee van at the event. Despite this, on the whole there was positive feedback from the community, all areas were left clean and tidy and dogs remained on-lead for the duration of the event.

The club was involved in the consultation regarding the Sport and Recreation Plan 2020 – 2030 and expressed their desire to be located at Glen Huon Oval. Through this process they identified their requirements: a 6m x 9m storage shed; access to meeting and canteen facilities; an open and level grassed area of 120sqm. The development of a storage facility at Glen Huon Oval to support the club was not listed as a priority for sporting development in the Sport and Recreation Plan, particularly given the space constraints of the site.

The Glen Huon Oval is utilised by the general public and is an on-lead dog exercise area only when the area is not being used for team games, training and/or events. Under the Dog Act 1976 there are exemptions that will allow the club to partake in off-lead activities for the purposes of obedience trials and classes.

The Glen Huon Reserve is currently a well-utilised shared-use facility with agreements in place with the Bunbury and Districts Softball Association (BADSA), Eaton Boomers Football Club, South West Football League, and the Eaton Community College (ECC). The precinct is the premiere sporting resource within the Shire with the oval being maintained to a high standard suitable for South West Football League games. Given the number of existing users, careful consideration must be given to ensure there are no conflicts.

BADSA has indicated the use of Glen Huon Oval does not impact the softball diamonds. Previous discussions on the matter indicate that the use of the softball diamonds would not be supported given the times and dates clash with BADSA requirements. Likewise, the use of the space between the Oval and diamonds is utilised at times by BADSA.

The Eaton Boomers Football Club have indicated their support for the relocation of the club provided that the usage requirements of the football club come first. The Eaton Boomers have indicated their growth plans including the formation of two new teams being year 11/12 boys' team and year 11/12 girls' team. This forecast growth will place existing pressure on the use of the oval during the winter months which will be in direct conflict with the usage times required by the BDDC.

The Eaton Advisory Group (EAG) also discussed the proposal who noted that it would be good to see more activation of the oval year-round, however concerns were raised around the potential clashes in usage during the winter months while football is taking place. The general consensus was that the EAG did not support the relocation on a permanent basis but are supportive of the occasional BDDC event to take place. The Eaton Community College has been contacted for comment however, at the time of writing, no response has been received. Submissions from Bunbury and Districts Softball Association and Eaton Boomers Football Club are available at [Appendix ORD: 12.2.3B].

Alternative options have been considered and are not viable for various reasons:

- Eaton Oval: discounted due to Eaton Oval precinct working group decision.
- Dardanup Equestrian Centre: no dogs are allowed at this facility.
- Wells Recreation Park: existing usage conflicts with required times.
- Eaton Foreshore: surface not appropriate; no access to club rooms/canteen.
- Burekup Oval: school oval, RV stopover area, and no access to club rooms/canteen.

The proposal from the BDDC is an opportunity to increase the number of sporting clubs within the Shire and year-round usage of the oval. However, there is potential for conflict between existing users of the Glen Huon Reserve particularly during football season, and high standards to which the oval must be

maintained to support existing use as our premier sporting facility. Officers therefore recommend that the request is not supported by Council.

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 advises the Bunbury and Districts Dog Club that it does not support the relocation of the Bunbury and Districts Dog Club to Glen Huon Oval.

12.2.4 Title: Bush Fire Advisory Committee Meeting - Change of Meeting Date

Reporting Department:	Sustainable Development Directorate
Reporting Officer:	Mrs Kathleen Hault – Acting Personal Assistant - DSD
Legislation:	Local Government Act 1995
Attachments:	Appendix ORD: 12.2.4 – Risk Assessment

Overview

This report seeks Council’s endorsement to change the Bush Fire Advisory Committee meeting date currently scheduled for 7pm on the 13th of October 2021 to 7pm the 6th of October 2021.

Background

Council, at the Ordinary Council meeting held on the 25th of November 2020 endorsed the following meeting dates for the Bush Fire Advisory Committee [Res: 326-20].

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

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

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

Legal Implications

The dates of the Shire’s Committee Meetings are required to be advertised.

Local Government (Administration) Regulations 1996 Section 12 states:

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

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

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Bush Fire Advisory Committee – Change of Meeting Date
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with meeting procedures could lead to penalties being imposed on the Shire.
	Reputational Non-compliance will impact on the Shire’s business reputation.

Officer Comment

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

The Shire of Dardanup has been successful in hosting the 2021 WA Emergency Management Conference to be held at the Bunbury Regional Entertainment Centre with industry leading professionals around the theme of ‘Building Capacity to adapt in an Era of Unprecedented Disasters’. As this is an all-day event with a sundowner and networking opportunity after the event, it is anticipated that our Fire Control Officers (FCO), and Shire staff will be attending this event, resulting in non-attendance at the committee meeting with no quorum. Other alternative dates were identified with the following Wednesday, the 20th of October 2021 already committed to a Special Council Meeting for the swearing in of newly elected members and the Ordinary Council Meeting the following Wednesday. The FCO’s were contacted about the change of date and are supportive of the proposed date for the scheduled meeting.

As the Bushfire Committee will be discussing the Fire Break Exemptions, a quorum is required for the meeting. It is therefore requested that Council endorse changing the 13th of October 2021 meeting date to the 6th of October 2021 at 7pm.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council endorses a change of the Bush Fire Advisory Committee meeting date from Wednesday, the 13th of October 2021 to Wednesday, the 6th of October 2021 at 7pm, and gives Public Notice of the change of date of the Bush Fire Advisory Committee meeting.

12.2.5 Title: Unbudgeted Income and Expenditure: Ferguson Valley Public Art Trail Concept Plan

Reporting Department:	<i>Sustainable Development Directorate</i>
Reporting Officer:	<i>Ms Lucy Owen-Conway – Manager Place and Community Engagement</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.2.5A – Evidence of Community Engagement and Support</i> <i>Appendix ORD: 12.2.5B – Risk Assessment</i>

Overview

The purpose of this report is for Council to consider the unbudgeted income and expenditure as a result of the successful application to the Department of Local Government, Sport and Cultural Industries Creative Community COVID-19 Recovery Program for the development of a Ferguson Valley Art Trail Concept Plan.

Background

At the Council meeting held on the 16th of December 2020, Council resolved (346-20):

“THAT Council:

- 1. Supports the development of a Ferguson Valley Art Trail Concept Plan subject to funding being received from the Department of Culture and the Arts Creative Community COVID-19 Recovery Program.*
- 2. Authorises the remaining \$7,000 of uncommitted funds within the 2020/21 Public Art Projects budget (J11902) be allocated toward the public art component of the Gnomesville toilet development; and*
- 3. Authorises the Public Art Projects budget (J11902) from 2021/22 onwards be utilised for public art projects that reflect the character of the Places in which they’re being installed.”*

Officers submitted an application per point 1 of the abovementioned resolution, and on the 31 August 2021 were notified by the Hon David Templeton MLA, Minister for Tourism; Culture & the Arts; Heritage that the Shire of Dardanup was one of eight successful applications.

Legal Implications

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

- 6.8. Expenditure from municipal fund not included in annual budget*
 - (1) A local government is not to incur expenditure 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.*

Local Government Act 1995 -

S6.10. Financial Management Regulations

Regulations may provide for —

- (a) *the security and banking of money received by a local government; and*
- (b) *the keeping of financial records by a local government; and*
- (c) *the management by a local government of its assets, liabilities and revenue; and*
- (d) *the general management of, and the authorisation of payments out of —*
 - (i) *the municipal fund; and*
 - (ii) *the trust fund of a local government.*

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.*

The Shire of Dardanup will be responsible for meeting the obligations imposed under the grant agreement and acquitting the funds.

Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Strategy 3.1.1 - To foster Creativity in the community through our public spaces and urban environment. (Service Priority: High)

Strategy 3.1.2 - Promote Creative Participation by supporting the development of opportunities for artists and creative minds. (Service Priority: High)

Strategy 4.2.1 - Develop the local tourism sector to become a choice destination for tourists, visitors and our own residents. (Service Priority: Very High)

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

Environment - None.

Precedents - None.

Budget Implications

The Council was successful in receiving a total \$62,653 in funding for the Ferguson Valley Public Art Trail Concept Plan project, comprising \$61,418 to complete the project plus a further \$1,235 to complete the Culture Counts Evaluation per the requirements of Department of Local Government, Sport and Cultural Industries. The adopted Annual Budget includes \$19,000 for Public Art Projects (J11902). As part of the

funding application, Officers earmarked \$5,500 of this budget toward the Ferguson Valley Public Art Trail Concept Plan in addition to an in-kind contribution by way of venue hire, Officer time and promotions.

The total cash component of the Public Art Projects budget will therefore be \$81,653 should Council approve the unbudgeted income and expenditure.

Budget – Whole of Life Cost

The Ferguson Valley Public Art Trail Concept Plan will set-out a plan for the development of public art in the area as well as one initial mural artwork. The development of further murals in the trail will be dependent on obtaining additional funding. Any artworks installed will be Shire of Dardanup assets and will be required to be maintained in accordance with artist’s instructions. The concept plan will consider the maintenance and replacement cost of the proposed art.

Council Policy Compliance

Exec CP090 – COMMUNITY ENGAGEMENT POLICY: Engagement was undertaken prior to submitting an application with the Ferguson Valley Advisory Group and Dardanup Advisory Group who were supportive of the concept. Additionally, letters of support were provided from the Ferguson Valley Marketing Association and Dardanup Art Spectacular Committee. The funding submission also included a detailed Community Engagement Plan. Copies are provided at [Appendix ORD: 12.2.5A].

A significant amount of engagement will take place through the Concept Plan development per the Community Engagement Plan. It is intended to bring the Final Draft Ferguson Valley Public Art Concept Plan to Council for consideration and endorsement at the conclusion of the consultation period.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.5B] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Ferguson Valley Public Art Trail Concept Plan
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Consideration of pull-in bays and locations of artworks to be considered as part of concept plan development and project-specific risk assessments.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Health Injury to public due to unsafe locations for viewing public artwork.
	Financial Unavailability of funding to support public art projects.
	Reputational Individual community members disliking artwork.
	Environment Negative impact on environment surrounding artwork due to public accessing the area.

Officer Comment

The Creative Community COVID-19 Recovery Program provides funding for artist-in-residence projects that engage communities and are delivered in partnership with artists. The program supports projects “for the community, by the community” that increase participation in, access to and connection with arts and cultural activities for Western Australian communities.

The successful application for this funding will allow the Shire to establish an artist-in-residence that will work with the local resident and business community to develop a concept plan for a Ferguson Valley Public Art Trail and complete the first mural in the trail. The aims of the project are to:

- Develop of a concept plan for a Ferguson Valley Public Art Trail;
- Celebrate the unique stories of our community through the arts;
- Increase community participation in and connection with the arts;
- Demonstrate opportunities for young people interested in a career in the arts; and
- Provide accessible public art for the community.

The trail is expected to commence in Dardanup and create a connection to the new Wellington Dam Mural, driving visitation through our Shire. It will complement and promote the Shire as an arts destination particularly in light of the Dardanup Art Spectacular and established and emerging artists living and working within the area. The concept plan will consider how local artists and businesses are able to contribute pieces to the art trail, as well as showcasing feature pieces by well-known Western Australian and National artists.

Upon acceptance of the unbudgeted income and expenditure a RFQ will be extended to local, state and national artists and art consultants. The scope of work will include engaging and working closely with a diverse section of the Dardanup and Ferguson Valley communities to:

- Identify an objective and overall approach to the art trail including theme/s, with consideration to the place and its stories;
- Recommend suitable art forms and mediums;
- Identify suitable sites;
- Determine the number of artworks to be included;
- Produce a concept plan for the art trail that can be implemented in a staged approach over time as funding becomes available;
- Maintenance and replacement cost/requirement;
- Develop a process for artist selection and artwork installation; and
- Identify potential artists.

A concept design for one mural artwork that will form part of the art trail will also be developed during the residency, with an artist commissioned and mural completed as part of the project following Council’s consideration of the Final Ferguson Valley Public Art Trail Concept Plan.

Consultation with the Dardanup Advisory Group, Ferguson Valley Advisory Group, Ferguson Valley Marketing Association, and Dardanup Arts Spectacular revealed strong support for the establishment of a Ferguson Valley Public Art Trail. In addition to these groups it is expected that the artist-in-residence will engage with other community and sporting groups, local schools, individuals, artists and businesses operating in the Ferguson Valley and Dardanup areas.

As part of the funding requirements, the Shire is required to complete a project evaluation utilising Culture Counts evaluation platform which is designed to measure the cultural, social and economic impact of arts projects. This allows the Department of Local Government, Sport & Cultural Industries to apply standardised metrics that measure the quality, reach, impact and value of its investment in the

arts and cultural sector. An additional funding amount of \$1,235 has been granted to complete the Culture Counts evaluation.

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 and authorises unbudgeted grant income in the 2021-2022 Annual Budget of \$62,653 (GST exclusive) from the Department of Local Government, Sport and Cultural Industries for the Ferguson Valley Public Art Trail Concept Plan.**
2. **Authorises additional expenditure in the 2021-2022 Annual Budget of \$62,653 (GST exclusive) for the Ferguson Valley Public Art Trail Concept Plan.**
3. **Requests that the Chief Executive Officer present the final Ferguson Valley Public Art Trail Concept Plan post consultation to Council for endorsement upon its completion.**

By Absolute Majority

12.2.6 Title: Proposed Road Name – Lot 2054 Clayton View, Millbridge

Reporting Department:	Sustainable Development Directorate
Reporting Officer:	Mr Gareth Webber - Planning Officer
Legislation:	Land Administration Act 1997
Applicant:	Ardross Estates (SA) Pty Ltd
Attachments:	Appendix ORD: 12.2.6A – Road Name Plan Appendix ORD: 12.2.6B – Risk Assessment

Overview

The purpose of this report is for Council to consider approving a road name for Millbridge Private Estate (Lot 2054 Clayton View, Millbridge).

Background

A request has been received from the developer of Millbridge Private Estate seeking approval for the road name 'McRae Lane' for a recently approved subdivision within the Garden of Eaton Structure Plan. Please refer to [Appendix ORD: 12.2.6A] for the road name plan.

The Western Australian Planning Commission (WAPC) granted subdivision approval on the 1st of July 2021 for 13 residential lots to the south of the proposed school site within the Garden of Eaton Structure Plan.

Location Plan



Legal Implications

Landgate’s Geographic Names Committee is responsible under the *Land Administration Act 1997* for the final approval of road names. The local government must approve road names and then forward them to the Minister for Lands for final approval.

Strategic Community Plan

Strategy 2.3.1 - Delivery of a high level of Development & Regulatory Services that considers the environmental, social and land use planning requirements which meets the diverse community needs. (Service Priority: Flagship)

Environment - None.

Precedents

Council has previously supported road names that have been requested by developers within the Garden of Eaton Structure Plan area. The names all have a common Australian waterways theme and the proposed name of ‘McRae Lane’ is in keeping with that theme as there is a ‘McRae’ creek in Melbourne.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Road names not approved.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Service Interruption If road names were not approved the provisions of emergency service responders, utilities and postal deliveries would be compromised.

Officer Comment

The name ‘McRae Lane’ has been chosen in keeping with the waterways of Australia theme for the Millbridge Private Estate. Should ‘McRae Lane’ prove to be unsuitable, the applicant has proposed ‘Kalumba Lane’ as an alternative.

The proposed road names are considered appropriate given the established theme of Australian waterways within the estate and both names have received preliminary validation from Landgate.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

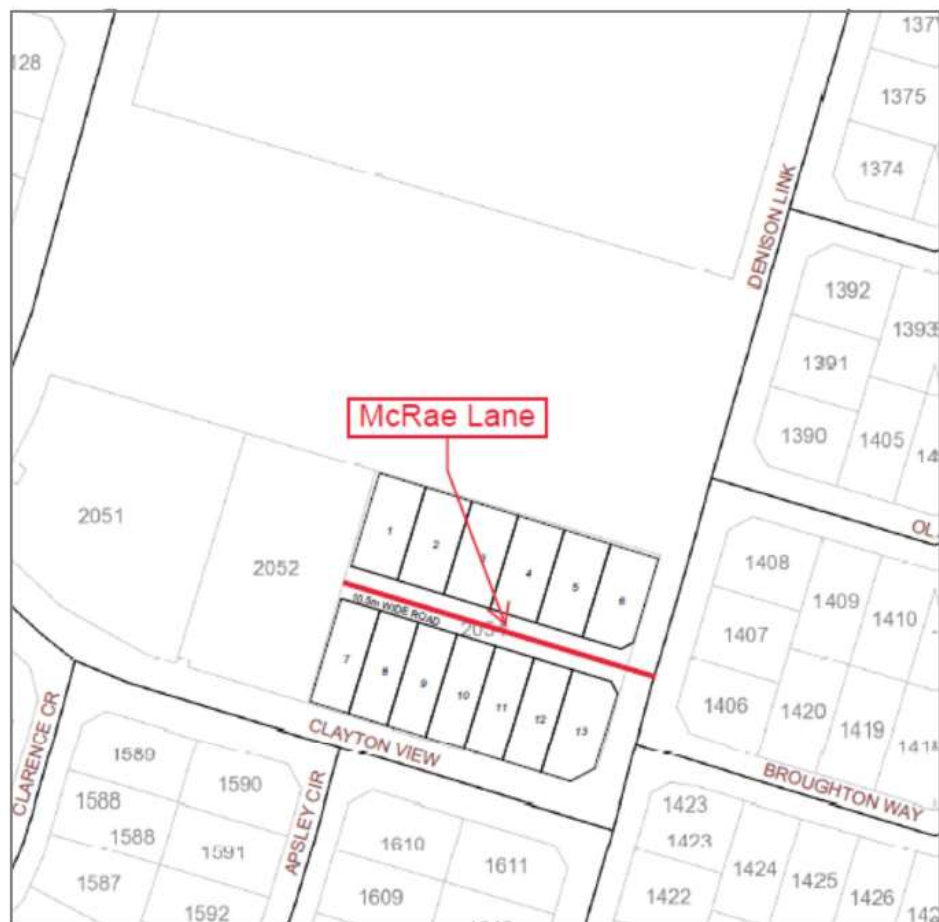
No Change. **OR:**

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. Approves the use of the road name 'McRae Lane' as indicated on the plan contained in [Appendix ORD: 12.2.6A]:



2. Approves the use of the road name 'Kalumba Lane' as an alternative if the Geographic Names Committee is not supportive of the proposed named of 'McRae Lane'.

12.2.7 Title: Community and Events Grants Scheme – Round 1 – 2021/22

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Melanie Ring - Place & Community Services Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.7A - Community and Grants Policy SDev CP044 Appendix ORD: 12.2.7B - Risk Assessment Appendix ORD: 12.2.7C – Applications with Recommendations</i>

Overview

This report summarises the Round 1, 2021/22 Community and Events Grant requests that have been received from the community. Council is tasked with considering these requests and recommending the distribution of grant funds from the 2021/22 budget allocation.

Background

The Community and Events Grant Policy (SDEV CP044) [Appendix ORD: 12.2.7A] has the objective to provide financial support to such requests that meet the policy criteria (subject to budget constraints) and promote the Shire of Dardanup as a positive, supportive and caring community organisation.

Community Grants are available for projects and activities within the Shire of Dardanup that:

- Foster the distinctiveness of places through the personalisation of community areas;
- Activate public places;
- Build the skills and capacity of the community;
- Leave a lasting positive impact on the community;
- Promote accessibility and inclusivity for all members of the community; and
- Empower groups to be proactive in the community.

Events Grants are available for events:

- Events to be held in the Shire of Dardanup;
- Free-to-attend and held within the Shire of Dardanup;
- Event to benefit the community; and
- Activates the area in which the event is held.

In relation to this report, funding for each of the community and events grants schemes fall into the following categories;

Community Grants:

- Level 2 Community Grant: open for application twice per year, incorporated groups' eligible only, maximum funding amount \$1,000 with 100% of project cost available for funding.
- Level 3 Community Grant: open for application twice per year, incorporated groups' eligible only, funding available from \$1,001 - \$5,000 and a maximum of 50% of the total project cost available for funding.

Events Grants:

- Level 2 Community Grant: open for application twice per year, incorporated groups' eligible only, maximum funding amount \$1,000 with 100% of project cost available for funding.
- Level 3 Community Grant: open for application twice per year, incorporated groups' eligible only, funding available from \$1,001 - \$5,000 and a maximum of 50% of the total project cost available for funding.

The policy sets out the criteria for each category of financial support available. Applications are assessed in accordance with the *Community and Grants Policy SDev CP044*. [Appendix ORD: 12.2.7A]

Applications for 2021/22 Round 1 Community & Events Grants, opened on Monday the 19th of July 2021 and closed on Friday the 27th of August 2021. The grants were advertised on the Council website, Council social media, various community group Facebook pages, Council Instagram page and posters displayed at various community locations within the Shire. Emails were sent to known eligible clubs and organisations within the Shire to inform them of the grants round opening and closing dates. The email provided the Council's grants page website link in which the Donations and Grants Policy SDev CP044, FAQ's, application forms, contact details and other important information is available. Where necessary the email was followed up with a phone call to assist with any further queries. Community members were also invited to meet with the Place and Community Officer to discuss their desired projects, and a number of one-on-one meetings with those interested in the Council's grant funding occurred.

Below is a breakdown of the grant applications received for the Round 1 2021/22 Community and Events Grants:

Grant Stream	Number of Applications
L1 Quick Response Grants - Events	1
L1 Quick Response Grants - Community	4
L2 Community Grant	4
L3 Community Grant	6
L2 Events Grant	3
L3 Events Grant	1
Total number of applications received	19

It is noted the L1 Quick Response grants do not fall under the grants rounds (they can be applied for year round) however through the extensive promotions of the Round 1 Community and Events Grants these applications were also received during this period.

Legal Implications - None.

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 3.3.1 - To promote and encourage volunteering within the Shire of Dardanup. (Service Priority: High)

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

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

Environment - None.

Precedents - None.

Budget Implications

Council allocated \$50,563 to the Community Grants for 2021/22 GL 1119504. A maximum \$5,000 of the allocation is available for the Quick Response Community Grants and Quick Response Event Grants Level 1 which are open all-year-round. Below is a breakdown of the budget for each of the grant schemes for the entire financial year:

GL 1119504 - Total Budget Allocation:	\$ 50,563.00
Allocation to Community Quick Response Grants for 21/22	- \$5,000.00
Allocation to Dardanup Heritage Collective – In-Kind Component	- \$5,000.00
Remaining budget for Community Grants (2 rounds)	\$ 40,563.00
Community Grant allocation for <u>each</u> round	\$ 20,281.50

J08714 - Total Budget Allocation:	\$ 25,000.00
Allocation to Event Quick Response Grants for 21/22	- \$5,000.00
Remaining budget for Event Grants (2 rounds)	\$ 20,000.00
Event Grant allocation for <u>each</u> round	\$ 10,000.00

Budget – Whole of Life Cost - None.

Council Policy Compliance

All applications for grant funding are required to comply with Policy SDev CP044 and have been assessed against the relevant criteria. Consideration should be given to Policy Cost Shifting Assessment and this has been taken into consideration during the assessment process.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.7B] for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Community and Events Grants Scheme – Round 1 2021/22
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Not applicable.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council's reputation could be impacted dependant on their decision on recipients' applications for grant funding.

Officer Comment

Applications have been assessed and all applications have been considered against the criteria of Policy SDev CP044. See officer comments for further details and all applications [Appendix ORD: 12.2.7C].

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)			
Applicant Name	Amount Requested	Purpose	Officer Recommended
Eaton CWA	1,000.00	Reticulate premise gardens	Yes

COMMUNITY GRANTS – LEVEL 2 (\$0 - \$1,000)			
Applicant Name	Amount Requested	Purpose	Officer Recommended
Eaton Senior Citizens	980.00	12 x Health & Wellbeing Yoga Classes	Yes
Probus Club of Eaton	1,000.00	Purchase Laptop and Software	Yes
Tigers Softball Club	1,000.00	Purchase Safety and training equipment	Yes

COMMUNITY GRANTS – LEVEL 3 (\$1,001 - \$5,000) 50% matching component required			
Applicant Name	Amount Requested	Purpose	Officer Recommended
BADSA	5,000.00	Cut Outs and Water to both diamonds	Yes
Burekup Cricket Club	5,000.00	Upgrades to cricket pitches	Yes
Burekup and Districts Country Club	5,000.00	Outdoor garden area seating <i>Application incomplete</i>	No
Dardanup Aero modellers	1,620.00	Purchase Semi-permanent gazebo <i>Application withdrawn</i>	No
Eaton Senior Citizens	2,237.50	Purchase chairs for new premises	Yes
Lions Club of Eaton	1,011.59	Purchase defibrillator	Yes

EVENT GRANTS – LEVEL 2 (\$0 - \$1,000)			
Applicant Name	Amount Requested	Purpose	Officer Recommended
Dardanup Art Spectacular	1,000.00	Purchase light stands for Dardanup Art Spectacular event	Yes
Dardanup and Districts Residents Association	1,000.00	Hire PA for Anzac Day Event	Yes
Dardanup Heritage Collective	1,000.00	Purchase laptop, hire projector, one year of insurance for Heritage Forum event	Partial funding only - \$572.92

EVENT GRANTS – LEVEL 3 (\$1,001 - \$5,000) 50% matching component required			
Applicant Name	Amount Requested	Purpose	Officer Recommended
Clan Cynefin Realm Inc.	5,000.00	Event: Muster Yore Medieval, Eaton	Yes

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Considers the applications received by the following groups under Community Grants Scheme Round 1 2021/22 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:**

COMMUNITY GRANTS – LEVEL 2		
Eaton CWA	Reticulate premise gardens	1,000.00
Eaton Senior Citizens	12 x Health & Wellbeing Yoga Classes	980.00
Probus Club of Eaton	Purchase laptop and software	1,000.00
Tigers Softball Club	Purchase safety and training equipment	1,000.00
TOTAL		\$3,980.00

2. **Considers the applications received by the following groups under Community Grants Scheme Round 1 2021/22 – Level 3 grants for funding between \$1,001 and \$5,000 and approves funding to the following organisations:**

COMMUNITY GRANTS – LEVEL 3 (Funding between \$1,001 - \$5,000 with a 50:50 matching component)		
BADSA	Cut outs and water to both diamonds	5,000.00
Burekup Cricket Club	Upgrades to cricket pitches	5,000.00
Eaton Senior Citizens	Purchase chairs for new premises	2,237.50
Lions Club of Eaton	Purchase defibrillator	1,011.59
TOTAL		\$13,249.09

3. **Considers the applications received by the following groups under the Events Grants Scheme Round 1 2021/22 – Level 2 grants for funding up to \$1,000 and approves funding to the following organisations:**

EVENTS GRANTS – LEVEL 2		
Dardanup and Districts Residents Association	Hire PA for Anzac Day Event	1,000.00
Dardanup Art Spectacular	Purchase light stands for Dardanup Art Spectacular event	1,000.00
Dardanup Heritage Collective	Hire projector, photocopying and one year of insurance for Heritage Forum event	572.92
TOTAL		\$2,572.92

4. **Considers the applications received by the following groups under the Events Grants Scheme Round 1 2021/22 – Level 3 grants for funding between \$1,001 and \$5,000 and approves funding to the following organisations:**

EVENTS GRANTS – LEVEL 3		
Clan Cynefin Realm Inc.	Hire projector, photocopying and one year of insurance for Heritage Forum event	5,000.00
TOTAL		\$5,000.00

12.2.8 Title: RFT F0233817: Consultancy Services - Development Contribution Plans for Wanju and Waterloo

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Susan Oosthuizen - Director Sustainable Development Mr Allan Hutcheon – Procurement Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.8 – Risk Assessment</i>

Overview

Request for Tender (RFT) was sought through an open market process for the appointment of a lead consultant with a consortium of sub-consultants to develop the Development Contribution Plans (DCP) for the Wanju and Waterloo Industrial Park Precincts. The RFT was publically advertised through Tenderlink and requested submissions to deliver on the requirements of State Planning Policy 3.6. - Infrastructure for a compliant DCP for Wanju and Waterloo. Council is requested to accept the preferred submission from Integran [Confidential Document Under Separate Cover– Integran Tender Submission – Tardis Link: RFT-R1061100].

Background

The Western Australian Planning Commission (WAPC) endorsed the Wanju and Waterloo District Structure Plans (DSP) in March 2020 and subsequently the Greater Bunbury Regional Scheme (GBRS) Amendments for both the District Structure Plans has been progressed by the WAPC. With this important step to create Urban Deferred and Industrial Deferred land use zones in the GBRS, the Shire of Dardanup now needs to embark on completing the DCP's for Wanju and Waterloo and local scheme amendments for both these areas to unlock the potential to facilitate development.

Wanju - The proposed new community of Wanju will be the focus for a 1,250 hectares green-field development in the Greater Bunbury area over the next 40 years with approximately 18,500 new dwellings. The strategic intent of this new development is for it to be designed as an innovative 'step-change' in the type and form of development traditionally built in the surrounding areas. At its core will be an urban, mixed-use and relatively high-density environment with a strong sense of being a distinct place in its own right. The Wanju DSP has been divided into seven precincts, six of these precincts are proposed development areas and will require a detailed Local Structure Plan to be prepared and approved by the WAPC before any subdivision or development commences.

Waterloo Industrial Park Development Contribution Area is approximately 1,350 hectares and is located immediately to the north of the Waterloo DSP and will require a detailed Local Structure Plan to be prepared and approved by the WAPC before any subdivision or development commences. The Waterloo Industrial Park will provide for a diversity of industrial space to give future industries the opportunity to develop and grow and the intention is for it complement existing industrial and business parks in the rest of the sub-region.

Legal Implications

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

*Part 4 — Provision of goods and services
Division 2 — Tenders for providing goods or services (s. 3.57)*

18. Rejecting and accepting tenders

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) *If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) *Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*
 - (4a) *To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) *The local government may decline to accept any tender.*
- (6) *If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept. 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) r. 19 page 20 Version 03-k0-00 As at 30 Jun 2021 Published on www.legislation.wa.gov.au*
- (7) *If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*

[Regulation 18 amended: Gazette 29 Jun 2001 p. 3131-2; 18 Sep 2015 p. 3807.]

Strategic Community Plan

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

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

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

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

Strategy 4.1.1 - Create connectivity that support business success by efficient movement and exchange of people, business, goods, services and ideas. (Service Priority: Moderate)

Environment - None.

Precedents

The Shire currently operates 2 Development Contribution Plans

1. Joint Town Planning Scheme # 1
2. Dardanup Development Contribution Plan

Budget Implications

A report was taken to Council at the 2nd of November 2016 OCM (294-16) for Council to approve the draft business case for the development of the DCP's for Wanju/Waterloo and the authorisation for the CEO and Shire President to present the case to the Minister for Regional Development and the Minister for State Development to seek financial support to prepare the DCP.

Since then Council have set aside a loan of \$750,000 for the Developer Contribution Plan as no other financial assistance could be attained.

Council will draw down on a loan to enable the funding of this project. The 2021/22 Budget includes a job number (GL 10 1 6503 and GL 10 1 6024) for this project and is summarised below:

- 2021/22 - \$360,000
- 2022/23 - \$230,000
- 2023/24 - \$150,000

It is now proposed to expend \$517,000 in the 2021/22 Financial Year, with a 10% contingency added to this sum. The balance is expected to be expended in the 2022/23 Financial Year.

Budget – Whole of Life Cost

The final adopted Wanju and Waterloo DCP will have a financial impact on the budget for both the Operating Expenditure and Capital Expenditure in the Long Term Financial Plan and future Asset Management Plans.

Council Policy Compliance

The following Council Policies apply:

- CnG CP034 – Procurement Policy
- SDev CP093 – Sustainability

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.2.8] for full assessment document.

TIER 3 – 'High' or 'Extreme' Inherent Risk.	
Risk Event	RFT F0233817: Consultancy Services - Development Contribution Plans for Wanju and Waterloo
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	A compliant DCP for Wanju and Waterloo to meet the requirements of SPP 3.6 - Infrastructure
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable. 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	Financial A financial risk to Council in terms of future expenditure if the DCP under scopes the future infrastructure requirements.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Reputational	A reputational risk if Council cannot provide the required Infrastructure to its future communities in a timeously manner.

Officer Comment

The Council proposes to appoint a lead consultant with a consortium of sub-consultants to draft the DCP’s for Wanju and Waterloo and related planning documents inclusive of the Local Planning Scheme Amendments, Development Contribution Plans and Implementation and administration systems/templates. In preparation of these documents the lead consultant with the assistance of sub consultants would prepare the following supporting information:

- a) Designs and costings for relevant infrastructure requirements inclusive of:
 - i. Development Infrastructure;
 - ii. Service Utilities; and
 - iii. Community Infrastructure.
- b) Prepare sustainable alternative infrastructure and smart city solutions for Wanju and Waterloo; and
- c) Prepare a feasibility assessment to illustrate the development potential for Wanju.

To achieve the requirements for a compliant DCP for Wanju and Waterloo the Infrastructure and land requirements need to be designed and estimated based on the District Structure Plans for both areas, adopted by the WAPC in March 2020. The DCP’s will form part of Local Planning Scheme No.3 or alternatively may be incorporated within the proposed draft Local Planning Scheme No. 9. The DCP’s should identify the infrastructure necessary to service urban and industrial development at the desired standard of service in a coordinated and efficient manner.

The scope of works was broken down into eight (8) separable portions which included the following for consideration:

- Draft the DCP for Wanju and Waterloo and related planning documents;
- Ongoing Implementation and Administration;
- Design and costing of Development Infrastructure;
- Design and costing of Community Infrastructure;
- Design and cost of Sustainable Alternative Infrastructure;
- Development of an Options Assessment/Analysis;
- Precinct Design and Public Realm Guidelines; and
- Drainage and Housing Typology Study.

Tender Process

Procurement for the appointment of a lead consultant with a consortium of sub-consultants has followed the Council's Procurement Framework, including the preparation of a Procurement Plan, a Request for Tender and Tender Evaluation [Confidential Document Under Separate Cover – Tender Evaluation RFT F0233817 – Tardis Link: RFT-R1039176]. Tenders were publically advertised as per below:

- South Western Times newspaper – 22nd of July 2021;
- West Australian newspaper – 24th of July 2021; and
- Tenderlink – 22nd of July 2021.

The original Tender close was 14:00AWST on Wednesday the 18th of August 2021. The Shire received correspondence from prospective tenderers requesting additional time to be allocated for the submission of a tender. Advice was sought from the CEO and the date was extended to 14:00AWST Friday the 20th of August 2021. All other terms and conditions of tender remained unchanged.

All prospective tenders were notified via Tenderlink of the change of date for the closure of submissions. There was a total of 87 prospective tenderers that viewed the RFT online, 43 had registered interest and by the closing date we had only received one (1) tender submission. Some prospective tenderers contacted the Council to advise that they would not be able to put in a submission for the RFT, due to time and project constraints as well as availability in resources.

Integran's submission was deemed an Alternative Tender, but the evaluation panel deemed that it should be evaluated on its merits. The submission submitted by Integran has been provided to Councillors [Confidential Document Under Separate Cover – Integran Tender Submission – Tardis Link: RFT-R1061100]. The Integran submission was for 7 of the Separable Portions with Separable Portion 5 (Alternative Infrastructure including Smart Cities) presented as an alternative scope departure. Clarification from Integran was requested on the order of magnitude of costs to provide the scope outlined in the proposed alternative as detailed in the tender submission. Integran advised that depending on the final agreed scope the cost for this separable portion may be an additional cost of approximately \$50,000.

Probity advice has been sought in relation to separable portion 5 and based on the advice is recommended that Council appoint Integran for all of the Separable Portions 1 – 8 and authorises the CEO to negotiate with Integran to confirm the final scope of works and cost to undertake Separable Portion 5 prior to entering into contract.

Evaluation of Tenders

The Tender submissions were reviewed by an evaluation panel consisting of:

- Allan Hutcheon - Procurement Officer and Panel Chair (non-voting);
- André Schönfeldt – Chief Executive Officer
- Susan Oosthuizen – Director Sustainable Development
- Luke Botica – Director Infrastructure
- Murray Connell – Manager Development Services

All members of the evaluation panel have made a conflict of interest declaration by signing the Declaration of Confidentiality & Interest contained in the Tender Evaluation Workbook. The objective of the evaluation panel is to recommend a suitably qualified and experienced contractor to satisfy the requirement of the RFT. All responses to the qualitative criteria and compliance criteria were assessed by the panel, as well as the prices tendered.

CRITERIA	Integran							
	SP1	SP2	SP3	SP4	SP5	SP6	SP7	SP8
Demonstrated Understanding & Resources Respondents should detail the process they intend to use to achieve the Requirements of the Specification.	1.20	1.20	1.40	1.40	1.40	1.40	1.40	1.40
Sustainability Environmental Management Ethical Leadership and Supply Chain Practice Community Participation and Benefits Workplace Practices	0.30	0.35	0.30	0.35	0.30	0.30	0.30	0.30
Price Considerations Most competitive Price for each of the separable portions or the entire contract. Council's assessment of the most advantageous service arrangement over the Tender contract period	5.00	5.00	5.00	5.00	0.00	5.00	5.00	5.00
TOTAL	8	8.05	8.35	8.4	3.35	8.35	8.35	8.35

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Accepts the alternative tender submission, for RFT F0233817 [Tardis Link: RFT-R1061100] to deliver Consultancy Services to prepare Development Contribution Plans for Wanju and Waterloo as advertised and recorded in the Tender Register, received from Integran Pty Ltd, as the most advantageous tender, for a lump sum value of \$516,977.50 excl. GST, which includes Project Management costs and includes Separable Portion 5.**
2. **Authorises the Chief Executive Officer to finalise the scope of works for Separable Portion 5 prior to entering into contract and for this portion of the contract to not exceed \$50,000 excl. GST.**
3. **Delegates, by Absolute Majority, in accordance with section 5.42 of the Local Government Act 1995, authority to the Chief Executive Officer to negotiate with Integran Pty Ltd in regard to the contract for RFT F0233817 Consultancy**

Services Development Contribution Plans for Wanju and Waterloo as advertised and recorded in the Tenders Register, including the finalised scope of works for Separable Portion 5:

- a) **Minor variations before entry into the contract, in accordance with Regulation 20 of the Local Government (Functions and General) Regulations 1996, including minor variations to the scope.**
 - b) **Variations, after the contract has been entered into, limited to variations which do not increase the contract value beyond 10%, in accordance with Regulation 21A of the Local Government (Functions and General) Regulations 1996.**
- 4. **Authorises the Chief Executive Officer to execute the contract for awarding RFT F0233817 Consultancy Services Development Contribution Plans for Wanju and Waterloo as advertised and recorded in the Tender Register in accordance with s.9.49A of the Local Government Act 1995, subject to the negotiations being concluded to the satisfaction of the Chief Executive Officer.**
 - 5. **Authorises the Chief Executive Officer to re-tender this procurement should a contract not be formed with Integran Pty Ltd under recommendation 4.**
 - 6. **Authorises additional expenditure of up to \$570,000 in the 2021/22 Annual Budget for GL#1016503 - Consultants - Town Planning and adjusts the Long Term Financial Plan to reflect the changes in expenditure.**

By Absolute Majority

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Unbudgeted Income and Expenditure for Additional Bridge Projects in 2021-2022 Annual Budget

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Luke Botica - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.1 – Risk Assessment</i>

Overview

Council is requested to approve:

1. Receipt of additional income for three bridges from the WA Local Government Grants Commission (WALGGC); and
2. Unbudgeted expenditure for renewal works on three Shire owned bridges in the 2021/2022 financial year.

Background

The annual bridge program is developed collaboratively between Main Roads WA and the Shire and covers all scheduled works that are required on the Shire's bridge assets. Funds are provided to programmed works by the Commonwealth via the Financial Assistance Grants (two-thirds) and the State via the State Road Funds to Local Government Agreement (one-third). This funding arrangement has been ongoing for many years now and aims to renew and refurbish ageing local government timber bridges. The most recent agreement to this effect has been in place from 2018/2019 and expires in 2022/2023.

Annually the Shire submits an application for the Commonwealth funds to the Western Australian Local Government Grants Commission (WALGGC) who are responsible for distributing the Commonwealth funds. The State is obliged to match the Commonwealth funds with their one-third contribution to the project and these funds are generally held by Main Roads WA until the works are completed.

The Shire has recently been advised that it will receive funds through the WALGGC for three Shire owned bridges in the 2021-2022 financial year:

- Bridge 3660 - Hynes Road – Substructure repairs and superstructure repairs;
- Bridge 3665A - Recreation Road – Substructure repairs and superstructure repairs; and
- Bridge 3671A – Crooked Brook Road – Substructure repairs.

All three bridge projects will be undertaken by Main Roads WA on the Shire's behalf.

Main Roads WA have indicated that they will invoice the Shire for the works seeking funds received from the WALGGC.

Legal Implications

The Shire owns the bridge assets that are located on local roads within its municipality. Main Roads WA is responsible for asset managing all bridges across the state including local government owned bridge assets. This task is delivered in consultation with each local government.

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

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

Strategy 2.2.2 - Provide Sustainable Transport Infrastructure. (Service Priority: Moderate)

Environment - None.

Precedents

The Shire works with Main Roads WA on an ongoing basis on the Bridges Renewal Program and receives funding accordingly.

Budget Implications

These works are funded through the WALGGC and Main Roads WA on a two-thirds and one-third split respectively, thus not requiring any contribution from the Shire (i.e. nil net cost to Council). Due to the Shire receiving WALGGC funding directly and the fact that the bridges are Shire assets, the projects will need to be included in the 2021-2022 Budget in order to reflect the incoming and outgoing funds.

Job No.		Expenditure	WALGGC	Net Cost to Council
TBA	Bridge 3660 - Hynes Road	\$324,000	\$324,000	\$0
TBA	Bridge 3665A - Recreation Road	\$254,000	\$254,000	\$0
TBA	Bridge 3671A – Crooked Brook Road	\$68,000	\$68,000	\$0

It should be noted that Main Roads WA are holding their one-third contribution for each of the above projects and will pay these funds directly for the works undertaken.

Under the funding agreement for the delivery of the Bridge Renewal Program, the Shire may utilise any remaining unspent project funds on other bridge activities including maintenance and preservation works. The amount available will not be known until all three projects are completed.

Budget – Whole of Life Cost

The purpose of the Bridge Renewal Program is to sustainably manage the asset life cycle of the Shire’s bridges. The State Road Funds to Local Government Agreement brings Commonwealth and State funds together to ensure the renewal and preservation needs of local government owned bridges are effectively funded.

Council Policy Compliance - None.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Bridges Renewal and Preservation Projects – Approval of Budget Variance
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 Projects exceed available funds.
	Service Interruption Works not undertaken and there is a bridge failure and road closure required.
	Reputational Bridge failure occurs due to failure to undertake works.

Officer Comment

The location of Bridge 3660 on Hynes Road is shown on the following map:



The following map shows the location of Bridge 3665A on Recreation Road:



The following map shows the location of Bridge 3671A on Crooked Brook Road:



The Shire owns the bridge assets that are located on local roads within its municipality and is responsible for routine inspection and maintenance of each of the bridges under its responsibility. However, due to the large number of timber bridges that are ageing and in a poor state across the State, and in particular the South West, Main Roads WA has been given the responsibility for managing the asset renewal and preservation of bridges across the State including local government owned bridge assets. This is to ensure that the Commonwealth funds and State funds are allocated on a needs basis across the State.

Through this process, Main Roads WA have developed a database of bridge asset data across the State, undertake detailed bridge inspections and develop the 10 Year Bridge Renewal Program. This task is delivered in consultation with each local government.

Each year the Shire is given the option of delivering on either or both of the design and construction tasks for each of the bridge projects, or alternatively the Shire can nominate Main Roads WA to undertake these tasks on behalf of the Shire. In almost all cases, the Shire has nominated Main Roads WA to undertake such works. This is mainly due to the Shire lacking the resources to deliver on complex bridge projects and Main Roads WA having well developed systems and experienced teams for bridge projects. The Local Government Regulations provides the opportunity for interagency engagement that exempts the Shire from the need to invite public tenders if another government department or agency is engaged (i.e. not for profit).

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 and authorises additional unbudgeted income of \$646,000 from the WALGGC for bridge renewal works in the 2021-2022 Budget, to be used to offset the expenditure on the following bridges:**
 - **Bridge 3660 – Hynes Road;**
 - **Bridge 3665A - Recreation Road; and**
 - **Bridge 3671A – Crooked Brook Road.**
2. **Authorises unbudgeted expenditure for bridge renewal works to a total of \$646,000 in the 2021-2022 Budget, to be spent on the following bridges:**
 - **Bridge 3660 – Hynes Road;**
 - **Bridge 3665A - Recreation Road; and**
 - **Bridge 3671A – Crooked Brook Road.**
3. **Authorises the Chief Executive Officer to enter into an agreement with Main Roads WA to deliver the required works on all three bridges.**
4. **Authorises the Chief Executive Officer to utilise any WALGGC origin bridge funds that remain unspent following the completion of bridge works, on other bridge activities, including maintenance and preservation works during the 2021-2022 financial year.**

By Absolute Majority

12.3.2 Title: Eaton Drive Strategic Intersection Treatments – Public Consultation

Reporting Department:	<i>Infrastructure Directorate</i>
Reporting Officer:	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.3.2A – Risk Assessment Appendix ORD: 12.3.2B – Eaton Fair Banners</i>

Overview

Council endorsed a strategy of proposed Eaton Drive intersection treatments at its May 2021 meeting for the purposes of seeking public comment, requesting that the Chief Executive Officer report back to Council with the results.

Consultation with the community has now concluded and this report presents the results of the public consultation in relation to the proposed intersection treatments on Eaton Drive. The report seeks Council endorsement of the proposed treatments.

Background

At the Ordinary Council Meeting held on the 26th of May 2021, Council endorsed the following proposed intersection treatments strategy for Eaton Drive for the purposes of seeking public comment (145-21):

“THAT Council:

- 1. Acknowledges the feedback received from Main Roads WA in regards to the proposed intersection treatments along Eaton Drive as per Council Resolution [343-20];*
- 2. Endorses the following proposed intersection treatments and complementary road treatments for Eaton Drive for the purposes of public comment:*
 - a) Glenhuon Boulevard Traffic Signals (scheduled for construction 2021/2022);*
 - b) Hamilton Road Roundabout and Hands Avenue intersection modifications, to be generally in accordance with the concept provided by Main Roads, including a left hand turn pocket on Hands Avenue (scheduled for construction 2022/2023);*
 - c) Forrest Highway Extra Turn Lane including traffic lights entering North from the West into Eaton Drive and/or full intersection traffic signals (Main Roads Project, timing unknown);*
 - d) Lofthouse Avenue Traffic Signals (timing TBA, requires further modelling);*
 - e) Peninsula Lakes Drive traffic signals (timing TBA, requires further modelling);*
 - f) Left-out treatment at Ann Street;*
 - g) Lavender Way and Eaton Drive intersection be converted to a left-in only intersection to address the U-turn issue at the Blue Wren intersection.*
- 3. Requests the Chief Executive Officer to commence public consultation on the recommended intersection treatments; and*
- 4. Requests that the Chief Executive Officer reports back to Council with the results of the public consultation.”*

Consultation with the community has now concluded. Details of the public consultation undertaken as well as the comments obtained are presented in the Officer Comment section of this report.

Council is requested to consider the comments received and endorse the proposed intersection treatments for programming into the Shire's 10-year forward plans for further traffic modelling, seeking funding, design and implementation, as appropriate.

Legal Implications - None.

Strategic Community Plan

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

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

Strategy 5.1.5 - Provide a series of interconnected walkways, pathways and cycle ways that meets community needs and expectations. (Service Priority: High)

Environment - None.

Precedents

The Council has previously endorsed road projects that have been listed in the Annual Budget and forward plans that are likely to attract a high level of public comment.

Budget Implications

The analysis and design of the traffic treatment is included in the 2021-2022 Budget, including the receipt of Regional Road Group funds toward the project.

The outcomes from the selection process and subsequent design will enable accurate estimation of the construction of the treatment required and its inclusion in the Shire's forward capital works programs. The Shire will also seek further funds through the Regional Road Group.

Budget – Whole of Life Cost

The selected treatment, when constructed, will add road pavement to the Shire's road inventory in some cases. Additional pavement will add to the ongoing cost of maintaining and renewing the Shire's road network. However, due to traffic growth and demands placed on the intersections in the Eaton area, such works are necessary to maintain a safe and efficient road network.

Council Policy Compliance

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

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

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Drive Strategic Intersection Treatments – Public Consultation
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)
Risk Category Assessed Against	Legal and Compliance The potential of legal action against Council for mitigating the risk of accidents.
	Reputational Not mitigating risk of accidents and poor communication and Community consultation.

Officer Comment

Public consultation for the proposed Eaton Drive intersection treatments was undertaken in conjunction with the public consultation for the Eaton-Millbridge Community Facilities Plan throughout July and early August 2021.

The consultation included a display at the Eaton Fair shopping centre with permission obtained from Citygate. The display ran from Wednesday the 14th of July until Wednesday the 21st of July, and was set up from 9:30am to 1:00pm on weekdays. At least one Shire representative was present at the display to answer any questions, and to provide explanation as required. The display also included the Draft Eaton-Millbridge Community Facilities Plan. The online engagement tool ‘Connect’ was also used for the community to make comments on the Eaton-Millbridge Community Facilities Plan via an interactive map from the 12th of July 2021 to the 9th of August 2021.

Additional communications included:

- Shire website post;
- Shire E-newsletter;
- Various Shire Facebook posts; and
- Community News June edition.

A printed copy of the Eaton-Millbridge Community Facilities Plan was located in both the Eaton and Dardanup Shire Offices.

The Eaton Fair shopping centre display was the source of the majority of the comments received.

There will be a separate report to Council presenting the full results of the public consultation for the Eaton-Millbridge Community Facilities Plan.



Display Stand at Eaton Fair Shopping Centre

A large banner showing a map of the proposed intersection treatments and a smaller banner with details were at the display stand at Eaton Fair, in addition to the Eaton-Millbridge Community Facilities Plan. A4 sized information flyers were available as well as a community feedback form. Copies of these materials are included in the Appendices [Appendix ORD: 12.3.2B]. During the display stand period, approximately 40 draft community plans and 10 information flyers and feedback forms were taken by the community. No completed feedback forms were returned.

There was a steady flow of people walking past the display area, with people showing interest stopping to look and asking questions. While the demography was not recorded, it was noted that the majority of people who stopped and asked questions appeared to be elderly (70-90 years old) and also family men (30-40 years old).

Approximately 125 persons in total approached the display over the period and roughly half of those made verbal comments, which were noted down in a paraphrased format.

A letter was received on the 26th of May 2021 from a resident writing on behalf of the residents that reside on Culling Grove in regards to the proposed future intersection to Eaton Drive. Since the 26th of May 2021 no email or written submissions have been received from community members, with limited feedback received through the 'Connect' online engagement including two comments relating to intersections and other potential road improvements. The Connect engagement only elicited four votes on proposals relating to intersections or other road improvements. These have been noted below.

Several comments were received via email from Agency stakeholders, including from Main Roads WA.

Below is a summary of comments received relating to Eaton Drive intersections and roads, together with Officer comments:

Comment Item No.	Community comments received (through both shopping centre display and 'Connect' online engagement)	Officer Comment
Comments on Intersections:		
1	<p>Glen Huon Drive / Eaton Drive</p> <ul style="list-style-type: none"> • Wants Glen Huon traffic signals Immediately <p>The 'Connect' online engagement registered two 'up' votes in favour of improving this intersection (noted on the draft advertised version of the plan as 'signalised intersection.')</p>	<p>The Shire has made application to MRWA for installation of traffic signals at Glen Huon / Eaton Drive intersection to be constructed in 2021/22 financial year.</p>
2	<p>Hands Avenue / Eaton Drive</p> <ul style="list-style-type: none"> • Happy with relocation of Hands Ave • Wants lights at Hands Ave / Eaton Drive – Only exit for Leake Street to Hands Ave area 	<p>Relocation of Hands Ave would be subject to further design of this intersection.</p> <p>Traffic studies have shown that traffic signals at Hands Avenue would be too close to Hamilton Road roundabout and cause high level of congestion through the roundabout during peak times. Signals at Hands Avenue would not be support by MRWA.</p>

Comment Item No.	Community comments received (through both shopping centre display and 'Connect' online engagement)	Officer Comment
3	<p>Hamilton Road / Eaton Drive</p> <ul style="list-style-type: none"> • Finds Hamilton Road Roundabout confusing when turning right • Happy with Ann Street Connection to Hamilton Road • Left turn vehicles from Hamilton Road at roundabout don't stop for traffic in roundabout <p>The 'Connect' online engagement registered one 'up' vote in favour of improving the drainage capacity of Hamilton Road near Hale Road.</p>	<p>The proposed treatment for Hamilton Road roundabout will include "Spiral" type line marking, which will ensure vehicles remain in their correct lanes and exit from the correct lane whilst turning at the roundabout.</p> <p>Ann Street connection to Hamilton Road will assist with traffic in the Pratt road area accessing Eaton Drive, rather than using Hands Avenue.</p>
4	<p>Blue Wren Drive / Eaton Drive</p> <ul style="list-style-type: none"> • Build Blue Wren Roundabout immediately 	<p>The design and approval for a roundabout at Blue Wren Drive and Eaton Drive is construction ready. The shire is waiting for a suitable funding opportunity to program construction.</p>
5	<p>Peninsula Lakes Drive / Eaton Drive</p> <ul style="list-style-type: none"> • Wants Roundabout at Peninsula Lakes Drive Now – Trouble turning right at the moment 	<p>Any changes to Eaton Drive Peninsula Lakes Drive intersection will be driven by vehicle growth and safety. At this stage there are longer term plans for signals at this intersection, subject to future traffic modelling.</p>
6	<p><i>Letter dated 26/5/2021</i></p> <p>RE: Proposed Future Intersection to Eaton Drive and old Lot 500</p> <p>I am writing in response to your Agenda Item for the Council Meeting today 26/5/2021 regarding the Proposed Intersection changes to the Roundabout and other Works.</p> <p>With regard to the Proposed Future Intersection from Eaton Drive and the old Lot 500 as shown in the Agenda and the Attachment.</p> <p>On behalf of the Owners of Owners of Culling Grove we object to the location of this proposed Intersection and future Council Drive and request that our views are noted and considered in any discussions.</p> <p>Initially this was proposed to be an Access Way on earlier proposals submitted by the Developer and never really clearly detailed but rather sneakily noted on Site Plans.</p>	<p>A copy of this correspondence was provided to councillors at the Council Meeting held on 26/5/2021, however, was not read aloud as Mr Teede was not in attendance.</p> <p>The WAPC approved the Eaton Fair Activity Centre Activity Amendment No. 1 SPN/2019M-1 on 13/7/2020:</p> <p>As per the approved Activity Centre Plan, the shared access way to be:</p> <ol style="list-style-type: none"> i. developed as a high standard roadway that is capable of widening, if necessary, to accommodate future traffic growth consistent with the Traffic Impact Assessment, and to the standards and specifications of the design required for a road of this classification and type; and ii. protected by a public access easement in perpetuity, which provides access to parking areas and facilities associated with the sports

Comment Item No.	Community comments received (through both shopping centre display and 'Connect' online engagement)	Officer Comment
	<p>Given that Council Drive will potentially be re-routed this Road will become a major through road into the Shopping Centre and Recreation Drive.</p> <p>This will see the Security and amenity to our Properties compromised with increased traffic noise all hours of the day and night along with any extended shopping hours and deliveries in any future development of this site.</p> <p>Kind Regards,</p> <p>Graham Teede OAM FAIB</p>	<p>oval, Shire offices and commercial areas.</p>
General Comments		
7	<p>Eaton Drive</p> <ul style="list-style-type: none"> • Concerns about slowing traffic down on Eaton Drive with all proposed traffic signals • Very difficult to cross Eaton Drive for elderly and disabled • Road noise has increased by quite a bit from Eaton Drive and sound from the highway. Please look at ways of reducing this with additional vegetation, road sealing and sound absorbing features (* from 'Connect' online engagement) 	<p>A Cardno traffic study has determined that the average speed reduction on Eaton Drive will likely be 2-4kph, from 56kph to 52kph.</p> <p>Installation of signals at Glen Huon / Eaton Drive intersection will provide pedestrian phases for safe, controlled crossing at the signals. Signals at this intersection will also provide breaks in the traffic on Eaton Drive which would allow gaps for pedestrians to cross mid-block.</p> <p>Regarding noise, some additional roadside infill planting is planned along Eaton Drive, which will assist in noise attenuation in some specific areas. No additional features that could assist in reducing road noise are proposed at this point in time.</p>
8	<p>Council Drive</p> <ul style="list-style-type: none"> • Wants new Council Drive alignment immediately • I think it is important that access to the carpark that is on Eaton Drive and the Council Avenue is still accessible from the roundabout (* from 'Connect' online engagement) 	<p>The closure and construction of the new alignment for Council Drive will be undertaken when the shopping centre expands in accordance with the endorsed Eaton Fair Activity Centre Plan.</p>
9	<p>General</p> <ul style="list-style-type: none"> • Delivery Truck driver wanted to know if anything will affect him 	<p>There are no plans to reduce the access to shops or businesses on Eaton Drive.</p>

The following feedback was received from stakeholder agencies via email in response to the draft Eaton-Millbridge Community Facilities Plan.

Comment Item	Agency stakeholder feedback received	Officer Comment
1	<p>Main Roads</p> <p>I refer to your email below and advise that Main Roads has no objection to the proposed community facilities plan subject to the following comments.</p> <p>It is noted that the plan suggests a mountain bike track could be located in the Forrest Highway Road reserve. This section of the highway road reserve is reserved for a future grade separated interchange with Hynes Road and Forrest Highway. The land is owned by Main Roads, hence approval will be required from Main Roads for any possible temporary use of the road reserve area. Also, any approval for temporary use of the road reserve would be subject to the Shire undertaking liability for the use and removing any works as necessary as and when required in the future by Main Roads.</p> <p>It is noted that the Community plan report suggests future upgrading of the Eaton Drive intersection to provide two left turn out lanes. Future upgrading of the Eaton Drive intersection with Forrest (Highway) will be addressed by Main Roads depending on traffic demands and availability of funding.</p> <p>Also, it is noted that the Community plan report suggests possible upgrading of the Entry statement at Eaton Drive. Detailed designs for upgrading the entry statement would need to be referred to Main Roads for approval. Main Roads would not support development of an entry statement in the Forrest Highway reserve.</p>	<p>Not relevant to Eaton Drive intersection treatments</p> <p>Noted</p> <p>Noted</p>
2	<p>Department of Water and Environmental Regulation (DWER)</p> <p>Detailed feedback was received from DWER in which they raised the possibility of several listed projects included in the draft Eaton-Millbridge Community Facilities Plan having potential impacts on water resources or the environment. Those with potential risks have been <u>underlined</u> below. DWER has asked that these projects be referred to them for comment. Note that the below inclusions are as they appeared on the draft Facilities Plan, now superseded, and some of the detail / types of proposed intersection treatments may have changed since the plan was advertised. The item number is also subject to change.</p>	

Comment Item	Agency stakeholder feedback received	Officer Comment
	<p>Those listed as having negligible potential impacts:</p> <p>37 – Possible future new Eaton drive Entry Statement from Forrest Highway – Negligible impact</p> <p>39 – Eaton Drive extension of second carriageway – Negligible impact</p> <p>41 – Hands Ave signalised intersection and safety treatment – Negligible impact</p> <p>42 – Glen Huon Boulevard signalised intersection – Negligible impact</p> <p>43 – Pratt Road – street scaping and modifications to complete Eaton Foreshore Upgrade – Negligible impact</p> <p>44 – Eaton Drive – Intersection upgrades and modifications: Lofthouse Ave tbc – Negligible impact</p> <p>51 – Dual turn right lands into Forrest Hwy from Eaton Drive – Negligible impact</p> <p>Those listed as having potential impacts / risks:</p> <p>40 – Pratt road – Modifications to carpark opposite Eaton Bowling Club – Negligible impact; <u>Acid sulphate soils risk (if there is substantial ground disturbance)</u></p> <p>45 – Hamilton Road, near Hale Road – improve drainage capacity – <u>Stormwater management</u></p> <p>49 – Eaton Fair Activity Centre upgrade and Town Square, including realignment of Council Drive – <u>Acid sulphate soils risk; Contaminated sites</u> (note: project already underway)</p>	<p>Not relevant to Eaton Drive intersection treatments</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Not relevant to Eaton Drive intersection treatments</p> <p>Noted</p> <p>Noted</p> <p>Not relevant to Eaton Drive intersection treatments</p> <p>Not relevant to Eaton Drive intersection treatments</p> <p>Not relevant to Eaton Drive intersection treatments</p>
	<p>Water Corporation Provided advice by phone call on 20/07/2021 that they have received funding to construct a main line under the road near the Eaton Drive / Hamilton Road intersection, plus a Pressure Relief Valve (caged, with maintenance car bay).</p>	<p>Shire Officers are liaising with Water Corporation on this matter.</p>

Based on the feedback received through the public consultation process, it is recommended that Council endorses the strategy of intersection treatments on Eaton Drive, as per the previous Council Resolution 145-21 from the Ordinary Council Meeting held on the 26th of May 2021, for programming into the Shire's 10-year forward plans, for further traffic modelling, seeking funding, design and implementation, as appropriate.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

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

- 1. Glenhuon Boulevard Traffic Signals (scheduled for construction 2021/2022);**
- 2. Hamilton Road Roundabout and Hands Avenue intersection modifications, to be generally in accordance with the concept provided by Main Roads, including a left hand turn pocket on Hands Avenue (scheduled for construction 2022 /2023);**
- 3. Forrest Highway Extra Turn Lane including traffic lights entering North from the West into Eaton Drive and/or full intersection traffic signals (Main Roads Project, timing unknown);**
- 4. Lofthouse Avenue Traffic Signals (timing TBA, requires further modelling);**
- 5. Peninsula Lakes Drive traffic signals (timing TBA, requires further modelling);**
- 6. Left-out treatment at Ann Street;**
- 7. Lavender Way and Eaton Drive intersection be converted to a left-in only intersection to address the U-turn issue at the Blue Wren intersection; and**
- 8. New roundabout at the intersection of Millard Street with Lofthouse Avenue.**

12.3.3 Title: RFT – F0245687 – Pile Road – Road Widening and Reconstruction

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Gick - Manager Operations</i> <i>Mr Allan Hutcheon – Procurement Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.3 – Risk Assessment Tool</i>

Overview

Reconstruction and widening of Pile Road, Wellington, is included in the 2021/22 Budget Capital Works Program, as three separate projects.

The projects have been packaged up as a Request for Tender (RFT) and tendered prices have come in higher than budgeted. Officers are seeking Council approval to not proceed with a contract and alternatively re-allocate a portion of the funds to the Harris Road project.

Background

Pile Road is an important Distributor B road, which services tourist and access traffic between the Ferguson Valley and the Wellington Forrest district. Pile Road is recognised as a Road of Regional Significance under the Roads 2030 Strategy and is therefore eligible for Regional Road Group (RRG) funding, under the State Road Funds to Local Government Agreement.

Pile Road will continue to be an important route not only in the Shire’s road network but also regionally, supporting tourism and local access.

The sections of Pile Road applicable to this report is shown below:



The width of the road needs to be widened to provide a safer road environment for future traffic growth. Some sections of Pile Road have also deteriorated and are showing wear signs from increased traffic volumes and the geotechnical effects of the area.

The project is included in the 2021/22 Budget and will be receiving Regional Road Group funding. Tenders were recently called for its construction and this report is seeking Council approval on a way forward with the project.

Legal Implications

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

Part 4 — Provision of goods and services

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

18. Rejecting and accepting tenders

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) *If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) *Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*
 - (4a) *To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) *The local government may decline to accept any tender.*
- (6) *If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept. 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) r. 19 page 20 Version 03-k0-00 As at 30 Jun 2021 Published on www.legislation.wa.gov.au*
- (7) *If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*

[Regulation 18 amended: Gazette 29 Jun 2001 p. 3131-2; 18 Sep 2015 p. 3807.]

Strategic Community Plan

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

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Strategy 2.2.2 - Provide Sustainable Transport Infrastructure. (Service Priority: Moderate)

Strategy 3.1.3 - Foster and recognise Aboriginal culture and heritage of the Shire. (Service Priority: High)

Strategy 4.1.1 - Create connectivity that support business success by efficient movement and exchange of people, business, goods, services and ideas. (Service Priority: Moderate)

Environment

Clearing Permit CPS 8697/1 has been obtained and captures all necessary clearing for this project. The Clearing permit is valid until March 2025.

Precedents

Council has considered RFT appointment of contractors previously.

Budget Implications

The 2021/22 Budget includes four job numbers for this project, and attracts external funding grants, summarised below:

ITEM	DESCRIPTION	BUDGET (\$)	ACTUAL (\$)	BALANCE (\$)	COMMENT
1	J12363 SLK 5.66 – 6.56 Widen reconstruct and seal	277,392	7,613	269,779	Minor staff and PM costs
2	J12589 SLK 6.56 – 8.02 Widen seal SLK 9.09 – SLK 9.90 Widen seal	328,810	9,459	319,351	Minor staff and PM costs
3	J12783 SLK 5.04-SLK 5.42 Final Seal	18,178	0	18,178	
4	J12784 Reseal	110,506	0	110,506	
5	Project Management Costs	29,395	0	29,395	
Total Budget allocation		764,281	17,072	747,209	
3	RRG Project 30000549	500,000*	200,000	300,000	1st Claim lodged
Total funding		500,000	200,000	300,000	

The tender is related to the construction of Items 1 and 2 in the table above (J12363 and J 12589) at an available budget of \$589,130.

Claims for RRG funding are up to date for 2021/22 and no further claims may be made until such time that corresponding expenditure has occurred.

The recommended tenderers bid of \$1,160,324, which is \$571,194 over the available budget for those corresponding sections, which represents a significant cost to Council.

The Procurement Plan and Tender identified the need for the pricing structure to reflect three separate road sections. That is, the RFT required tenderers to price their bid based on the possibility of delivering one, two or three sections, and independent of each other. This arrangement was deemed necessary to ensure Council could be presented with options to proceed, based on tender price and budget capacity.

Although the bid is a lump sum offer based on an approved design, technical specification, bill of quantities and mandatory site inspection, there is some risk of contract variation. To ensure the project is delivered effectively it is prudent to allow some contract contingency to protect against contract variations. A provisional amount of 10% (\$60,000) is typical for a project of this scale and risk profile.

Budget – Whole of Life Cost

The new road and road widening will need ongoing maintenance and renewal in the future. RM022 has \$23,987 allocated for road maintenance, for the whole length of Pile Road, in 2021/22. A similar allocation will need to be continued into future years.

Council Policy Compliance

The following Council Policies apply:

- CnG CP034 – Procurement Policy
- Infr CP059 – Road Construction Priority
- Infr CP074 – Asset Management

Risk Assessment

The Risk Management Governance Framework has been considered in preparing the RFT Procurement Plan. The Risk arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.3] for full assessment document.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Project Management
Inherent Risk Rating (prior to treatment or control)	Extreme (20 - 25)
Risk Action Plan (treatment or controls proposed)	Contract provisions requiring the contractor to take precautionary measures to avoid / reduce risk
Residual Risk Rating (after treatment or controls)	Moderate (5 – 11)
Risk Category Assessed Against	Health Worker fatality
	Health Worker injury
	Service Interruption Hit underground utility
	Financial Project re-scoping

Officer Comment

Project Background

Pile Road is an important road and needs to be renewed and widened. This project is a continuation of an ongoing Regional Road Group funded project, with works undertaken recently in 2020/21.

Work will need to continue in 2022/23 and have been scheduled accordingly in the Shire’s 10 Year Programs and the Regional Road Group’s 5 Year Program.

Tender Process

Procurement for the balance of works has followed the Council’s Procurement Framework, including preparation of a Procurement Plan, risk analysis, updated cost estimates, design and specification review and this Request for Tender.

Tenders were publically advertised as per below:

- South Western Times newspaper – 19th of August 2021;
- West Australian newspaper – 21st of August 2021; and
- Tenderlink – 19th of August 2021.

The RFT required a mandatory site inspection, which was attended by the following suppliers:

- Carbone Bros. Pty Ltd.

The original tender documentation included an error on the mandatory site inspection, requiring it on Thursday the 25th of August 2021. This was corrected via Addenda 001, forwarded to all tenderers via Tenderlink on the 23rd of August 2021, advising that the mandatory site inspection was scheduled for 9:00am Wednesday the 25th of August 2021

The Tender closed at 14:00AWST Friday the 3rd of September 2021, and one tenderer submitted a bid, which was by the deadline of the Request for Tender.

The tender submission complies with the tender requirements and is therefore considered.

The assessment process recommends Carbone Bros. Pty Ltd as the only contractor for the construction of Pile Road, however under a modified scope and pricing structure.

The tender submission conveyed a sound understanding of the Shire's requirements, as well as a good level of prior experience on similar projects and current resource capacity.

Carbone Bros. Pty Ltd submission indicates that it is capable of working to the requirements of the contract.

Evaluation of Tenders

The Tender submissions were reviewed by an evaluation panel consisting of:

- Allan Hutcheon - Procurement Officer and Panel Chair;
- Jason Gick – Manager Operations; and
- Nathan Ryder – Manager Infrastructure Planning and Design.

All members of the evaluation panel signed Evaluation Workbook, declaration of confidentiality and interest confirming they have no relationships with any of the tenderers.

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

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

ASSESSMENT CRITERIA		RAW SCORE	WEIGHTING	WEIGHTED SCORE*
Compliance Criteria	Tender submitted on time	Compliant / Non-complaint		
	Tender submitted mandatory documentation	Compliant / Non-compliant		
	Attended mandatory on-site inspection	Compliant / Non-compliant		

ASSESSMENT CRITERIA		RAW SCORE	WEIGHTING	WEIGHTED SCORE*
	Addressed qualitative selection criteria	Compliant / Non-complaint		
Qualitative Criteria	Resources / Capacity	0 - 10	20%	2.0
	Demonstrated Understanding	0 - 10	15%	1.5
	Sustainable procurement and corporate responsibility.	0 - 10	5%	0.5
Tendered Price		0 – 10	60%	6.0
TOTAL SCORE			100%	10.0

*Weighted Score = Raw Score x Weighting

Price was scored on a percentage scale relative to the available budget. A price that is 10% (or more) lower than budget attracts a raw score of 10. A price that is 10% (or more) greater than budget attracts a raw score of 0.

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

Evaluation Justification

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

Each tenderer was scored and the aggregate results were as follows:

ASSESSMENT CRITERIA		Carbone Bros P/L
Tendered Price Score		0
Qualitative Criteria	Tenderers resources and capability	1.4
	Demonstrated Understanding	0.9
	Sustainability	0.3
TOTAL SCORE		2.6

The qualitative criteria scores for the tenderer is 2.6 out of a possible 4.0 points.

However, the prices offered significantly exceeds budget, which attracts a score of 0.00 out of a possible 6.00 points. This situation significantly influences the value for money offered to the Council.

Project Affordability

The lowest tender price is \$571,000 over Council's remaining budget allocation for this project.

Whilst Pile Road is an important Distributor B road, which services tourist and access traffic between the Ferguson Valley and the Wellington Forrest district, the proposed tender price is not considered value for money by Officers at this point in time. Pile Road is recognised as Road of Regional Significance under the Roads 2030 Strategy and is therefore eligible for Regional Road Group (RRG) funding, under the State Road Funds to Local Government Agreement.

These sections of Pile Road will continue to be an important route in the road network, supporting tourism and local access. This project is a continuation of work undertaken in 2020/21 and the scheduled 2021/22 works was tendered through an RFT process.

However, in anticipation of possible budget pressure, the RFT was developed with a pricing structure to appoint a preferred contractor to construct one, two, three or none of the sections, depending on cost. That being the case, and if Council wished to progress the project within the available budget, the section SLK 5.66 to 6.56 could be prioritised for delivery.

The following table shows the budget and pricing structure for the project under such a scenario:

SECT.	DESCRIPTION	BUDGET (\$)	ACTUAL TO DATE (\$)	AVAILABLE FOR CONTRACT (\$)	TENDERED PRICE (\$)	DELIVERY
1	J12363 SLK 5.66 – 6.56 Widen reconstruct and seal	277,392	7,613	269,779	511,498	This section is delivered under the contract
2	J12589 SLK 6.56 – 8.02 Widen seal	328,810	9,459	319,351	390,245	These sections are not delivered under the contract
3	J12589 SLK 9.09 – SLK 9.90 Widen seal				258,581	
Total Budget allocation		606,202	17,072	589,130	1,160,324	

Officers do not recommend proceeding with this part of the project.

Director Infrastructure Comments

A separate report is included in this agenda regarding the Harris Road Project for which tenders have also come in significantly higher. That report recommends that funds from the Pile Road Project be transferred to the Harris Road Project to enable the Harris Road Project to be delivered in its entirety in 2021/22.

A request was recently made to the Regional Road Group to this effect, seeking additional funds for the Harris Road by transferring allocated funds from the Pile Road Project. This request was made following discussion on the matter with Councillors at a Council workshop held on the 6th of September 2021. The following is an extract from the letter to the Regional Road Group from the Director Infrastructure:

“The Shire of Dardanup is seeking endorsement from the Regional Road Group for the re-allocation of funds between projects to be delivered in the 2021-2022 financial year.

The following table outlines the projects and adjustments being sought:

Project Number	Road	Approved Project Allocation	Requested Project Allocation	Change	Comments
21115163	Harris Road	\$80,000	\$180,000	\$100,000	Increase in allocation
21116938	Harris Road	\$300,000	\$500,000	\$200,000	Increase in allocation
30000549	Pile Road	\$500,000	\$200,000	-\$300,000	Reduction in allocation
<i>Totals</i>		<i>\$880,000</i>	<i>\$880,000</i>	<i>\$0</i>	<i>No net change</i>

The Shire is seeking to transfer \$300,000 from the Pile Road Project to each of the Harris Road Projects as per the table above. The reasons for the change are as follows:

Project 21115163 and 21116938 (Harris Road) – Works on Harris Road commenced in 2020-2021 with clearing, drainage works and the protection of utilities being undertaken. The Shire recently called tenders for the construction of the road pavement and surfacing, which will complete both projects. The tendered prices are significantly higher than anticipated, requiring an additional \$450,000 to be allocated to the works. Therefore, an additional \$300,000 of Regional Road Group funding is requested. As works on this section of Harris Road have already commenced, the Shire is unable to defer the works and is therefore committed to complete the project.

Project 30000549 (Pile Road) – The Shire recently called tenders for the reconstruction and widening of Pile Road as well. The tendered prices are also significantly higher for this project, being 85% higher than estimated. The Shire believes it is not receiving value for money for this project and has decided to reduce the project scope to only undertake final sealing of works undertaken in 2020-2021 and some preparatory works for future widening. This is an ongoing project and further funds have been requested for 2022-2023. The Shire is expecting that by this time, either the market prices would have improved or the Shire would have re-assessed the delivery model for this project to ensure that better value for money is achieved. The current allocation therefore exceeds the Shire's requirements and the surplus funds would be better allocated to the Harris Road Project."

Out of session approval has since been granted for this change by the Regional Road Group.

It is therefore recommended that Council does not award a contract for the construction of Pile Road and approves \$450,000 being transferred from the Pile Road Project to the Harris Road Project that is also funded through the Regional Road Group. This recommendation is based on the following:

1. The Harris Road Project cannot be postponed due to work already being commenced on the project and the current state of the road not being suitable and subject to further deterioration.
2. The tendered prices do not offer value for money for the project. This is due to the current inflated market prices resulting from the construction boom being experienced.
3. Pile Road will still have \$200,000 of Regional Road Group funds available to the project, thus maintaining its ongoing project status in the Regional Road Group Program.
4. The remaining \$200,000 of Regional Road Group funding will enable \$300,000 of work to be carried out on Pile Road in 2021/22, which will ensure that the final seals and reseals are undertaken (these activities should not be postponed) as well as some additional works in preparation for further more substantial works in the following financial year.
5. A further \$500,000 of Regional Road Group funds will be forthcoming in the next financial year, which will enable continuation of the works not undertaken in the current financial year. By this time, the delivery model for the project will be reviewed in context of the construction market.

In regards to Point 4 above, Officers have checked the Shire's 10 Year Program in the Road Asset Management Plan and confirm that deferral of Pile Road is possible without any detrimental effect on the Shire's reserve balance.

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. Does not award a contract for Tender RFT F0245687 due to the tendered prices being considerably higher than the budget allocations for the project;**
- 2. Transfers \$450,000 from the Pile Road Project to the Harris Road project (J12900) by:**
 - a) Reducing the expenditure allocation on J12363 by \$130,649 and the corresponding Regional Road Group allocation by \$96,202; and**
 - b) Reducing the expenditure allocation on J12589 by \$319,351 and the corresponding Regional Road Group allocation by \$203,798;**
- 3. Notes that the final seal (J12783) and reseal (J12784) of sections of Pile Road is still scheduled to occur in 21/22.**

12.3.4 Title: RFT – F0223092 – Harris Road – Reconstruction and Widening

Reporting Department:	Infrastructure Directorate
Reporting Officer:	Mr Jason Gick - Manager Operations Mr Allan Hutcheon – Procurement Officer
Legislation:	Local Government Act 1995
Attachments:	Appendix ORD: 12.3.4 – Risk Assessment Tool

Overview

Reconstruction, widening and strengthening of the pavement of Harris Road, Picton East, is included in the 2021/22 Budget Capital Works Program.

The project has been packaged up as a Request for Tender (RFT) and the Council is requested to consider the preferred bid from Carbone Bros. Pty Ltd.

This item was deferred at the 25th of August 2021 Ordinary Council Meeting (262-21):

“THAT Council defers the discussion of the RFT – F0223092 – Harris Road – Reconstruction and Widening item to the 29th of September 2021 Ordinary Council Meeting to allow time for Councillors to participate in a workshop regarding the reconstruction and widening of Harris Road before making a further decision.”

A Councillor workshop was held on the 6th of September 2021.

Background

Harris Road is an important Distributer A road, which services the Picton East Light Industrial Area (LIA), connecting Martin Pelusey Road to the City of Bunbury. Harris Road is recognised as a Road of Regional Significance under the Roads 2030 Strategy and is therefore eligible for Regional Road Group (RRG) funding, under the State Road Funds to Local Government Agreement.

This section of Harris Road will continue to play an important link in the future road network, once the Bunbury Outer Ring Road (BORR) has been constructed. The City of Bunbury has recently completed an upgrade of the Harris Road intersection with Boyanup Picton Road. The eastern section of Harris Road (Phoenix Fuel to Martin Pelusey Road) will be upgraded as part of the BORR project.

The section of Harris Road applicable to this report is shown below:



This section of Harris Road (Shire Boundary to Phoenix Fuels) has deteriorated and needs to be renewed. It is under width and needs to be strengthened to meet its current freight task.

The project is included in the 2021/22 Budget and will be receiving Regional Road Group funding. Tenders were recently called for its construction and this report is seeking Council approval to proceed with the project.

Legal Implications

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

*Part 4 — Provision of goods and services
Division 2 — Tenders for providing goods or services (s. 3.57)*

18. Rejecting and accepting tenders

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) *If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) *Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them (if any) it thinks it would be most advantageous to the local government to accept.*
 - (4a) *To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) *The local government may decline to accept any tender.*
- (6) *If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept. 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) r. 19 page 20 Version 03-k0-00 As at 30 Jun 2021 Published on www.legislation.wa.gov.au*
- (7) *If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*

[Regulation 18 amended: Gazette 29 Jun 2001 p. 3131-2; 18 Sep 2015 p. 3807.] **Strategic Community Plan**

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

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)

Strategy 2.2.2 - Provide Sustainable Transport Infrastructure. (Service Priority: Moderate)

Strategy 3.1.3 - Foster and recognise Aboriginal culture and heritage of the Shire. (Service Priority: High)

Strategy 4.1.1 - Create connectivity that support business success by efficient movement and exchange of people, business, goods, services and ideas. (Service Priority: Moderate)

Environment

The project has been partially delivered in 2020/21, including vegetation clearing under Clearing Permit CPS 8689/1, issued on the 18th of February 2020, and drainage works.

The project has engaged Aboriginal Heritage consultants to ensure compliance with the Aboriginal Heritage Activity Notice, in relation to clearing and works on undisturbed ground.

This Tender relates to pavement works on already disturbed ground and will not require any further vegetation clearing.

Precedents

Council has considered RFT appointment of contractors previously.

Budget Implications

The 2021/22 Budget includes three job numbers for this project, and attracts three external funding grants, summarised below:

Item	Description	Budget (\$)	Actual (\$)	Balance (\$)	Comment
1	J12900 SLK 1.14 – 1.62 Pavement strengthening	378,154	24,799	353,355	Minor staff costs
2	J12819 SLK 1.14 – 1.62 Widen, reconstruct & seal	384,416	0	384,416	
3	J12805 Carry forward from 2019/20	215,723	5,379	210,344	ARC Infrastructure Drainage
Total Budget allocation		978,293	74,845	948,115	
5	RRG Project 21115163	80,000	0	80,000	Final 20% Claim
6	RRG Project 21116938	300,000	0	300,000	2 nd 40% Claim
7	Roads to Recovery	92,104	0	92,104	Final 20% Claim
Total funding		472,104	0	472,104	

Claims for RRG funding are up to date from 2020/21 and no further claims may be made until such time that corresponding expenditure has occurred. The balance of RRG grant funding (\$380,000) represents the second and final claims for two separate grants, for the same project.

The Roads to Recovery funding program has \$92,104 allocated to this project. The Roads to recovery funding program allows flexibility between approved projects. In 2021/22 the other approved Roads to Recovery Project is Pile Road.

The recommended tenderers bid of \$1.36M is \$412,000 over budget, which represents a significant cost to Council.

Although the bid is a lump sum offer based on an approved design, technical specification, bill of quantities and mandatory site inspection, the Procurement Plan Risk Assessment identified four project risks that may attract project scope variations, possibly resulting in contract variations.

To ensure the project is delivered effectively it is prudent to allow some contract contingency to protect against contract variations. A provisional amount of 10% (\$130,000) is typical for a project of this scale and risk profile.

The project is subject to Aboriginal heritage monitoring, which is anticipated to cost in the order of \$5,000 to \$10,000, subject to daily on-site requirements. This aspect of the project will be funded through J12827 – Project Preliminaries.

Based on the above table, Council currently has \$948,115 available to spend on the contracted works.

If funds are transferred from the Pile Road Project (as requested and approved by the RRG) there will be an additional \$450,000 available to the project. This is summarised as follows:

	CURRENT AVAILABLE BUDGET	PROPOSED AMENDED BUDGET	COMMENTS
Harris Road			
Expenditure	\$948,115	\$1,398,115	Increased by \$450,000 transferred from Pile Road
Revenue (Grants)	\$472,104	\$772,104	RRG Funds increased by \$300,000 – funds transferred from Pile Road
Net Cost	\$476,011	\$626,011	Net Cost increases by \$150,000
Pile Road			
Expenditure	\$764,281	\$314,281	Reduced by \$450,000 transferred to Harris Road
Revenue (Grants)	\$500,000	\$200,000	RRG Funds reduced by \$300,000 – funds transferred to Harris Road
Net Cost	\$264,281	\$114,281	Net Cost reduces by \$150,000
Combined Net Cost	\$740,292	\$740,292	Net Cost across both projects does not change

Budget – Whole of Life Cost

The new road will need ongoing maintenance and renewal in the future.

RM002 has \$32,684 allocated for road maintenance, for the whole length of Harris Road, in 2021/22. A similar allocation will need to be continued into future years.

Council Policy Compliance

The following Council Policies apply:

- CnG CP039 – Procurement Policy
- Infr CP059 – Road Construction Priority
- Infr CP074 – Asset Management

Risk Assessment

The Risk Management Governance Framework has been considered in preparing the RFT Procurement Plan. The Risk arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.4] for full assessment document.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Service Interruption
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Contract provisions requiring the contractor to take precautionary measures to avoid / reduce risk
Residual Risk Rating (after treatment or controls)	Moderate (5 – 11)
Risk Category Assessed Against	Service Interruption Hit below ground utilities
	Service Interruption Wet weather
	Service Interruption High groundwater
	Service Interruption Request for works at Phoenix Fuel

Officer Comment

Project Background

Harris Road is an important road and needs to be renewed and upgraded. This project was progressed in 2020/21 with clearing, site works and drainage completed to the required design. The project was not able to be completed in 2020/21 due to a number of factors including:

- Difficulties in obtaining suppliers;
- Changes to critical staff positions;
- Competing demands for internal construction resources (mainly Eaton Drive);
- Reduced staffing numbers warranting the delivery model to be fully outsourced;
- Managing project risks; and
- Wet weather.

The balance of works for the project is now reduced to widening and strengthening the pavement, blending in the pavement works to existing driveways and new drainage works, sealing, line-marking and signage.

Tender Process

Procurement for the balance of works has followed the Council’s Procurement Framework, including preparation of a Procurement Plan, risk analysis, updated cost estimates, design and specification review and this Request for Tender.

Tenders were publically advertised as per below:

- South Western Times newspaper – 22nd of July 2021;
- West Australian newspaper – 24th of July 2021; and
- Tenderlink – 22nd of July 2021.

The RFQ required a mandatory site inspection, which was attended by the following suppliers:

- BCP Civil Construction
- Picton Civil Pty Ltd; and
- Carbone Bros. Pty Ltd.

The Tender closed at 2:00pm on Friday the 6th of August 2021, and all three interested tenderers submitted bids. Three (3) Tenders were received by the deadline of the Request for Tender.

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

The prices submitted are provided to Councillors [Confidential Under Separate Cover Document].

The assessment process recommends Carbone Bros Pty Ltd as the only affordable, and therefore preferred, contractor for the construction of Harris Road.

All tender submissions conveyed a sound understanding of the Shire's requirements, as well as a good level of prior experience on similar projects and current resource capacity.

The Carbon Bros. Pty Ltd submission indicates that it is capable of working to the requirements of the contract.

Evaluation of Tenders

The Tender submissions were reviewed by an evaluation panel consisting of:

- Allan Hutcheon - Procurement Officer and Panel Chair;
- Jason Gick – Manager Operations; and
- Nathan Ryder – Manager Infrastructure Planning and Design.

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

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

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

ASSESSMENT CRITERIA		RAW SCORE	WEIGHTING	WEIGHTED SCORE*
Compliance Criteria	Tender submitted on time	Compliant / Non-complaint		
	Tender submitted mandatory documentation	Compliant / Non-complaint		
	Attended mandatory on-site inspection	Compliant / Non-complaint		
	Addressed qualitative selection criteria	Compliant / Non-complaint		
Qualitative Criteria	Resources / Capacity	0 - 10	20%	2.0
	Demonstrated Understanding	0 - 10	15%	1.5
	Sustainable procurement and corporate responsibility.	0 - 10	5%	0.5
Tendered Price		0 – 10	60%	6.0
TOTAL SCORE			100%	10.0

*Weighted Score = Raw Score x Weighting

Price was scored on a percentage scale relative to the available budget. A price that is 10% (or more) lower than budget attracts a raw score of 10. A price that is 10% (or more) greater than budget attracts a raw score of 0.

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

Evaluation Justification

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

Each tenderer was scored and the aggregate results were as follows:

ASSESSMENT CRITERIA		BCP Civil Construction	Picton Civil P/L	Carbone Bros. P/L
Tendered Price Score		0.00	0.00	0.00
Qualitative Criteria	Tenderers resources and capability	1.40	1.00	1.20
	Demonstrated Understanding	0.90	0.45	0.90
	Sustainability	0.30	0.15	0.30
TOTAL SCORE		2.60	1.60	2.40

The qualitative criteria scores for all tenderers ranged from 1.60 to 2.60 out of a possible 4.00 points. Through the assessment process BCP Civil Construction scored the highest score for the qualitative criteria. This is a reflection of the presentation and content of its submission, attracting some slightly higher scores than the other tenderers.

However, the prices offered by all three tenderers significantly exceeds budget, which attracts a score of 0.00 out of a possible 6.00 points. This situation significantly influences the value for money offered to the Council.

Project Affordability

The lowest tender price is \$456,000 over Councils remaining budget allocation for this project.

In preparation of the project design and specifications, the consultant (Wood & Grieve, now part of Stantec), also prepared an Opinion of Probable Cost (OPC) (March 2020). That cost estimate included all construction items as well as project preliminaries, provisional sums and contract contingencies. The summary of the OPC is:

1. Preliminaries and Establishment	\$ 114,000
2. Site works and Dust Control	\$ 34,500
3. Earthworks	\$ 294,500
4. Stormwater Drainage on site	\$ 142,000
5. Roadworks onsite	\$ 1,311,500
6. Provisional Sums	\$ 118,000
7. Contract Contingency (10%)	\$ 201,500
Sub Total Contract Works (Value)	\$ 2,216,000
GST	\$ 221,600
Total Contract Works	\$ 2,437,600

This OPC, however, includes a significant higher specification for pavement and surface, which has been reduced, following review by Shire staff and information from the BORR project section of Harris Road.

As discussed earlier, this project has been significantly progressed in 2020/21 with all clearing, some preliminaries to works and all drainage works being completed (notwithstanding some minor interfacing required with the construction works).

Should Council wish to proceed with this project, and wish to appoint Carbone Bros. Pty Ltd, as recommended, a preliminary decision is required – how to fund the project?

Project Options

There are a number of options available to Council, each with its own consequences. They revolve around either increasing budget allocation or reducing project cost.

Option 1 – Defer / Postpone / Cancel the project

Deferring, postponing or cancelling the project will ensure that the project does not go over budget, but will not address the need for the project. This section of Harris Road has deteriorated and needs to be renewed and upgraded.

Left unattended, the road will deteriorate further and potentially result in a total loss of pavement strength in some locations. Future repair / renewal of a severely deteriorated pavement will cost more in the future as the pavement itself and the sub-base supporting it will need a higher level of intervention.

Option 2 – Reduce the length of the project

Breaking the project down into parts may provide the Council with an infrastructure delivery option for part of the road, but will leave a section needing further intervention in the future.

The section from the Shire boundary to Golding Crescent (820m) is in the poorest condition and will need to be renewed as soon as possible.

The section from Golding Crescent to Lot 84 Coleman Turn (Phoenix Petroleum) is in better condition, but lacks width and will need to be renewed soon. The fact that this road will have increased traffic once the BORR has been opened also suggests that ignoring this section is not a good outcome.

Reducing the length of the project will require a new or modified RFT process, as the bids were based on a lump sum pricing structure.

Option 3 – Reduce the scope of the project

The project currently seeks to construct a 14m wide (typical) pavement, with an 11m wide asphalt seal, on a 250mm gravel base course, on a 150mm limestone sub-base.

The seal width accommodates 2 x 3.5m traffic lanes and 2 x 2.0 sealed shoulders. The lane width is necessary for the vehicle composition (28% heavy trucks) and volumes (1,400 vpd). Sealed lanes support the safe roads systems and are necessary to accommodate cyclists, and provide additional space for heavy vehicles.

The pavement structure has been designed to accommodate the heavy vehicle composition of this area, and to accommodate future traffic growth of the area, particularly for the BORR and the future Waterloo Industrial precinct.

Reducing the scope of the project may introduce some short term savings, the costs for making these reductions good in the future is likely to be more expensive than doing them now.

Option 4 – Increase the budget – Reserves

Council may wish to consider increasing the project budget by accessing Reserve funds. Doing so is likely to exhaust the funds and creates difficulty in balancing future road programs, and ensuring any future Long Term Financial Plans are prudently managed.

Option 5 – Increase the budget – Defer another approved RRG project

Deferral of another Regional Road Group approved project requires formal approval of the Regional Road Group, which can be obtained formally at the next meeting, or can be obtained out of session through Main Roads WA administration.

Besides Harris Road, the following projects are currently approved RRG projects:

PROJECT	ROAD SECTION	DESCRIPTION	RRG ALLOCATION (\$)	SOD PROJECT BUDGET (\$)	COMMENT
RRG 30000549	Pile Road SLK 0.50 – 16.78	Construction Works	500,000 (Ongoing into 2022/23)	J12784 \$110,505 J12783 \$18,178 J12363 \$277,392 J12589 \$328,810 TOTAL \$734,885	J12784 and J1283 are reseal works. J12363 and J12589 are construction works
RRG 30000547	Eaton Drive / Glenhuon Boulevard	Install Traffic Signals	500,000 (On off funding)	J12594 \$750,000	Needs MRWA approval
RRG 30000548	Ferguson Road SLK 13.56 – 19.87	Survey and design	80,000 (Ongoing into 2022/23)	J12397 \$190,722	Preliminaries for 2022/23 works

Of these projects, the construction projects on Pile Road (J12363 and J12589) would be the easiest to defer and reassign funds from. This would mean that the works scheduled on Pile Road would be deferred until 2022/23 and currently scheduled works for 2022/23 would need to be deferred until 2023/24.

However, deferring any RRG project fully will cause any 'ongoing projects' to lose that status. They will then need to be applied for and assessed against new projects nominated amongst the 16 Councils that make up the South West RRG. Under any circumstance, the Council will still need to find its 1/3 contribution to realise the RRG funds.

There are four re-seal and second seal projects on Pile Road that should proceed, to ensure the road surface is completed.

Option 6 – Increase the budget – Defer another non-grant funded project

There are five small to medium sized projects that are funded from Council reserves with no external funding attached. However, the only project that is of sufficient size to be able to fund the cost increase on Harris Road is the Venn Road project.

PROJECT	ROAD SECTION	DESCRIPTION	BUDGET (\$)	COMMENT
J12829	Venn Road SLK 0.69 to 2.22	Widen, reconstruct and seal	\$453,386	Project scope review to reduce tree clearing

This project relates to the section of Venn Road that is currently sealed. The project involves the widening and reconstruction of the road. It should be noted that there is another project that involves the sealing of the gravel section of the road – it proposed that this project still proceeds in 2021/22 regardless of Council's decision on the sealed section of Venn Road.

Concluding Remarks

Harris Road is an important Distributer A road, which services the Picton East Light Industrial Area (LIA), connecting Martin Pelusey Road to the City of Bunbury. Harris Road is recognised as Road of Regional Significance and is eligible for Regional Road Group (RRG) funding.

This section of Harris Road will continue to play an important link in the future road network, once the Bunbury Outer Ring Road (BORR) has been constructed, and servicing the future Waterloo Industrial precinct.

Construction on this project was substantially commenced in 2020/21 and the balance of works to be carried out in 2021/22 was tendered through an RFT process. Of the three tenders submitted, the cheapest is \$1.36M, which is \$412,000 over the available budget. The project is an important road upgrade and needs to be delivered in 2021/22. Not delivering this project soon is likely to result in multiple localised pavement and surface failures, which will need to be repaired.

Director Infrastructure Comments

A request was recently made to the Regional Road Group seeking additional funds for the Harris Road by transferring allocated funds from the Pile Road Project. This request was made following discussion on the matter with Councillors at a Council workshop held on the 6th of September 2021. The following is an extract from the letter to the Regional Road Group from the Director Infrastructure:

“The Shire of Dardanup is seeking endorsement from the Regional Road Group for the re-allocation of funds between projects to be delivered in the 2021-2022 financial year.

The following table outlines the projects and adjustments being sought:

Project Number	Road	Approved Project Allocation	Requested Project Allocation	Change	Comments
21115163	Harris Road	\$80,000	\$180,000	\$100,000	Increase in allocation
21116938	Harris Road	\$300,000	\$500,000	\$200,000	Increase in allocation
30000549	Pile Road	\$500,000	\$200,000	-\$300,000	Reduction in allocation
Totals		\$880,000	\$880,000	\$0	No net change

The Shire is seeking to transfer \$300,000 from the Pile Road Project to each of the Harris Road Projects as per the table above. The reasons for the change are as follows:

Project 21115163 and 21116938 (Harris Road) – Works on Harris Road commenced in 2020-2021 with clearing, drainage works and the protection of utilities being undertaken. The Shire recently called tenders for the construction of the road pavement and surfacing, which will complete both projects. The tendered

prices are significantly higher than anticipated, requiring an additional \$450,000 to be allocated to the works. Therefore, an additional \$300,000 of Regional Road Group funding is requested. As works on this section of Harris Road have already commenced, the Shire is unable to defer the works and is therefore committed to complete the project.

Project 30000549 (Pile Road) – The Shire recently called tenders for the reconstruction and widening of Pile Road as well. The tendered prices are also significantly higher for this project, being 85% higher than estimated. The Shire believes it is not receiving value for money for this project and has decided to reduce the project scope to only undertake final sealing of works undertaken in 2020-2021 and some preparatory works for future widening. This is an ongoing project and further funds have been requested for 2022-2023. The Shire is expecting that by this time, either the market prices would have improved or the Shire would have re-assessed the delivery model for this project to ensure that better value for money is achieved. The current allocation therefore exceeds the Shire's requirements and the surplus funds would be better allocated to the Harris Road Project."

Out of session approval has since been granted for this change by the Regional Road Group.

It is therefore recommended that Council approve the awarding of the contract to construct Harris Road in 2021/22. This is on the understanding that:

1. An additional \$450,000 is available to the project, which is being transferred from the Pile Road Project that is also funded through the Regional Road Group; and
2. The Harris Road Project cannot be postponed due to work already being commenced on the project and the current state of the road not being suitable and subject to further deterioration.

It is further recommended that the Venn Road (J12775) project be omitted from the 2021/22 Budget and those funds be returned to the Road Reserve. This project relates to the widening of the existing sealed section of Venn Road. It should be noted that there is Roads to Recovery funding that is linked to the Venn Road project. If the project is deferred, these funds will be transferred over to the Harris Road project.

The sealing of the gravel section of Venn Road (J12599) is still scheduled to proceed in 2021/22. Officers are aware this section is considered the most pressing from the community's perspective, and recommend it be delivered.

The omission of the Venn Road (J12775) project is recommended on the following basis:

1. The Director Infrastructure is exploring an alternative road connection to the Venn Road / Boyanup Picton Road / Ferguson Road connection that may alter the function and importance of the currently sealed section of Venn Road. Deferring the upgrade of this section will afford more time to explore the alternative road connection.
2. The alternative road connection to Boyanup Picton Road will enable Venn Road to be downgraded. This will allow the reconstruction of the road to consist of a narrower formation that will save majority of the trees along the road, negate the need for land acquisition for road widening and service relocations, and will ultimately reduce the cost of the project significantly.
3. Venn Road is also planned to be tendered out to contractors. Based on the current experience with tendered prices on Harris Road and Pile Road, it would be beneficial to defer the project until after the current construction boom has peaked.

It is therefore suggested that the widening of the existing sealed section of Venn Road be deferred by two years to allow the alternative road connections to be formalised and for the market prices to settle.

Council Role - Legislative.

Council is requested to accept a preferred tender and appoint a contractor to undertake the works.

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 'A'

THAT Council:

1. **Awards Tender RFT F0223092 to Carbone Bros. Pty Ltd to the value of \$1,359,689.00 (excluding GST);**
2. **Increases the budget allocation for the Harris Road project (J12900) by \$450,000 using funds available from the reduction in project scope of the 2021/22 Pile Road Projects J12589 and J12363 (this includes the transfer Regional Road Group funds of \$300,000 and Road Construction and Maintenance Reserve funds of \$150,000 already allocated to the Pile Road projects);**
3. **Authorises the Chief Executive Officer to:**
 - a) **Sign and execute the contract with Carbone Bros. Pty Ltd;**
 - b) **Approve minor variations up to 5% of the total contract cost; and**
4. **Requests that if a contract is not awarded to Carbone Bros. Pty Ltd then the matter is brought back to Council for further consideration.**

AND

OFFICER RECOMMENDED RESOLUTION 'B'

THAT Council:

1. **Does not proceed with J12829 Venn Road (SLK 0.69 to 2.22, widen, reconstruct and seal of existing sealed section) in 2021/22 and reschedules the project in the 10 Year Road Program.**
2. **Proceeds with J12599 Venn Road SLK 0.00 – 0.69 to construct and seal the existing unsealed section on Venn Road.**

12.3.5 Title: Dardanup Civic Precinct – Landscaping of Former Shire Depot Site

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Vicki Pretorius - Landscape Design Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.5A – Risk Assessment</i> <i>Appendix ORD: 12.3.5B – Draft Landscape Concept Plan</i>

Overview

Council is requested to endorse the Landscape Concept Plan for Dardanup Civic Precinct – former Shire depot site and associated proposed staging of works.

Background

The Shire relocated its depot operations from Eaton and Dardanup to the new Operations Centre along Martin-Pelusey Road, Waterloo in 2017. This move has allowed the former site in Dardanup to become available for an alternative use. The community engagement undertaken for the preparation of the Dardanup Community Facilities Plan identified the former Dardanup depot site as being suitable for development into public open space. This was supported by the community members involved in the planning process.

At its Ordinary Council Meeting held on the 24th of February 2021, Council endorsed the amended Dardanup Community Facilities Plan (34-21). This Plan included provision for the opening up and revitalisation of the former Shire Depot site, to create a landscaped open space corridor linking Carramar Park and adjacent community buildings with the Dardanup Civic Precinct – including Town Hall, Shire office and library – and the Ferguson Road frontage.

A draft landscape concept plan has now been prepared for the site in accordance with the Dardanup Community Facilities Plan and is presented to the Council for consideration and endorsement.

Legal Implications - None

Strategic Community Plan

Strategy 2.5.1 - Develop, review and implement Townscape Plans. (Service Priority: High)

Strategy 2.6.1 - 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 3.1.1 - To foster Creativity in the community through our public spaces and urban environment. (Service Priority: High)

Strategy 5.1.5 - Provide a series of interconnected walkways, pathways and cycle ways that meets community needs and expectations. (Service Priority: High)

Strategy 5.1.6 - Encourage urban developments that foster connectivity between residents. (Service Priority: Moderate)

Environment

The former Shire Depot site has a piezometer in place for purposes of groundwater monitoring, following decommissioning and removal of an old subsurface diesel fuel tank.

Precedents

Council endorsed the Peninsula Lakes Park Master Plan on the 30th of June 2021 (187-21). This plan includes proposed staged landscape improvements, highlighting what works are nominated for delivery

in the current financial year and what items are noted as being for possible future delivery subject to feasibility and funding.

Budget Implications

The 2021-2022 Budget has an allocation of \$124,848 for the project.

An application has also been made for grant funding of an additional \$125,000 toward the project. If successful this will increase the project budget to \$249,848. This will allow all proposed staged improvements included in the draft plan to be implemented. If the funding application is unsuccessful, Council may consider staging the project over multiple years.

The grant funding application required inclusion of place activation projects such as landscape improvements that would engage and support engagement of the community in creative initiatives. Therefore projects have been included to allow elements including art to be incorporated. Should the application for grant funding be successful, then the following landscape improvements are proposed to be implemented in 2021/2022:

Project cost estimate August 2021 – subject to grant funding (total budget rounded to \$250k)

Item	Item cost estimate
Part A: Proposed landscape works 2021/2022	
Feature survey	\$2,000
Remove and dispose of existing fence	\$2,400
Demolish and remove existing VBFB building materials	\$20,000
Demolish and remove section of existing asphalt car park	\$4,600
Allowance for additional site works	\$3,000
Remove and dispose of existing material (0.2m depth)	\$11,200
Supply and install free draining soil (0.15m)	\$21,000
Supply and install turf (kikuyu)	\$36,400
Irrigation system	\$16,600
Relocation of 6 mature trees from other site and planting	\$5,000
Install kerbing to mulched planting area	\$450
Install mulch for planting area	\$20,250
Install new plants into mulched planting area	\$10,500
Install pathway as shown on plan – former depot site	\$42,400
Install retaining wall	\$12,500
Subtotal Landscaping Stage 1 works (project Part A)	\$208,300
Part B: Proposed place activation works 2021/2022	
Spray paint one side of existing fence - seal and colour	\$4,000
2 x sets of triptych panels along fence - outdoor art gallery	\$6,000
Artists fees - facilitation of community workshops & art creation	\$12,000
Play trail through mulched zone	\$12,000
Park furniture: proposed seating x 2 along pathway / outdoor art gallery	\$7,700
Subtotal Place activation works (project Part B)	\$41,700
Total project cost (Parts A + B)	\$250,000

Should the grant application be unsuccessful, then only works to the amount allocated in the 2021/2022 budget will be able to be undertaken as Stage 1 works. Proposed staging is then likely to be as follows:

Item	Item cost estimate
Landscaping Stage 1 works 2021/2022 – limited to within Stage 1 area	
Feature survey	\$2,000
Remove and dispose of existing fencing	\$2,400
Demolish and remove existing VBFB building materials	\$20,000
Demolish and remove section of existing asphalt near VBFB	\$850
Remove & dispose of existing material (0.2m depth)	\$10,800
Supply and install free draining soil (0.15m)	\$20,250
Supply and install turf (kikuyu)	\$28,860
Irrigation system (turf and garden bed)	\$13,740
Install kerbing to mulched planting area	\$1,425
Relocation of 6 Ash trees from depot and planting on site	\$5,000
Install retaining walls	\$12,500
Install mulch for planting area	\$7,023
Stage 1 works total cost	\$124,848.00
Landscaping Stage 2 works - subject to funding	
Install pathways as shown on plan through former depot site (top priority)	\$26,240
Demolish and remove section of existing asphalt, kerbing, grade	\$830
Supply and install free draining soil (0.15m)	\$1,837
Supply and install turf (kikuyu)	\$3,250
Irrigation system extension	\$4,000
Install pathway from edge of depot site to Ferguson road	\$16,160
Install mulch for planting area	\$9,750
Install new plants into mulched planting area	\$10,125
Stage 2 works total cost	\$72,192.50
Landscaping Stage 3 works - subject to funding	
Additional park planting - trees, low planting	\$5,000
Welcome sign	\$500
Park seating	\$7,700
Spray paint one side of existing fence - seal and colour	\$4,000
Lighting - provisional sum. Subject to lighting design	\$20,000
Stage 3 works	\$37,200
Total projected cost for Stage 1-3 works inclusive	\$234,240.50
Place activation works as included in August 2021 grant application	
<ul style="list-style-type: none"> • 2 x sets of triptych panels along fence – outdoor art gallery • Artists fees - facilitation of community workshops and art creation • Nature play trail through mulched zone If grant unsuccessful, could be included in future staged improvements, subject to funding.	\$29,500
Note that other items shown on draft landscape concept plan as 'Possible future place activation works' have not yet been costed.	

The Shire expects to be notified of the outcome of the grant application in October 2021.

Budget – Whole of Life Cost

The development of the area will increase maintenance costs. A fully developed site is expected to cost in the vicinity of \$11,000 per annum inclusive of wages, plant operating costs, overheads, materials and contractor costs.

Council Policy Compliance - None.

Risk Assessment

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

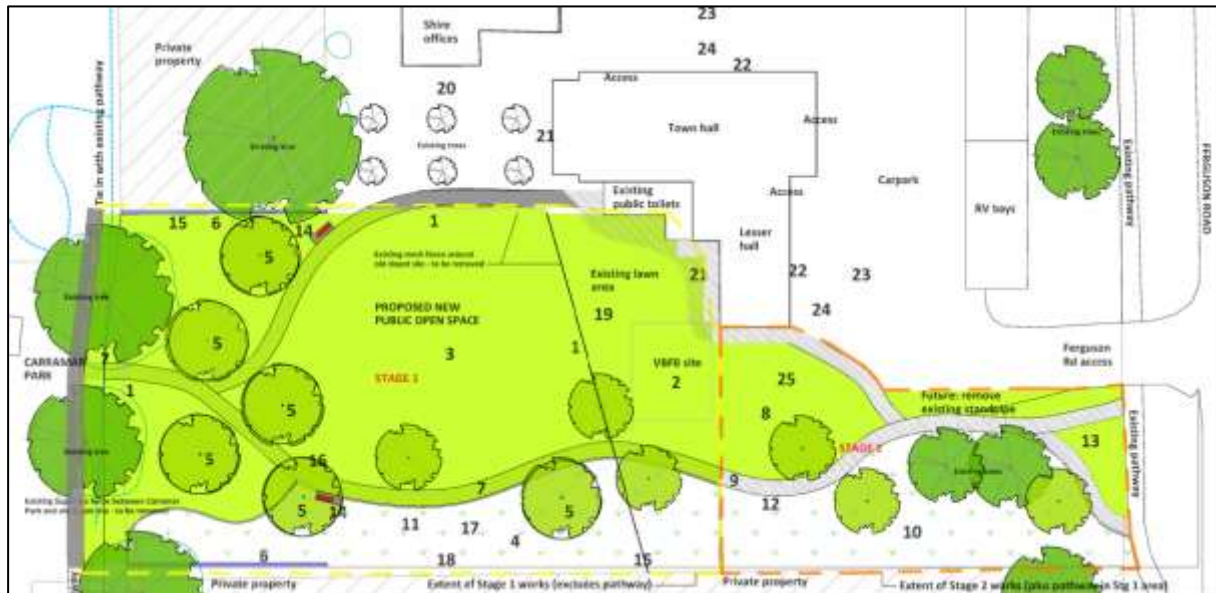
TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Dardanup Civic Precinct – Former Depot Site – endorse Landscape Concept Plan
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Negative perception of the Shire if proposed landscape improvements are not programmed to meet Community needs.

Officer Comment

Since the Shire vacated the site, the Shire has undertaken the following activities at the former depot site in order to make it ready for further development in accordance with the Dardanup Community Facilities Plan:

- Demolition of the depot shed;
- Removal of the transport crib room and ablutions to the Shire’s waste transfer station on Banksia Road;
- Excavation of an old underground fuel tank and removal of contaminated soil in the immediate vicinity of the tank; and
- Environmental monitoring and testing of ground water and soil associated with the underground fuel tank.

Shire Officers have engaged with the Dardanup Advisory Group in the preparation of a landscape concept plan for the development of the public open space. Draft plans have now been prepared and are presented to Council for further consideration. The following extract from the plan provides an overview of the project, which will effectively provide a landscaped connection between Carramar Park and Ferguson Road.



Please refer to [Appendix ORD: 12.3.5B] to view the full draft landscape concept plan, including an overall drawing showing all stages and a drawing just showing Stage 1 proposed works for the current 2021/22 budget allocation of \$124,848.

The landscape concept plan includes:

- The demolition of the Dardanup Central Volunteer Bush Fire Brigade building once the brigade have relocated to the new building at Wells Recreation Park.
- Removal of the fencing surrounding the former Depot site.
- Reticulated turf and irrigated plantings, to create a new public open space area.
- Pathways connecting Carramar Park to Fergusson Road and to the public toilets at the rear of the Town Hall.
- The planting of trees, including the relocation of the trees currently stored at the Shire Operations Centre that were removed as part of the roadworks on Fergusson Road two years ago.
- Subsoil drainage and water sensitive urban design (WSUD) swales that will also help to address the drainage issues within the existing Carramar Park.
- Park furniture, signage and public artworks.
- It also includes a piazza/amphitheatre area behind the Dardanup hall and other recommendations for possible future improvements to the Dardanup Civic Precinct.

This plan has been supported by the community members involved in the Dardanup Advisory Group. Officers believe it fulfils the vision of the Dardanup Community Facilities Plan for the Civic Precinct and would enhance the appearance and functionality of the area. Officers therefore recommend that Council endorse the concept plan for implementation. Once the concept plan is endorsed, Shire Officers will develop detailed designs and specification for the delivery of the project.

It should be noted that the delivery of the project will occur once the outcome of the funding application is known. If the funding application is successful then full delivery of the project will be implemented. If not, then the project will be implemented in stages.

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 'A'

THAT Council endorse the Landscape Concept Plan for the Dardanup Civic Precinct – Former Depot Site [Landscape Design Plan All Stages & Landscape Design Plan Stage 1 only -Drawing No: 2021-LSC-006-01], as shown in [Appendix ORD: 12.3.5B].

OR

OFFICER RECOMMENDED RESOLUTION 'B'

THAT Council endorse the Landscape Concept Plan for the Dardanup Civic Precinct – Former Depot Site [Landscape Design Plan All Stages & Landscape Design Plan Stage 1 only -Drawing No: 2021-LSC-006-01], as shown in [Appendix ORD: 12.3.5B], subject to the following changes:

1.
2.
3.

12.3.6 Title: Sale of Sand to South West Gateway Alliance for Use on the Bunbury Outer Ring Road Project

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Luke Botica - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.6 – Risk Assessment Tool</i>

Overview

Council is requested to consider the sale of sand to the South West Gateway Alliance for use on the Bunbury Outer Ring Road Project.

Background

The Shire of Dardanup has a considerable volume of gravel and sand at its quarry located at Lot 80 (Formerly Lot 4579) 270 Panizza Road. Using current royalty rates, the Shire has a considerable financial asset in the sand and gravel that is yet to be quarried at the site.

The following map shows the location of the site:



The site was purchased on the 1st of September 2003 at a price of \$330,000 and it has cost the Shire \$254,525 in borrowing expenses. The land was last valued at \$650,000 in June 2009. The value of the site would have increased since then and is expected to increase, not just from normal land value appreciation, but also due to the gravel and sand resources being close to Bunbury and these resources becoming scarce in the future.

The Bunbury Outer Ring Road Project (BORR) is being delivered by the State through the South West Gateway Alliance (SWGA). This alliance contract has been established between the State and a number of private companies to deliver the design and construction of the project. Works have commenced in 2021 and is expected to be completed in 2024.

The project design is based, not on a traditional model of balanced cut and fill to create the road formation and subgrades from insitu material, but on imported fill to minimise the risk of subgrade issues. As a result, the project requires a significant quantity of sand to build foundations and embankments to construct the road pavement and various bridges and interchanges. Although the project design is still not complete, imported sand quantities in the vicinity of eight million cubic metres have been indicated.

The SWGA is sourcing suitable supplies of sand for the project based on quality and cartage distance. The section of the BORR in the Shire of Dardanup, which includes two interchanges in the Waterloo area, will require large volumes of sand. The SWGA is aware of the Shire's sand supply and have approached the Shire on whether the Shire is willing to sell the sand for the project.

Legal Implications

The sale of sand is considered as disposition of property under the Local Government Act 1995. Therefore, section 3.58 of the Local Government Act 1995 is applicable:

Local Government Act 1995

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.*
- (5) *This section does not apply to —*
- (a) *a disposition of an interest in land under the Land Administration Act 1997 section 189 or 190; or*
 - (b) *a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or*
 - (c) *anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or*
 - (d) *any other disposition that is excluded by regulations from the application of this section.*

[Section 3.58 amended: No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

An extractive industry licence and development approval will also be required for any significant extraction from the site.

Strategic Community Plan

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

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

Strategy 1.3.4 - Monitor current and develop new revenue streams. (Service Priority: High)

Environment

A clearing permit application will be required for the removal of remnant trees in the extraction area.

There may be other requirements when the extractive application is referred to the various government authorities.

Precedents - None

Budget Implications

The Shire quarry is estimated to contain approximately 440,000 cubic metres (BCM) of sand and 270,000 BCM of gravel.

There have been discussions between Shire officers and the SWGA regarding the possible royalty rate for the sand. The SWGA have indicated that they would be happy to offer \$5.00 per BCM. If the Shire were to sell 200,000 BCM of sand, this rate would yield \$1,000,000 of royalties.

Council may wish to allocate any funds from the sale of sand to its Asset Reserves, enabling the Shire to undertake additional construction projects.

Budget – Whole of Life Cost

The Shire purchased the lot mainly for access to a gravel supply. Although the Shire has quarried some gravel at the site, the Shire has generally opted to purchase gravel from other suppliers due to local availability and competitive prices. Previous reports to Council (circa 2010) recommended that alternative gravel sources be used as any savings were generally equal to the royalties that were not

being paid on the Shire’s gravel. Any such savings were not fully realised anyway due to many projects receiving funding either fully under some funding programs or up to two-thirds under the Regional Road Group.

However, gravel prices have increased recently due to growing demand resulting from the recent construction boom, which is now making the supply at the Shire site more attractive for Shire use. It should be noted that the gravel at the site is buried beneath a layer of sand that needs to be pushed aside first – this is an added cost to the quarrying operation and one that results in sand stockpiles at the site as most of the sand is surplus to the Shire’s construction needs.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.6] for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Sale of Sand to South West Gateway Alliance for Use on the Bunbury Outer Ring Road Project	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	<p>Survey to be taken of extraction site to ensure the extracted quantities are accurate. This requirement will be conditioned as part of the approvals given.</p> <p>Although the royalty charge is negotiable from case to case, the expected royalty charge has been discussed with various operators within the industry to confirm fairness.</p>	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Financial	The Shire is not adequately compensated for the sand that is extracted from the site due to inaccurate volumes and/or masses.
	Financial	The Shire is not adequately compensated for the sand that is extracted from the site due to inappropriate royalty charge.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
Risk Event	Sale of Sand to South West Gateway Alliance for Use on the Bunbury Outer Ring Road Project	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	<p>Extractive Licence and Development Approvals will be required from the SWGA and their contractors. The approvals will be conditioned appropriately.</p> <p>Officers have assessed the quantities and area impacted on site and have a plan that will ensure the correct amount of sand is extracted.</p> <p>The sale of sand is considered as disposal of property and the proposal requires public notice and consideration.</p>	
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)	
Risk Category Assessed Against	Health	Incident or accident occurs at the Shire site during extraction operations.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.		
	Financial	Excessive sand is extracted that will not leave sufficient sand for future operations requiring sand to be purchased instead.
	Financial	Excessive sand is extracted that will impact on the future development of the site.
	Legal and Compliance	Sand is extracted in such a way to breach legislative and regulatory requirements.
	Reputational	The sale of sand is not favourable with the community.
	Environment	Trees are cleared without approvals and breach the EP Act.

Officer Comment

The proposed sale of sand will provide a considerable revenue injection into the Shire’s finances. However, if Council decides to sell sand from the site it is important to ensure that the entire supply is not depleted for the following reasons:

1. There is still a need for small quantities of sand for Shire operations on roads and parks; and
2. The Shire’s forward plans include the relocation of the Shire’s Waste Transfer Station to Lot 4579. This is planned to be accessed from Marginata Close and situated in the southern portion of the lot; and
3. The co-location of any other future waste processing operations adjacent to the future siting of the Waste Transfer Station.

It should be noted that the relocation of the Shire’s waste transfer station is included in the 10 Year Program in the Building Asset Management Plan. The following extract from the Plan has it scheduled for construction in the 2026-2027 financial year when the current transfer station site lease expires.

Asset Management Budget - Buildings 2021/22													
Banksia Road Transfer Station													
Replacement Value	\$115,300			1	2	3	4	5	6	7	8	9	10
		Adopted No. of Years to Project/Task	Current Cost FYE 2021	2021/22	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31
EXPENDITURE													
New / Improvements													
Relocation to new site		6	255,200	0	0	0	0	0	267,697	0	0	0	0
Decommission existing site		6	18,159	0	0	0	0	0	19,048	0	0	0	0
Total - New / Improvements				0	0	0	0	0	286,745	0	0	0	0
Preservation / Renewal													
Nil		0	0	0	0	0	0	0	0	0	0	0	0
Total - Preservation / Renewal				0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURE				0	0	0	0	0	286,745	0	0	0	0
REVENUE													
Loans				0	0	0	0	0	0	0	0	0	0
Reserve Funds				0	0	0	0	0	0	0	0	0	0
Grants				0	0	0	0	0	0	0	0	0	0
Contributions				0	0	0	0	0	286,745	0	0	0	0
TOTAL REVENUE				0	0	0	0	0	286,745	0	0	0	0
GENERAL FUNDS REQUIRED				0	0	0	0	0	0	0	0	0	0
Comments													
Contribution - proceeds from sale of sand from site													

The Plan suggests that the project is fully funded from the sale of sand from the site – a total of \$268,745 is indicated, which is equivalent to the sale of approximately 53,000 BCM of sand if a royalty rate of \$5.00 was used, and possibly less if interest earnings were also included. The cost estimation used in the 10 Year Program is based on a high level concept prepared several years ago and may vary depending on the type and scale of operations ultimately planned at the site.

Shire Officers have estimated the quantity of sand and gravel available at the site. This has been based on data from borehole testing undertaken in 2003 and aerial information on the state of extraction at the site. The following has been estimated:

DESCRIPTION	ESTIMATED QUANTITY
Total Site Area	46.05 ha
Area of the site that has been previously extracted of sand and gravel and is now depleted	14.62 ha
Area of site remaining that has not been quarried*	31.43 ha
Volume of sand existing that can be quarried**	440,000 BCM
Volume of gravel existing that can be quarried**	270,000 BCM

* This includes areas that will likely be required as buffers (20m from lot boundaries)

** These volumes exclude materials contained in the buffers.

It is suggested that 200,000 BCM of sand can be allowed to be quarried and extracted from the site. This will still allow an area to be maintained in the southern portion of the lot for future small extractions for Shire purposes as well as area for the future Waste Transfer Station and other potential operations. It has been estimated that if 200,000 BCM were extracted progressively from north to south on the lot, an area of approximately 14.63 ha would remain. The following diagram of the site indicates the extraction area and remaining areas:



The construction of the BORR is underway and the SWGA have commenced procuring contractors for the loading and cartage of sand from the various extraction sites. They will be seeking prices for operations at the Shire's site in order to be prepared in the case that Council decides to sell sand to the project.

In order to progress this matter, the following will need to be addressed by Council:

1. Does the Council support the sale of sand to the SWGA? Officers believe that there is sand that is surplus to the Shire's requirements and could therefore be sold.
2. What is the quantity of sand that Council is willing to sell to the SWGA? Officers have suggested 200,000 BCM.
3. What is the royalty rate per BCM for the sand? Note that the actual BCM will be determined through engineering survey. There is no fixed rate that is applied and generally a rate is negotiated between the two parties. It is recommended that the Chief Executive officer be given authority to negotiate a rate on behalf of the Council.
4. Is the Council prepared to authorise the Chief Executive Officer to finalise the agreement to supply the sand to SWGA and to sign off on any approvals required, including commercial enterprises by local governments in accordance with the Local Government Act 1995, the Extractive Industry Licence and Development Approval in order to fast track the overall process. Note that normally such approvals are considered by Council; however, due to the pending BORR construction it would be prudent for the Chief Executive to be given authority to sign-off on approvals on behalf of the Council in order to fast-track the approvals process.

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. **Supports the proposed sale of 200,000 BCM of sand from its quarry site on Lot 80, 270 Panizza Road, Crooked Brook to the South West Gateway Alliance for use on the Bunbury Outer Ring Road Project, subject to the successful negotiation of a disposal price and the necessary approvals.**
2. **Authorises the Chief Executive Officer to negotiate a disposal price for the sand with the South West Gateway Alliance, with quantities to be determined through engineering survey.**
3. **Acknowledges the disposal price in Point 2 is to include the South West Gateway Alliance undertaking all works necessary to extract and remove the sand, reshaping of the site, rehabilitation of the extraction site and all associated approvals and subsequent conditions of approval at their cost.**

- 4. Authorises the Chief Executive Officer to progress the matter in accordance with Section 3.58 of the Local Government Act 1995 and its approval or otherwise in accordance with these Sections.**
- 5. Authorises the Chief Executive Officer to finalise the agreement to supply the sand to South West Gateway Alliance and to sign off on any approvals required, including the Extractive Industry Licence and Development Approval to fast track the approval process.**
- 6. Proceeds from the sale of sand is held in Reserve and its use to be determined as part of the Council's next review of its Strategic Financial Plan.**

By Absolute Majority

12.3.7 Title: Bridge No 4930 – Request from Shire of Harvey for Contribution to Bridge Works

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Luke Botica - Director Infrastructure</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.7 – Risk Assessment</i>

Overview

Council is requested to:

1. Approve a contribution of \$7,207.20 to the Shire of Harvey for the cost of propping hire used on Bridge No. 4930 over the Collie River on Collie River Road (Krone's Bridge); and
2. Authorise the Chief Executive Officer to prepare and execute an agreement with the Shire of Harvey for the ongoing maintenance and apportionment of costs associated with the bridge.

Background

Bridge No. 4930 over the Collie River (commonly known as "Krone's Bridge") is a Shire of Harvey bridge asset, which is accessed via Collie River Road from the Shire of Dardanup. The bridge provides access to a short section of road reserve on the Shire of Harvey side of the river, which in turn provides access to a private property and public reserve on the river, both situated in the Shire of Harvey.

The bridge is single lane timber bridge with an overall length of 55.55m, overall width of 3.50m and headroom of 4.40m. It consists of nine spans. The age of the bridge is unknown; however, based on the nature of its construction and its level of deterioration, officers believe it to be well over 50 years old.

The bridge is in a deteriorated state and currently temporarily propped until more substantial works can be programmed and arranged. The Shire of Harvey has paid \$40,040 over a 12-month period for the propping of the bridge. They are now seeking a contribution from the Shire of Dardanup to this cost as has been the case in previous years when emergency works have been carried out on the bridge. They are seeking a contribution of \$7,207.20, which has been calculated based on the last contribution paid by the Shire.

Legal Implications

A recent legal review of the ongoing ownership, operational and maintenance arrangements for the Danjoo Koorliny Bridge (bridge over the Collie River between Millbridge and Treendale) it became evident that assets that span across local government boundaries should actually be shared assets, with costs apportionment based on the amount of the asset within each local government. Bridge No. 4930 is mainly situated within the Shire of Harvey, however, a small portion is situated in the Shire of Dardanup. Aerial photography suggests that if costs were apportioned based on the length of the bridge in each local government area, then the Shire of Dardanup could expect to be liable for approximately 15%. However, this apportionment would need to be accurately determined by a surveyor before considering any ongoing agreement on the matter.

Strategic Community Plan

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

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

Environment - None.

Precedents

Bridge works is a common activity undertaken in local government.

There is a long history spanning more than 25 years relating to this particular bridge, involving its upkeep and maintaining access to the public reserve and property on the Shire of Harvey side of the Collie River.

The Shire has contributed to repairs on the bridge on numerous occasions. Contributions have been determined by Council and have ranged from 18% to 50%.

Budget Implications

The Shire of Harvey have requested payment of 18% of the cost of the propping for the 2020/21 financial year, being \$7,207.20 excluding GST. The requested contribution can be funded from the maintenance budget allocation, *J12115 Bridge Maintenance – Rural*, in the 2021/22 Budget. There is sufficient allocation to cover this expense.

Budget – Whole of Life Cost

This bridge is a Shire of Harvey asset as per the Main Road's bridge asset register and this has been generally accepted to be the case by both Councils – in the Shire of Dardanup's case, the bridge is not registered as one of its bridge assets. However, if the legal review carried out on the Danjoo Koorliny Bridge was applied to Bridge No. 4930, then the Shire may be legally liable for a proportion of the costs.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.7] for full assessment document.

TIER 3 – 'High' or 'Extreme' Inherent Risk.	
Risk Event	Bridge No 4930 – Request from Shire of Harvey for Contribution to Bridge Works
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	<p>Payment of part costs of remediation works and creation of agreement for ongoing requirements.</p> <p>Enter into agreement regarding ongoing maintenance, cost sharing and incorporate into forward estimates and budgets.</p> <p>Enter into agreement, which acknowledges and enforces the Shire's actual liability with the bridge.</p>
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Health Shire is implicated for lack of support to deal with the safety of the bridge.</p> <p>Financial Shire is required to contribute to major refurbishment or replacement of the bridge with little to no warning.</p> <p>Service Interruption Inadequate maintenance/repairs result in failure of bridge and inability to access across</p>

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
	the river for an extended and unplanned period.
Legal and Compliance	Shire is implicated for lack of support to deal with the safety and accessibility of the bridge.
Reputational	Shire is implicated for lack of support to deal with the safety and accessibility of the bridge.

Officer Comment

The bridge is in poor condition and has been a point of discussion between the two shires’ for over 25 years.

There have been a number of attempts to either renew the bridge or find alternative means for access to the Shire of Harvey property accessed across the bridge from the Shire of Dardanup. Over the past 12 months the Shires have been working with Main Roads on a suitable and cost effective replacement for the bridge. Main Roads attempted to purchase a second-hand pre-fabricated bridge from the eastern states. This would have been a cost-effective solution that allowed access to the property, although via a bridge of lower serviceability but still commensurate with the type of access required. This bridge would have replaced the timber structure entirely. Unfortunately, Main Roads WA were unsuccessful in their bid for the bridge. However, they have indicated that they will be exploring further opportunities of this nature when they become available in future.

The Shire of Harvey are seeking payment for 18% of the cost of the propping hire paid by the Shire of Harvey in 2020/21. As mentioned in this report, the Shire has previously agreed to cost sharing at various amounts between 18 and 50%. Based on this, payment of 18% of the cost is within this range and would be considered fair at this point in time. It is therefore recommended that Council approve the payment of the costs.

As with the Danjoo Koorliny Bridge, it would be good to establish an agreement between both Shires for the ongoing maintenance and operational costs associated with the bridge. This will fix the amount to be paid and also removes the need to bring the matter to Council each time.

Aerial photography would suggest that about 15% of the bridge is situated within the Shire of Dardanup – therefore based on the legal advice obtained for the Danjoo Koorliny bridge, the Shire would be liable for costs of the same proportion. Aerial photography is indicative and not accurate, and if the Shires were to enter into any such agreement, a surveyor would need to be engaged to accurately determine the location of the Shire boundary and the length of the bridge in each Shire. It is therefore recommended that Council authorises the Shire Chief Executive Officer to establish a maintenance and cost sharing agreement for the bridge with the Shire of Harvey.

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. Contributes \$7,207.20 to the Shire of Harvey for the cost of propping hire used on Bridge No. 4930 over the Collie River on Collie River Road (Krone's Bridge).**

- 2. Authorises the Chief Executive Officer to prepare and execute an agreement with the Shire of Harvey for the ongoing maintenance and apportionment of costs associated with Bridge No. 4930 over the Collie River on Collie River Road (Krone's Bridge) based on the proportion of the bridge in each Shire.**

12.3.8 Title: Pratt Road Car Park Design

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Nathan Ryder - Manager Infrastructure Planning & Design</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.8A – Original Concept – May 2021</i> <i>Appendix ORD: 12.3.8B – Revised Concept – September 2021</i> <i>Appendix ORD: 12.3.8C – Risk Assessment</i>

Overview

The upgrade of the car park on Pratt Road opposite the Eaton Bowling Club is a project in the 2021-2022 Annual Budget. The design has been amended based on the outcomes of public consultation. Some changes are viewed as significant departures from the design that was presented to Council previously, therefore, the design is brought back to Council to seek formal endorsement. Endorsement of design will progress the project to the calling of tenders for construction.

Background

A copy of the original design concept is included in the Infrastructure Directorate Appendices Booklet [Appendix ORD: 12.3.8A].

Public consultation was carried out from the 8th of June 2021 through to the 23rd of June 2021. Council was briefed on the proposed design concept and results of the public consultation.

A number of further comments and concerns were received via email following the public consultation period. These comments were considered relevant to the project and have been considered in the further development of the design.

The design has now been revised to address all concerns raised and a copy is included in the Infrastructure Directorate Appendices Booklet [Appendix ORD: 12.3.8B]. Some of the changes are viewed as significant departures from the original design concept that was presented for public consultation.

Council is requested to consider the comments made by the community and the Officer's revised design, and to endorse the design concept to enable the Shire to proceed to the calling of tenders.

Further details are provided in the Officer Comment section of this report.

Legal Implications - None.

Strategic Community Plan

- Strategy 5.1.1 - To provide an efficient road network for efficient movement of people and goods by road. (Service Priority: Very High)
- Strategy 5.1.3 - To provide a safe road transport network where crashes resulting in death or serious injury are minimised. (Service Priority: High)
- Strategy 5.1.5 - A series of interconnected walkways, pathways and cycle ways that meets community needs and expectations. (Service Priority: High)

Environment

The design impacts five planted trees in the existing car park, which are able to be removed without requiring a clearing permit. The design avoids vegetation in Reserve 25417 opposite Bobin St, which is a known possum habitat area.

Precedents

The Council has previously endorsed road projects that have been listed in the Annual Budget and forward plans that are likely to attract a high level of public comment.

Budget Implications

There is an allocation of \$349,954 in the 2021-2022 Annual Budget (Job Number J12904). Preliminary estimates of the project indicate that construction of the design as presented should be possible within the allocated budget. However, it should be noted that the Shire has recently observed significant increases in some tendered prices.

Budget – Whole of Life Cost

The selected treatment, when constructed, will add road pavement to the Shire's road inventory. Additional pavement will add to the ongoing cost of maintaining and renewing the Shire's road network. However, due to traffic growth and demands placed on the intersections in the Eaton area, such works are necessary to maintain a safe and efficient road network.

It should be further noted that the design will result in the section of Pratt Road between Foster Road and Bobin Street being renewed. Similarly, the existing carpark is in poor condition and the proposed design will effectively replace this asset.

Council Policy Compliance

The Community Engagement Policy is applicable to this project.

Risk Assessment

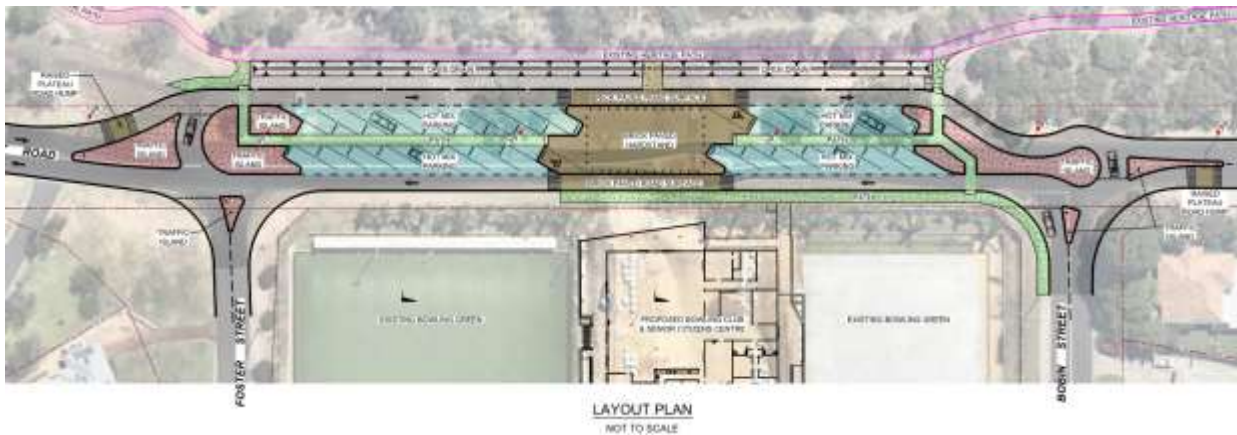
The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.3.8C] for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Pratt Road Car Park Design
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)	Moderate (5 - 11)
Risk Category Assessed Against	Reputational Carry out community consultation and respond to valid concerns and incorporating design improvements.

Officer Comment

The original design concept included the following key features:

- 31 angled parking bays (30-degree) including two ACROD bays located between the east bound and west bound lanes of Pratt Road;
- No right hand turn from Pratt Road into Foster Street;
- No right hand turn from Bobin Street into Pratt Road;
- Clear area in front of the Eaton Bowling Club and road level slightly lowered to maximise views of the river from the club rooms; and
- Fully accessible pedestrian pathways and connecting footpaths.



A full copy of the original design concept is included in the Infrastructure Directorate Appendices Booklet [Appendix ORD: 12.3.8A].

A Road Safety Auditor was consulted during the development of the original design concept and the suggestions were incorporated.

Public consultation was carried out from the 8th of June 2021 through to the 23rd of June 2021 and comprised the following:

- Letters to residents on Pratt Road, Bobin Street, Foster Street and Eagle Crescent;
- Direct email to Eaton Bowling Club, Eaton Senior Citizens and Eaton Advisory Group;
- Website, Public Notice, social media; and
- Information booth held at the Eaton Recreation Centre (ERC) on the 16th of June 2021 from 4:30PM to 6:00PM. About 10 people attended the drop in session and chatted to Shire staff. More people viewed plans over the week that were left on the notice board at the ERC.

Council was briefed on the proposed design concept and results of the public consultation.

A number of further comments and concerns were received via email subsequent to the public consultation period.

All comments and concerns received in relation to the original concept design and Officer responses are presented in the following table:

ITEM	SOURCE	COMMENT/CONCERN	OFFICER RESPONSE
1	Email 11/6/2021	<p>My wife and I are frequent walkers from Belvedere Crescent using the Heritage Path to Watson Reserve. The layout plan 1 doesn't provide sufficient access from Foster Street across Pratt Road similar to the Bobin Street side, even though Foster Street, is also used by members of the Eaton Bowling club to access bowling greens.</p> <p>I'm also concerned about the open drain adjacent to the existing heritage path, as this path is frequently used by a range of cyclists from young families to MTB. My concerns are the shared nature of the heritage path with speeding cyclists, dogs, walkers and families and the proximity of the open drain.</p> <p>Regards [Name withheld]</p>	<p>Since there is no footpath currently on Foster St, the design does not incorporate a footpath at this stage. The current 10-year plan proposes a footpath on Foster St in 2024-2025. The carpark design allows for future connection of this footpath to the Heritage Walk Trail, which will be constructed at the same time as the footpath on Foster St. The design will indicate how this connection will be implemented in the future.</p> <p>The open drain will be shallow with pea gravel and sedges. The existing Heritage Walk Trail is 2.5m width, which allows for shared use of the footpath by pedestrians and cyclists. There is provision for a future dedicated cycle lane on the other side of the open drain, an additional 2.5m wide path between the drain and the kerb.</p>
2	ERC Information Booth 16/6/2021	No right hand turn from Bobin St into Pratt Rd	New design allows for right hand turn movements from Bobin St into Pratt Rd (roundabout with traversable annulus).
3	ERC Information Booth 16/6/2021	Concern over kerb line corner of Bobin St and Pratt Rd, taking up verge area in front of private property.	Kerb line adjusted slightly to maximise verge area without affecting ability of right-of-way vehicles negotiating the intersection. The traffic island will also be adjusted slightly to reduce the lane width turning left into Bobin St.
4	ERC Information Booth 16/6/2021	Foster Street Resident – Positive comments about the project. Commented that the upgrade will neaten the parking in general in the area. Will hopefully decrease parking and traffic on Foster Street	Noted.
5	Email 22/6/2021	<p>Hi</p> <p>I am writing to you with a concern I have regarding the proposed carpark on Pratt Rd.</p> <p>We have lived at [address withheld] since 1995, and use it almost exclusively, for going in to Bunbury, out to Australind/Clifton Park.</p> <p>It is the most direct route for where we usually go in those places. As getting out onto Eaton Drive at Hands Street,(the closest intersection to us) Is almost impossible at certain times of the day.</p>	<p>The Shire revised the concept of the car park on 30.8.2021 that addresses these concerns:</p> <ol style="list-style-type: none"> 1. 90 degree parking bays in between the east bound and west bound lanes of Pratt Road, which are accessible when travelling in either direction 2. 2m wide pedestrian accessory on both ends of each 90 degree bay, which will also facilitate access into car boots 3. Mountable traffic island / roundabout at the intersection of Pratt Rd and Bobin St <p>Resealing of the existing car park is not a viable option since the current arrangement does not comply with</p>

ITEM	SOURCE	COMMENT/CONCERN	OFFICER RESPONSE
		<p>I am pleased that the Bowling club is being modernised. However the proposal to put a car park in the middle of Pratt Rd worries me.</p> <p>I have to collect the mail from the Bunbury Post Office regularly, and have often had someone pull out from the angle parking there, nearly hitting me.</p> <p>I have also found that I have been attempting to pull out with a larger vehicle beside me and not been able to see anything coming till I am almost fully on the road.</p> <p>I have no restrictions in my movement and I have struggled to see past vehicles parked beside me, how older, less agile "seniors" are going to be able to see past the car beside them to know if anything is coming down Pratt Rd. I hate to imagine how many close calls there are going to be, with angled parking in the middle of a main thorough fare.</p> <p>On top of that the seniors or bowlers may want to put something in the boot of their car, in which case they are standing on the road to do it.</p> <p>Another thing to consider is the entering into Foster Street from the West means driving through the carpark to Bobin Street end and returning through the carpark to turn left into Foster. If you want to turn Right into Pratt Rd from Bobin Street, the same applies, turn left, drive through the carpark around the end and back through the carpark to go up Pratt Rd. That is an inconvenience for people living in those streets. This will mean that some will start using Hamilton Road putting extra traffic on an already busy road.</p> <p>I'm not sure how many extra car positions you get but it can't be worth the Safety and expense.</p> <p>Surely, the safety of the road users and those using the car parking need to be taken into account.</p> <p>The existing car park could be resealed and lines put in at a fraction of the cost, and make it safer for all.</p>	<p>current standards, nor does it allow for safe and fully accessible pedestrian movements between the car park and the bowling / senior citizens clubrooms.</p>

ITEM	SOURCE	COMMENT/CONCERN	OFFICER RESPONSE
		<p>There is an area along Foster Street that could also offer a safer option.</p> <p>Yours</p> <p>[Name withheld] Concerned citizen</p>	
6	Email 29/6/2021	<p>Just a note on the median angle parking. It might be worth a chat with City of BY about the parking in Stirling St at the Post Office. They have had a heap of issues with the central parking there, mainly related to very limited sight lines when trying to reverse out of the median bays?</p>	<p>Contact made with City of Bunbury design engineer, commented that the issues with Stirling St were reversing vehicles and limited line of sight until the vehicle was well onto the road. Some public perception was that vehicles were fast coming off the roundabout at Victoria St, however, traffic count data indicated that vehicle speeds were low and there have not been any reported accidents at the carpark.</p>
7	Email 18/7/2021	<p>To whom it concerns.</p> <p>I have just seen the plan for the new design of a new Pratt road bowling club car park in the middle of Pratt Road, I wish to make a few comments on this design, first and foremost I am absolutely in favour of modifications, however this layout to me is an abomination for the following reasons.</p> <p>1. It looks like about 20 cars can park there, 10 either side, they will have to reverse into one way traffic to exit there car park (either side) a definite safety hazard as Pratt road is a thru road either way, what will be the speed restrictions through here ?</p> <p>2. Without any disrespect or racist vilification the majority of the bowling club are senior citizens and bless them for that, they have the absolute right to play there sport, however the blind spot for reversing into oncoming traffic is a concern.</p> <p>3. Unfortunately a lot of club members do not use the current club and across the road car park, they park on Foster Street which causes traffic issues, half on the road half off, will the shire Ranger be giving fines to this practice in the future.</p> <p>4. I am no engineer, but as a layman my thoughts to the situation would be, why not redo the current car park adjacent the river with an entry one end and an exit the other, this would</p>	<p>The Shire revised the concept of the car park on 30.8.2021 that addresses these concerns:</p> <ol style="list-style-type: none"> 1. 90 degree parking bays in between the east bound and west bound lanes of Pratt Road, which are accessible when travelling in either direction 2. 2m wide pedestrian accessory on both ends of each 90 degree bay, which will also facilitate access into car boots 3. Mountable traffic island / roundabout at the intersection of Pratt Rd and Bobin St <p>Resealing of the existing car park is not a viable option since the current arrangement does not comply with current standards, nor does it allow for safe and fully accessible pedestrian movements between the car park and the bowling / senior citizens clubrooms.</p>

ITEM	SOURCE	COMMENT/CONCERN	OFFICER RESPONSE
		<p>alleviate any reversing mishaps on Pratt Rd and still have the capacity to hold the 20 cars, this would be very cost effective, I would also suggest then a zebra crossing be placed at a designated spot, so the members could cross safely.</p> <p>5. I do gather that a speed restriction will be imposed along the section, however, the fact being there will be no bowling for at least 70 to 80% of each and every day, putting Pratt Road users and Bobin Street And Foster Street users to a disadvantage, when the whole issue could be resolved by redoing the current car park adjacent the river.</p> <p>Regards - Concerned resident.</p> <p>[Name withheld]</p>	
8	Email 28/7/2021	<p>Dear Sirs</p> <p>We are writing to record our objection to the re-design of Pratt Road to accommodate the new Eaton Community Hub car park in the middle of Pratt Rd.</p> <p>We would like it recorded that we are going to be extremely impacted by the fact that we, and others, will be unable to turn right (east) out of Bobin Street into Pratt Road, to enter our driveway which is just around the corner.</p> <p>The majority of traffic that will be inconvenienced by the current plan, is local residents, and will have no effect on through traffic proceeding east along Pratt Road or turning right into Bobin Street.</p> <p>Do we really need an "unusual, non-conforming sort of roundabout" to further confuse and inconvenience drivers?</p> <p>We would like to put forward a suggestion that a standard roundabout be taken into consideration at the intersection of Bobin Street and Pratt Road.</p> <p>We certainly do not want road works to invade the remnant vegetation on the foreshore nor would we like</p>	<p>The Shire revised the concept of the car park on 30.8.2021 that addresses these concerns:</p> <ol style="list-style-type: none"> 1. Mountable traffic island / roundabout at the intersection of Pratt Rd and Bobin St

ITEM	SOURCE	COMMENT/CONCERN	OFFICER RESPONSE
		<p>encroachment onto the nature strip on the corner of Pratt Road and Bobin Street which would bring the traffic closer to our home. Perhaps another angle would be to encroach on the bowling club corner and construct a "silent" roundabout similar to the one at the corner of Victoria Street and Stirling Street in Bunbury (opposite the War Memorial) which would allow (mainly local residents) to turn right (east) out of Bobin Street into Pratt Road.</p> <p>We understand that the "raised plateau road hump" which will be close to our driveway, will be replaced with more "friendly humps" made out of rubber or similar material to accommodate emergency vehicles etc. travelling on Pratt Road and may reduce noise levels.</p> <p>Kindly acknowledge receipt of this email and we look forward to receiving further "updates" regarding the proposed works.</p> <p>Kind regards</p> <p>[Names withheld]</p>	

The design has now been revised to address all concerns raised:



A full copy of the revised design is included in the Infrastructure Directorate Appendices Booklet [Appendix ORD: 12.3.8B]. Some of the changes are viewed as significant departures from the original design concept that was presented for public consultation.

The revised design concept now includes the following key features:

- 29 parking bays (90-degree) located between the east bound and west bound lanes of Pratt Road;
- 11 ACROD parallel parking bays located on the Eaton Bowling Club side of Pratt Road;
- No right hand turn from Pratt Rd into Foster St;
- Inclusion of a roundabout and a traversable annulus at the Bobin Street intersection;
- Right hand turn from Bobin Street into Pratt Road via the roundabout;
- Clear area in front of the Eaton Bowling Club and road level slightly lowered to maximise views of the river from the club rooms; and
- Fully accessible pedestrian pathways and connecting footpaths.

The revised design improves on the original design in the following ways:

- additional nine parking bays in total;
- all 29 car parking bays that are located in the middle of Pratt Road are accessible from both the east bound lane and the west bound lane;
- all car parking bays located in the middle of Pratt Road can be exited by going forward without the need to reverse;
- nine additional ACROD parking bays all located on the south side of Pratt Road;
- full vehicle turning movements at the Bobin Street intersection via the mini roundabout;
- 2m wide separation between parked cars in the middle area of Pratt Road and traffic lanes to facilitate pedestrian movements and access into car boots;
- connection to future pathway on Foster Street included; and
- speed cushions in lieu of ramped plateaus at both ends of the car park.

There are a number of existing services in the project area, including overhead power lines, buried gas pipeline, water pipelines, and Telstra and stormwater drainage infrastructure. The design avoids the need to relocate any services. Special care will be required to avoid impacting on buried services during excavation and pavement construction works.

Council is requested to consider the comments made by the community and the Officer's revised design, and to endorse the design to enable the Shire to proceed to the calling of tenders.

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. **Endorse the revised design of the Pratt Road Car Park as per the layout [Drawing No. 2021 – PRATT –SK1] included in the Infrastructure Directorate Appendices Booklet [Appendix ORD: 12.3.8B];**
2. **Authorises the Chief Executive Officer proceed with the calling of tenders for the construction of the Pratt Road Car Park.**

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: Review of Terms of Reference - Committees

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Cathy Lee - Manager Governance & HR</i> <i>Ms Maddie Darch - Executive Assistant</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.1A – Risk Assessment</i> <i>Appendix ORD: 12.4.1B – Committee ToR for Adoption x 6</i> <i>Appendix ORD 12.4.1C – ToR Joint TPS No. 1</i> <i>Appendix ORD: 12.4.1D – WALGA Policy Development Framework</i>

Overview

Council are asked to review, amend if required and adopt the Terms of Reference for its Committees prior to the Ordinary Council Elections to be held in October 2021.

Background

The Council has formally adopted Terms of Reference for its Committees and Advisory Groups in 2019.

Legal Implications

Local Government Act 1995 Section 5.8-5.10:

5.8. Establishment of committees

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

** Absolute majority required.*

5.9. Committees, types of

(1) In this section —

***other person** means a person who is not a council member or an employee.*

(2) A committee is to comprise —

- (a) council members only; or*
- (b) council members and employees; or*
- (c) council members, employees and other persons; or*
- (d) council members and other persons; or*
- (e) employees and other persons; or*
- (f) other persons only.*

5.10. Committee members, appointment of

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

- (a) persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*

(b) persons who are appointed to be members of the committee under subsection (4) or (5).

** Absolute majority required.*

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

Strategic Community Plan

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

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

Environment - None.

Precedents

Council reviews its Terms of Reference for Committees biennially, being prior to each Ordinary Council election.

A Councillor workshop was held on the 21st of August 2019 wherein a review was undertaken of Council's current meetings, forums, working groups and Committees.

Budget Implications

The administration of committees and working groups requires significant resources to prepare Agenda's, Notes, Report and Minutes. In addition to the administration, staff time is also taken up with queries from committee members, attendance to meetings and workshops.

At some meetings up to five staff members may be in attendance. It is estimated that the administration of a single Committee could cost as much as \$16,000 per annum in staff productivity and time.

It is therefore important that Committees and Working Groups are run efficiently and effectively to assure maximum benefit is achieved. It should be noted however, that Committees and Working Groups

play an important part in Community Engagement and allows great opportunities for community members to be actively involved in Local Government activities and initiatives.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Review of Terms of Reference - Committees
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance The Terms of Reference provide guidance to Committee members by setting roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements.
	Reputational The Shire has a good reputation for following best practice in Governance and Probity.

Officer Comment

A Terms of Reference (TOR) document establishes a particular committee or advisory group and details the specific authority that group has to oversee an area of responsibility. It should clearly set out the roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements.

The TOR for the following Committees have been reviewed and updated and are presented to Council [Appendix ORD: 12.4.1B] for amendment and/or adoption:

- Bush Fire Advisory Committee
- Integrated Planning Committee
- Local Emergency Management Committee
- Audit and Risk Committee
- CEO Review Committee

The following two committees are recommended to be disbanded:

- New Administration, Library and Community Building Committee

It is recommended that this committee be disbanded and the ToR deleted. The Request for Tender [RFT] process became unsuccessful resulting in the process of forming the contract being altered from its original intent.

Advice received from the Department of local Government is that Council should be informed throughout the new process. To continue to hold committee meetings will create an administrative burden that will slow the process down.

- Grants, Awards and Scholarship Committee

It is recommended that the Grants, Awards and Scholarship Committee be disbanded and the ToR deleted. Following the two year trial of this Committee, it has been found that the Committee arrangements has not added value to the overall Grants, Awards and Scholarships process. The Committee has not reached a quorum on many occasions and the meetings have had to be postponed. As most councillors are members of the Committee, it would be more efficient to report directly to Council, thus removing the requirement of an additional step of Committee attendance. This approach would improve efficiencies of process and allow grant outcomes to be expedited which would greatly assist the community groups.

The following ToR are for acknowledgement only:

- Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No. 1 Committee

The TOR for the Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No. 1 Committee are put forward for Council acknowledgement only. As this is a Joint Committee, Council does not have the power to amend the TOR, however can request the CEO to prepare a report to that Committee requesting they consider changes, if required. [Appendix ORD: 12.4.1C]

- Occupational Safety & Health Committee

The TOR for the Occupational Safety & Health Committee have not been included in this report as they have not operated as a Committee with Councillors since 2019. The OSH Committee is run under the Occupational Safety & Health Act 1984 under the direction of the CEO. The Committee will be renamed in the future to the Work Health & Safety Committee in line with the name of the new legislation Work Safety & Health Act 2020. This committee with staff and safety representatives provides quarterly reports to the Council via the Information Bulletin.

Proposed ToR for new Committee:

- Behaviour Complaints Committee

It is proposed that a new Committee be established and a review of Council Policy *Exec CP202 – Elected member Grievances, Investigations and Resolutions*.

Council resolved (31-21) at its OCM held on the 24th of February 2021 as follows:

“THAT Council:

1. *Adopts new Council Policy ‘Exec CP202 – Elected Member Grievances, Investigations and Resolutions’ as follows:*

.....
2. *Requests the Chief Executive Officer to workshop with Council on the 5th of May 2021 the Code of Conduct and Policy ‘Exec CP202 – Elected Member Grievances, Investigations and Resolutions’.*”

WALGA has since released a ‘Policy Development Framework for a Code of Conduct Behaviour Complaints Management Policy’ document [Appendix ORD: 12.4.1D]. WALGA write:

“This Framework is drafted on the basis of minimising both actual and perceived bias due to conflict of interests. Our aim is to recommend processes that minimise Council involvement and remove opportunities for conflicts to arise through the use of external parties. There is accompanying behaviour complaints committee terms of reference, Committee delegation and an improved complaints form.

It is recommended that Local Governments work through this framework with Elected Members to make all aware of their obligations under the Local Government’s adopted Code of Conduct and Complaints Policy.”

WALGA also advise:

“These Guidelines confirm that Council Members who have made a complaint, or are the subject of a complaint, would have an impartiality interest, however this does not require them to leave a meeting for debate or decision. WALGA’s view, based on the sector’s advocacy position, is that the presence and participation of Council Members directly involved in the complaint creates a clear apprehension of bias and is incompatible with the principles of procedural fairness. Therefore, this Framework proposes the option of establishing a Complaints Committee with delegated authority that can only be exercised in the absence of Council Members who are parties to the complaint. Local Governments may identify other arrangements suitable for their circumstances.”

Included within [Appendix ORD: 12.4.1D] is a copy of the WALGA Draft Behaviour Complaints Committee Terms of Reference and the WALGA Template – Behaviour Complaints Form.

The May 2021 workshop was deferred by the Shire President to the 23rd of June 2021 to be run with James McGovern from WALGA in attendance. The workshop was again postponed with the inability of James McGovern to attend. It is now proposed in line with the WALGA Policy Development Framework, that Council workshop the Policy with a view to consider changes to the Shire of Dardanup policy Exec CP202 and form a Behaviour Complaints Committee in line with the WALGA policy.

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. **Notes the Occupational Safety & Health Committee are no longer a Council Committee and is run administratively under the direction of the Chief Executive Officer, therefore the Terms of Reference, as amended, are no longer endorsed by Council.**
2. **Disbands the:**
 - **Grants, Awards and Scholarship Committee; and**
 - **New Administration, Library and Community Building Committee; and**

Deletes the corresponding Terms of Reference, noting that matters related to these committees will go directly to the Ordinary meeting of Council, thus creating efficiencies.
3. **Endorses the 2021 Terms of Reference as provided for in [Appendix ORD: 12.4.1B] with the following/no changes, for the following Committees:**
 - **Bush Fire Advisory Committee**
 - **Integrated Planning Committee**
 - **Local Emergency Management Committee**
 - **Audit and Risk Committee**
 - **CEO Review Committee**
4. **Notes the Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No. 1 Committee Terms of Reference [Appendix ORD: 12.4.1C].**

12.4.2 Title: Advisory Groups Terms of Reference Review

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Cathy Lee - Manager Governance & HR Ms Maddie Darch - Executive Assistant</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.2A – Risk Assessment Appendix ORD: 12.4.2B – Advisory Groups ToR for Adoption x 10</i>

Overview

Council are asked to review, amend if required and adopt the Terms of Reference for its Advisory Groups prior to the Ordinary Council Elections to be held in October 2021.

Background

Council established its Advisory Groups at the Ordinary Council Meeting held on the 27th of November 2019 (Resolutions 339 & 340-19) and adopted the Groups' Terms of Reference for:

- Eaton Advisory Group
- Dardanup Advisory Group
- Burekup Advisory Group
- Ferguson Valley Advisory Group
- Wanju & Waterloo Advisory Group
- Sustainable Development Advisory Group
- Economic Development Advisory Group
- Community Advisory Group
- Roadwise Advisory Group
- Sport & Recreation Advisory Group

Legal Implications - None.

Strategic Community Plan

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

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

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

Environment - None.

Precedents

Council reviews its Terms of Reference for Advisory Groups biennially, being prior to each Ordinary Council election.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - Exec CP089 Advisory Groups

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Advisory Groups Terms of Reference Review
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with meeting procedures could lead to penalties being imposed on the Shire.
	Reputational Non-compliance will impact on the Shires business reputation.

Officer Comment

The following Place Based and Topic Based Advisory Groups Terms of Reference [Appendix OCM: 12.4.2B] have been reviewed and are proposed for review and endorsement by Council.

Placed Based Advisory Group	Topic Based Advisory Group
Burekup Advisory Group	Community Advisory Group
Dardanup Advisory Group	Economic & Development Advisory Group
Eaton Advisory Group	Sustainable Development Advisory Group
Ferguson Valley Advisory Group	Roadwise Advisory Group
Wanju & Waterloo Advisory Group	Sport & Recreation Advisory Group

The Terms of Reference for Advisory Groups were updated by Council at the 31 March 2021 OCM, where Council resolved [93-21]:

“THAT Council:

1. *Authorises the publication of all Shire of Dardanup Advisory Group agendas, notes and membership names through the Shire of Dardanup website, with agendas to be published on the Shire website three days prior to Advisory Group meetings being held.*
2. *Requests the Chief Executive Officer update the Advisory Groups Terms of Reference and Council Policy ‘Exec CP089 – Advisory Groups’ to reflect the changes to confidentiality requirements and publishing of meeting agendas and notes for Advisory Groups.”*

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council endorses the 2021 Terms of Reference as provided for in [Appendix OCM: 12.4.2B] with the following/no changes, for the following Advisory Groups:

- **Eaton Advisory Group**
- **Dardanup Advisory Group**
- **Burekup Advisory Group**
- **Ferguson Valley Advisory Group**
- **Wanju & Waterloo Advisory Group**
- **Sustainable Development Advisory Group**
- **Economic Development Advisory Group**
- **Community Advisory Group**
- **Roadwise Advisory Group**
- **Sport & Recreation Advisory Group**

12.4.3 Title: Draft Council Meeting Framework Policy and Setting of OCM Meeting Dates 2022

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Ms Cathy Lee - Manager Governance & HR
Legislation:	Local Government Act 1995
Attachments:	Appendix ORD: 12.4.3 – Risk Assessment

Overview

Council are requested to endorse the Draft Policy 'Council Meeting Framework' and set the dates of the 2022 Ordinary Council Meetings [OCM].

Background

Council is required under the Local Government Act 1995 to set the Ordinary Council Meeting dates and advertise the schedule.

In November 2019, the Shire undertook a review of all of its Committees and Working Groups and resolved (341-19) at its OCM held on the 27th of November 2019 to hold its OCMs on the last Wednesday of each month, with the exception being December.

Legal Implications

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

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

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

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - New policy.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Draft Council Meeting Framework Policy and Setting of OCM Meeting Dates 2022
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with meeting procedures could lead to penalties being imposed on the Shire.
	Reputational If decisions are made without full information being available and considered, it can result in considerable reputational loss. Non-compliance of advertising OCM dates will impact on the Shire’s business reputation.

Officer Comment

At a Councillors meeting held on the 9th of August 2021, elected members discussed formalising a Council Meeting Framework policy and amend the dates of the agenda delivery date and the Agenda Forums. The aim is to allow further time between Agenda Forums and the OCMs. Council making informed decisions with further time to consider agenda items will result in good decision making and make positive impacts on the Shire’s reputation. As a result of this meeting, the draft Ordinary Council Meeting Framework Policy is presented to council for consideration/adoption.

The draft Council Meetings Planner 2022 [A3 under separate cover] shows the visual pattern of the monthly forums and meetings. These are as follows:

- First Wednesday - Workshops or other meetings to be scheduled as required.
- Second Wednesday - Committees or other meetings to be scheduled.
- Friday following Second Wednesday – Agenda Forum Document to be delivered to Councillors. This document will be the agenda items and corresponding appendices that will be presented to Council at the upcoming Ordinary Council meeting.
- Third Wednesday – Agenda Forum to take place where elected members can ask for further information to be presented within the Agenda document and ask questions of officers. It is important to note that agenda items will not be ‘discussed’ this is a forum only and the discussion of agenda items will only take place at the Ordinary Council Meeting where public can be in attendance. This ensures transparency in the meeting process.
- Friday following Third Wednesday – Delivery of the Ordinary Council Meeting Agenda to Councillors and placed on the website for public.

- Fourth Wednesday – Chief Executive Officer Concept Forum followed by the Ordinary Council Meeting.

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

If policy CP205 is adopted, part policy Exec CP088 will need to be amended from:

Managing Agenda Forums

Agenda Forums will be held on the ~~Monday or Tuesday (depending on public holidays) preceding the Ordinary Council meeting. Preference will be for Monday 2pm to 3pm. Agenda Forums will only be called if an item or items on the agenda are consider to be complex and may require further clarification.~~ Alternatively to Agenda Forums, Councillors could send an email to the Executive Support Officer to seek further information or clarification with regards to an item. When sending such an email it is requested that all Councillors be copied into the original email and will also be copied into the reply.

To read:

Managing Agenda Forums

Agenda Forums will be held on the Wednesday preceding the Ordinary Council meeting. Preference will be for a start time of 2pm to 3pm. Agenda Forums will allow for questions on any item or items that are on the agenda that are consider to be complex and may require further clarification. Alternatively to Agenda Forums, Councillors could send an email to the Executive Support Officer to seek further information or clarification with regards to an item. When sending such an email it is requested that all Councillors be copied into the original email and will also be copied into the reply.

In addition, the OCM meeting dates for 2022 have been set to align with the new policy. Note. Individual Committee Meeting and Advisory Group Meeting Dates will be brought to the November 2021 OCM for endorsement.

The OCM's are held on the fourth Wednesday of each month with the exception of January and December.

- January 2022 OCM will be held on the fourth Tuesday of the month due to Australia Day public holiday falling on the Wednesday.
- December 2022 OCM – is schedule for the second Wednesday of the month to accommodate the Christmas break.

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. Adopts policy Exec CP205 Council Meeting Framework as follows:**

POLICY NO:-

Exec CP205 – COUNCIL MEETING FRAMEWORK

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
Version:	1	Exec CP205	OCM	29/09/21	Res: ???-21	Synopsis	New Policy

1. RESPONSIBLE DIRECTORATE

Executive

2. PURPOSE OR OBJECTIVE

To provide an effective, efficient and legally compliant meetings framework that serves to:

- Engage Elected Members in policy and strategy development from concept to agenda;
- Facilitate opportunities for Elected Members to participate in Council's policy and strategy agenda with the assistance of and collaboration with Shire officers; and
- Provide Elected Members with accurate and relevant information and advice to make informed decisions to undertake their roles.

3. POLICY**3.1 Agenda Forums**

- Agenda Forum Documents will be distributed to Elected Members no later than 4.30pm on the Friday before the Agenda Forum.
- Agenda Forums will be held on the third Wednesday of each month unless specifically varied by decision of Council [In the case that the OCM date is varied, the Agenda Briefing will be held one week preceding the OCM.]
- Agenda Forums are conducted in accordance with Council Policy Exec CP088.
- Agendas of the OCM for discussion at the Agenda Forums meetings will be distributed to Elected Members no later than 4.30pm on the Friday before the Agenda Briefing Forum.

3.1 Ordinary Council Meetings (OCM)

- Ordinary Council meetings will be held on the fourth Wednesday of each month unless specifically varied by decision of Council.
- Final agendas for OCM will be distributed to Elected members no later than the Friday prior to the Wednesday OCM.

4. REFERENCE DOCUMENTS

Local Government Operational Guidelines Number 05 – January 2004 - Council Forums.
 Exec CP088 - Forums of Council – Concept Forums, Agenda Forums and Workshops

- 2. Updates Policy Exec CP088 - Forums of Council – Concept Forums, Agenda Forums and Workshops – section titled ‘Managing Agenda Forums’ to read:**

Managing Agenda Forums

Agenda Forums will be held on the Wednesday preceding the Ordinary Council meeting. Preference will be for a start time of 2pm to 3pm. Agenda Forums will allow for questions on any item or items that are on the agenda that are consider to be complex and may require further clarification. Alternatively to Agenda Forums, Councillors could send an email to the Executive Support Officer to seek further information or clarification with regards to an item. When sending such an email it is requested that all Councillors be copied into the original email and will also be copied into the reply.

- 3. Commences the change to the Council Meeting Framework from the 25th of January 2022 Ordinary Council Meeting noting the Agenda will be delivered by the 14th of January and that the Agenda Forum will be held on the 19th of January 2022.**
- 4. Sets the Ordinary Council Meetings dates for the period January 2022 to December 2022 be held on the following dates, commencing at 5pm at the Shire of Dardanup - Administration Centre Eaton Council Chambers:**

DATE 2022
25 th of January
23 rd of February
23 rd of March
27 th of April
25 th of May
22 nd of June
27 th of July
24 th of August
28 th of September
26 th of October
23 rd of November
14 th of December

- 5. Requests the above dates of the Shire of Dardanup Ordinary Council Meetings to be publicised in the local media and newsletter as required by the Local Government Act 1995 and be updated on the Shire of Dardanup website.**

12.4.4 Title: Rating Concession – Assessment A2192 - Eaton Bowling Club Inc.

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Young – Senior Rates Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.4 – Risk Assessment</i>

Overview

The Eaton Bowling Club Inc. requests that Council grant a concession on the 2021/2022 local government rates imposed on Part Lot 510 on Deposited Plan 70346 portion of Reserve 27516.

Background

By a deed dated the 25th of September 2013 the Shire of Dardanup (as Lessor) agreed to Lease a part of Lot 510 on Deposited Plan 70346 to the Eaton Bowling Club Inc. (as Lessee), for a period of 21 years commencing on the 25th of September 2013 and expiring on the 24th of September 2034 [“the Lease”].

The Shire of Dardanup covenanted (Clause 6.2 of the Lease) *“to pay all land tax, local government rates, sewerage and drainage rates (if any) levied in respect of the Premises.”*

In each of the financial years commencing on the 1st of July 2013 and concluding on the 30th of June 2021, the Shire of Dardanup has issued a rate notice to the Eaton Bowling Club Inc. For this whole period, the Eaton Bowling Club Inc. has paid the full rate notice, consisting of the local government general rate charge, the Eaton Landscaping specified area rate and the emergency services levy.

At the Ordinary Council Meeting held on the 25th of August 2021, Council endorsed (263-21) for a period of 20 years commencing on the 1st of July 2021

“THAT Council:

- 1. Endorse the establishment of a new lease agreement between the Shire of Dardanup and the Eaton Bowling and Social Club Inc. for a 20 year term over part of Reserve 27516, subject to the approval of the Minister for Lands; and*
- 2. Authorises the Chief Executive Officer to execute the new 2021-2041 Eaton Bowling & Social Club Inc. Lease Agreement over part of Reserve 27516 [Appendix ORD: 12.1.1D].”*

On the 7th of September 2021, the Minister for Lands granted approval, in accordance with s.18 of the *Land Administration Act 1997*, to the proposed 2021-2041 Eaton Bowling & Social Club Inc. Lease Agreement.

On the 7th of September 2021, the Eaton Bowling and Social Club Inc. requested the reversal of the 2021/2022 Shire of Dardanup annual rate notice for Part Lot 510 on Deposited Plan 70346.

Legal Implications

s.6.26(1) of the *Local Government Act 1995* states that:

“except as provided in this section all land within a district is rateable land.”

s.6.26(2)(a) of the *Local Government Act 1995* further defines land as not being rateable land where Crown land is being used or held for a public purpose or is unoccupied. Additionally, s.6.26(2)(b) of the *Local Government Act 1995* provides for land owned by a local government, within its own district, as not being rateable land whilst it is used for the purposes of that local government (other than for trading undertakings).

s.6.47 of the *Local Government Act 1995* permits a local government, after imposing a rate charge, to resolve to grant a concession in relation to that rate charge.

Each of the afore-mentioned sections are herein extracted from the *Local Government Act 1995*:

“6.26. Rateable land

(1) Except as provided in this section all land within a district is rateable land.

(2) The following land is not rateable land —

(a) land which is the property of the Crown and —

(i) is being used or held for a public purpose; or

(ii) is unoccupied, except —

(I) where any person is, under paragraph (e) of the definition of owner in section 1.4, the owner of the land other than by reason of that person being the holder of a prospecting licence held under the Mining Act 1978 in respect of land the area of which does not exceed 10 ha or a miscellaneous licence held under that Act; or

(II) where and to the extent and manner in which a person mentioned in paragraph (f) of the definition of owner in section 1.4 occupies or makes use of the land;

and

(b) land in the district of a local government while it is owned by the local government and is used for the purposes of that local government other than for purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the local government; and

(c) land in a district while it is owned by a regional local government and is used for the purposes of that regional local government other than for the purposes of a trading undertaking (as that term is defined in and for the purpose of section 3.59) of the regional local government; and

(d) land used or held exclusively by a religious body as a place of public worship or in relation to that worship, a place of residence of a minister of religion, a convent, nunnery or monastery, or occupied exclusively by a religious brotherhood or sisterhood; and

(e) land used exclusively by a religious body as a school for the religious instruction of children; and

(f) land used exclusively as a non-government school within the meaning of the School Education Act 1999; and

(g) land used exclusively for charitable purposes; and

(h) land vested in trustees for agricultural or horticultural show purposes; and

(i) land owned by Co-operative Bulk Handling Limited or leased from the Crown or a statutory authority (within the meaning of that term in the Financial Management Act 2006) by that co-operative and used solely for the storage of grain where that co-operative has agreed in writing to make a contribution to the local government; and

(j) land which is exempt from rates under any other written law; and

(k) land which is declared by the Minister to be exempt from rates.

- (3) If Co-operative Bulk Handling Limited and the relevant local government cannot reach an agreement under subsection (2)(i) either that co-operative or the local government may refer the matter to the Minister for determination of the terms of the agreement and the decision of the Minister is final.
- (4) The Minister may from time to time, under subsection (2)(k), declare that any land or part of any land is exempt from rates and by subsequent declaration cancel or vary the declaration.
- (5) Notice of any declaration made under subsection (4) is to be published in the Gazette.
- (6) Land does not cease to be used exclusively for a purpose mentioned in subsection (2) merely because it is used occasionally for another purpose which is of a charitable, benevolent, religious or public nature.”

“6.47. Concessions

Subject to the Rates and Charges (Rebates and Deferments) Act 1992, a local government may at the time of imposing a rate or service charge or at a later date resolve to waive* a rate or service charge or resolve to grant other concessions in relation to a rate or service charge.

* Absolute majority required.”

Strategic Community Plan

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

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

Environment - None.

Precedents

Council has established lease agreements with other non-profit groups and clubs on Council reserves which covenant the Shire of Dardanup as responsible for paying rates and taxes, including the 2016-2026 Lease Agreement with Eaton Senior Citizens Association.

Budget Implications

New charges on the 2021/2022 annual rate notice total \$2,668.67. No provision is made for a concession on Assessment A2192 in the 2021/2022 Annual Budget.

For the 2021/2022 Annual Budget, a concession will increase GL Account Number 03 1 0001 “Rates Concession Expense” from \$25,027 to \$27,696. The existing budget amount of \$25,027 is allocated to the phased-in concessions on the 13 assessments that received a change in method of valuation from UV to GRV, as granted by Council at the Ordinary Council Meeting held on the 30th of June 2021 (198-21).

The proposed 2021-2041 lease rental fee of \$8,000 will increase GL Account Number 11 2 3003 “Lease Revenue – Parks & Reserves” from \$8,790 to \$16,790 in the 2021/2022 financial year.

Budget – Whole of Life Cost

The Long Term Financial Plan will be updated to reflect this concession in 2021/2022, with future financial years also forecasted to reflect the concession as an expense. In future resolutions to adopt the annual budget, Council will be requested to grant this concession during the term of the proposed 2021-2041 Lease Agreement.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Rating Concession – Assessment A2192 - Eaton Bowling Club Inc.
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>Financial Granting a concession will increase the overall expenses beyond that budgeted for 2021/2022.</p> <p>Legal and Compliance Refusing to grant a concession will not be in accordance with the terms and conditions of the lease.</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 current 2013-2034 Lease Agreement for the Eaton Bowling Club Inc. [“the Lease”] and the proposed 2021-2041 Lease Agreement for the Eaton Bowling & Social Club Inc. provides for rates and taxes to be paid by the Shire of Dardanup.

During the term of the existing lease, the Eaton Bowling Club Inc. has paid the rate notice inclusive of all financial years spanning 2013/2014 to 2020/2021. The 2021/2022 rate notice was issued to the Eaton Bowling Club Inc. as the Lessee.

Although prior practice has seen the Lessee pay for the rate notice, which was an ongoing principle established in the original 1992-2013 lease agreement, the Lessee has requested that the Shire of Dardanup pay for the rate notice in 2021/2022.

The Lessee’s request is in accordance with the Lease and the proposed 2021-2041 Lease Agreement, and is not expected to result in an unsustainable increase to expenses in 2021/2022. Indeed, refusing to grant the concession may be construed by members of the Eaton Bowling Club, and ratepayers, as a failure on the part of Council to meet the terms and conditions of the Lease, and therefore Council’s compliance with its contractual and legislative responsibilities may be perceived as lacking.

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 Approves to grant a 100% concession in relation to the local government rate charge and specified area rates imposed in the 2021/2022 financial year, for Assessment A2192, in accordance with section 6.47 of the *Local Government Act 1995* and per Clause 6.2 of the Lease between the Shire of Dardanup and the Eaton Bowling Club Inc. executed as a Deed on the 25th of September 2013.

12.4.5 Title: Monthly Statement of Financial Activity for the Period Ended on the 31st of July 2021

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Mr Ray Pryce - Accountant
Legislation:	Local Government Act 1995
Attachments:	Appendix ORD: 12.4.5A – Risk Assessment Appendix ORD: 12.4.5B – Monthly Financial Report - 31 st of July 2021

Overview

This report presents the monthly Financial Statements for the period ended on the 31st of July 2021 for Council adoption.

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. *Financial Report*

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

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

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

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

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

- *CnG CP036 Investment Policy*
- *CnG CP128 Significant Accounting Policies.*

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 July 2021
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

Officer Comment

The Monthly Financial Report for the period ended on the 31st of July 2021 is contained in [Appendix ORD: 12.4.5B] and consists of:

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

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2020/21 of \$795,659. This is higher than the estimated surplus of \$169,557 used in preparation of the 2021/22 budget. Please note that although the financial report and analysis is for the 30th of June 2021, it is not the finalised annual accounts and is subject to possible changes, including end of year accrual adjustments and audit review.

Taking into account the larger surplus brought forward, the forecast surplus for the current budget has increased to an estimated \$642,654 at the 30th of June 2022. The additional surplus was substantially higher due to lower than expected total operating expenses. Specific details of the make-up of the surplus will be provided to the Council as part of the first quarterly review of the budget – scheduled to be presented to the October 2021 Ordinary Council Meeting.

Note 2 – Explanation of material variances. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2021/22 for reporting material variances is 5% or \$25,000, whichever is greater.

At the 31st of July 2021, the net current position (closing funds) shows a surplus of \$15,082,327 at the time of preparing this report, as opposed to the year-to-date budget estimate surplus of \$16,312,905. Although there are numerous variances at this early stage of the year, most are due to timing issues with the budget allocations. In most cases the budget is spread evenly over the year, however, costs and expenditure (especially asset acquisition and receipt of grants) is not occurring on the same regular pattern. Officers are working to improve the seasonality aspect of presentation of the budget estimates for future reporting.

Details are provided in Note 2 with the reasons for revenue or expenditure variances between the budget and actual results exceeding the minimum reportable variance level for the various reporting programs and asset classes.

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

The total investment portfolio is currently \$14,614,067 in Reserve Account term deposit funds. It is mainly invested with AA rated Australian banks (80% of the portfolio). Yield return on bank term deposit investments continue at close to record lows. Ongoing Government and Reserve Bank stimulus measures in place to assist with economic stability and recovery amid the Covid-19 pandemic are assisting the low interest rate regime. Although some of the Reserve Bank stimulus arrangements are being removed, the impact of this is not yet evident in interest rate movements.

Council Role - Review.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.5B] for the period ended on the 31st of July 2021.

12.4.6 Title: Monthly Statement of Financial Activity for the Period Ended on the 31st of August 2021

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Ray Pryce - Accountant</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.6A – Risk Assessment</i> <i>Appendix ORD: 12.4.6B – Monthly Financial Report - 31st of August 2021</i>

Overview

This report presents the monthly Financial Statements for the period ended on the 31st of August 2021 for Council adoption.

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. *Financial Report*

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

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

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

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

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

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

- *CnG CP036 Investment Policy*
- *CnG CP128 Significant Accounting Policies.*

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.6A] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 31 August 2021
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.
	Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.
	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

Officer Comment

The Monthly Financial Report for the period ended on the 31st of August 2021 is contained in [Appendix ORD: 12.4.6B] and consists of:

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

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

The Statement of Financial Activity includes the end-of-year surplus brought forward from 2020/21 of \$795,659. This is higher than the estimated surplus of \$169,557 used in preparation of the 2021/22 budget. Please note that this forecast surplus remains subject to possible change – dependent on final end-of-year adjustments and audit.

Taking into account the larger surplus brought forward, the forecast surplus for the year to the 30th of June 2022 has increased to an estimated \$641,030.

Note 2 – Explanation of material variances. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2021/22 for reporting material variances is 5% or \$25,000, whichever is greater.

At the 31st of August 2021, the actual net current position (results of all operations this year to date) shows a surplus of \$13,732,546 at the time of preparing this report, as opposed to the year-to-date budget estimate surplus of \$13,858,031. Although these are relatively similar, there are numerous individual variances at this early stage of the year. Most variances are due to timing issues with the budget allocations. Generally, the budget is spread evenly over the year, however, costs and expenditure (especially asset acquisition and receipt of grants) is not occurring on the same regular pattern. Officers are working to improve this seasonality aspect of presentation of the budget estimates for future reporting.

Details are provided in Note 2 with the reasons for revenue or expenditure variances between the budget and actual results that exceed the minimum reportable variance (the greater of \$25,000 and 5%) for the various reporting programs and asset classes.

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

The total investment portfolio is currently \$14,613,771 in Reserve Account term deposit funds. It is mainly invested with AA rated Australian banks (86% of the portfolio). Yield return on bank term deposit investments continue at close to record lows due almost entirely to ongoing Government and Reserve Bank stimulus measures in place to assist with economic stability and recovery. Although some of the Reserve Bank stimulus arrangements are being paired back, the impact of this is not yet evident in interest rates.

Note 7 – Sundry Debtors Outstanding is currently \$1,064,571. Although this is a large amount, it is substantially due to invoices issued for several State Government grants related to road construction projects and is anticipated to be received by the end of September 2021.

Council Role - Review.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.6B] for the period ended on the 31st of August 2021.

12.4.7 Title: Schedule of Paid Accounts as at the 10th of September 2021

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Ms Jasmine Sillifant – Accounts Payable Officer
Legislation:	Local Government (Financial Management) Regulations 1996
Attachments	Appendix ORD: 12.4.7 – Risk Assessment

Overview

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

Background

Council delegates authority to the Chief Executive Officer annually:

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

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

- (2) A list of accounts for approval to be paid is to be prepared each month showing —
- (a) for each account which requires council authorisation in that month —
 - (i) the payee's name; and
 - (ii) the amount of the payment; and
 - (iii) sufficient information to identify the transaction; and
 - (b) the date of the meeting of the council to which the list is to be presented.
- (3) A list prepared under subregulation (1) or (2) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
 - (b) recorded in the minutes of that meeting.

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

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

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at the 10 th of September 2021	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Schedule of Paid Accounts report from 7/08/2021 to 10/09/2021 as follows:

Payment	Date	Name	Invoice Description	Fund	Amount
ELECTRONIC FUNDS TRANSFER					
EFT43919	12/08/2021	A1 Sign Shop	Install Striping And Stickers To New Rangers Vehicle DA9287	MUNI	130.63
EFT43920	12/08/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion 28/07/21 To 05/08/21	MUNI	6,589.97
EFT43921	12/08/2021	Amity Signs	12 x RHS Posts - Ferguson Road, 3 x Guideposts and 8 x Modified Intersection Signs for Eaton Drive	MUNI	3,078.90
EFT43922	12/08/2021	Ampol Australia Petroleum Pty Ltd	Fuel for Shire Vehicles - July 2021	MUNI	14,577.90
EFT43923	12/08/2021	Australia Post	Monthly Invoice Of Mail And Postage - July 2021	MUNI	1,679.01
EFT43924	12/08/2021	Australian Tax Office	PAYG Withholding For Fortnight Ending 06-08-2021	MUNI	75,389.00
EFT43925	12/08/2021	Australind Landscaping Supplies	Karri And Peat Mulch - Cadell Park	MUNI	99.00
EFT43926	12/08/2021	Bailey Harkness	Umpire Recoup 10/08/2021 Netball	MUNI	45.00
EFT43927	12/08/2021	BCE Surveying Pty Limited	Survey Services - Eaton Drive Dual Carriageway - 12/07/2021	MUNI	653.77
EFT43928	12/08/2021	Benara Nurseries	Plants for Millars Creek and Entry Statements	MUNI	1,777.68
EFT43929	12/08/2021	Bluesteel Enterprises Pty Ltd	PPE - Joshua Crooked Brook Bfb - 3 x Torches and Holders, 2x Goggles & 4 x Face Masks	MUNI	818.12
EFT43930	12/08/2021	Brett Hodgson	Umpire Recoup 11/08/2021 Basketball	MUNI	22.00
EFT43931	12/08/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	228.00
EFT43932	12/08/2021	Bullivants Pty Ltd - Sling Rig	10mm Swivel Hook Replacement	MUNI	92.96
EFT43933	12/08/2021	Bunbury Harvey Regional Council	Waste Transfer Station - Banksia Road - Collect And Dispose Greenwaste & Hook Bin Hire - July 2021	MUNI	1,162.62
EFT43934	12/08/2021	Bunbury Mower Service	Parts For Mower - Eaton Verge Maintenance	MUNI	296.00

EFT43935	12/08/2021	Bunnings Group Limited	Hinges And Galv Spray for Gnomesville Public Toilets	MUNI	58.00
EFT43936	12/08/2021	Cameron Baker	Umpire Recoup 11/08/2021 Basketball	MUNI	44.00
EFT43937	12/08/2021	Carolyn Judith Hill	Refund For Dog Sterilisation	MUNI	75.00
EFT43938	12/08/2021	Caterlink	ERC - Vitamix Blender	MUNI	1,428.90
EFT43939	12/08/2021	Chloe Scott	Umpire Recoup 11/08/2021 Basketball	MUNI	88.00
EFT43940	12/08/2021	Christine Worsfold	Umpire Recoup 10/08/2021 Netball	MUNI	67.50
EFT43941	12/08/2021	City Of Bunbury	2021-2022 Annual Bunbury Wellington Regional Animal Shelter Fee & Poundage Fees - July 2021	MUNI	3,858.08
EFT43942	12/08/2021	Citygate Properties Pty Ltd	Employee Recognition Awards - Individual \$20 Eaton Fair Vouchers	MUNI	140.00
EFT43943	12/08/2021	Civil Projects Southwest	Plant Hire for Road Maintenance and Repairs - July/August 2021 - Various Roads and Locations	MUNI	7,210.50
EFT43944	12/08/2021	Cleanaway Solid Waste Pty Ltd	Separable Portion C - General Waste Disposal 15/07/2021 - 21/07/2021 & Hire and Emptying of Skip Bins Banksia Road and Depot	MUNI	28,789.63
EFT43945	12/08/2021	Construction Training Fund : BCITF	BCITF Remittance - July 2021	MUNI	2,487.58
EFT43946	12/08/2021	Constructive PD Pty Ltd	Variation To Gnomesville Timber Boardwalk Design	MUNI	5,280.00
EFT43947	12/08/2021	Country Landscaping Pty Ltd	Irrigation Valve Modification Works & Extrication of Submersible Irrigation Pumps	MUNI	2,823.37
EFT43948	12/08/2021	Country Water Solutions	Box Sprinklers - Eaton Foreshore	MUNI	800.84
EFT43949	12/08/2021	Craven Foods	ERC - Cafe Order	MUNI	148.81
EFT43950	12/08/2021	Dardanup Rural Supplies	Steel Posts and Hay Bales - Simpson Road & Cable Ties for Temporary Fencing at Dardanup Oval	MUNI	435.75
EFT43951	12/08/2021	Daryl Fishwick	Umpire Recoup 11/08/2021 Basketball	MUNI	88.00
EFT43952	12/08/2021	Dell Financial Services Pty Ltd	Nutanix Expansion Dell Lease 01-09-21 to 01-12-21 & Dell Server Lease 1-08-21 to 1-11-21 Instalment 1/2	MUNI	3,293.84

EFT43953	12/08/2021	Department Of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - July 2021	MUNI	6,716.86
EFT43954	12/08/2021	Diesel Force	Patching Truck Service - DA8457, Repairs - DA8200 & Service - DA8170	MUNI	2,783.14
EFT43955	12/08/2021	Donna Bastow	Umpire Recoup 11/08/2021 Basketball	MUNI	110.00
EFT43956	12/08/2021	Eaton Environmental Services	Inspect and Treat For Ants In The Main Switchboard - Glen Huon Oval	MUNI	110.00
EFT43957	12/08/2021	Felicity Metcher	Umpire Recoup 09/08/2021 Netball	MUNI	120.00
EFT43958	12/08/2021	Forestvale Trees Pty Ltd	Plants for Reserves and Preservation/Renewal Program	MUNI	1,419.00
EFT43959	12/08/2021	GT Fabrications	DA9429 Service And Repairs To Trailer	MUNI	1,080.00
EFT43960	12/08/2021	H & H Architects	Architectural Services - Wells Reserve Clubrooms	MUNI	14,586.00
EFT43961	12/08/2021	Hanson Construction Materials Pty Ltd	24 Tonne 60mm Blast and 24 Tonne Rip Rap - Pratt Road, 24 Tonne Cracker Dust - Phillips Road & 48 Tonne Cracker Dust - Panizza Road	MUNI	2,170.62
EFT43962	12/08/2021	Herbert Smith Freehill	Legal Advice - Bowling Club Lease Agreement	MUNI	961.84
EFT43963	12/08/2021	Holcim Australia Pty Ltd	12 Tonne Scalps - Collie River Road	MUNI	275.81
EFT43964	12/08/2021	Howson Technical	Project Management Services 15/07/2021 - 15/07/2021 - Various Projects	MUNI	7,678.00
EFT43965	12/08/2021	Hills Home Maintenance And Lawn Care	Clean Debris And Branches From Dardanup Office Roof	MUNI	465.00
EFT43966	12/08/2021	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Public Notice Fee - RFT-F0223092 Harris Road Widening & RFT-F0233087 Consult Services For Waterloo And Wanju	MUNI	396.00
EFT43967	12/08/2021	Isabella Francis	Umpire Recoup 11/08/2021 Netball	MUNI	45.00
EFT43968	12/08/2021	Jason Cartledge	Umpire Recoup 11/08/2021 Basketball	MUNI	44.00
EFT43969	12/08/2021	John Thompson	Umpire Recoup 11/08/2021 Basketball	MUNI	66.00
EFT43970	12/08/2021	June Keil	July 2021 Workshop - How To Make Succulent Kokedama On The 21/07/21	MUNI	110.00

EFT43971	12/08/2021	Justine Eichner	Umpire Recoup 11/08/2021 Basketball	MUNI	44.00
EFT43972	12/08/2021	Karyn Rowe	Umpire Recoup 09/08/2021 Netball	MUNI	187.50
EFT43973	12/08/2021	Kings Tree Care	Pruning Burekup Reserve, Power Line Clearance Pruning at Various Burekup Sites & Tree Removal 10 Holroyd Gardens, Millbridge	MUNI	2,310.00
EFT43974	12/08/2021	Kyle Graham Bo Bassett	Crossover Rebate	MUNI	302.10
EFT43975	12/08/2021	Landmark Products Ltd	Public Toilet Building With French Drain System - Gnomesville Public Toilets	MUNI	42,229.00
EFT43976	12/08/2021	Local Government Professionals Australia WA	Local Government Professionals - Silver Membership - 2021	MUNI	2,200.00
EFT43977	12/08/2021	Local Health Authorities Analytical Committee	LHAAC - Analytical Services Invoice - 2021-22	MUNI	3,687.51
EFT43978	12/08/2021	Machinery West	New Tractor Mirror - DA9781	MUNI	55.38
EFT43979	12/08/2021	Madison Hancock	Umpire Recoup 11/08/2021 Netball	MUNI	45.00
EFT43980	12/08/2021	Marketforce	Public Notices and Advertising - July 2021	MUNI	1,977.51
EFT43981	12/08/2021	Mckayhla Pomare	Umpire Recoup 11/08/2021 Basketball	MUNI	110.00
EFT43982	12/08/2021	Naturaliste Hygiene	Sharps Disposal Service 2021/2022 - Eaton Foreshore & Watson Street Reserve Public Toilets	MUNI	165.00
EFT43983	12/08/2021	Nutrition Systems	ERC - Cafe Order	MUNI	543.40
EFT43984	12/08/2021	Officeworks Superstores Pty Ltd	Training Tables 6 Foot Stackable for Ferguson VBFB & Large Cash Box for Front Counter	MUNI	1,245.96
EFT43985	12/08/2021	Perfect Landscapes	Mowing Week Commencing 19/07/2021 & 26/07/2021	MUNI	6,850.58
EFT43986	12/08/2021	PFI Supplies	Cleaning Supplies - Public Toilets	MUNI	132.00
EFT43987	12/08/2021	Picton Civil Pty Ltd	Japonica View Fire Access Way Road And Drainage Works	MUNI	16,572.60

EFT43988	12/08/2021	Qmani Pty Ltd	2021-2022 Qmani SMS Monthly Charges - 01/07/21 to 31/07/21	MUNI	66.00
EFT43989	12/08/2021	Scope Electrical Contracting Pty Ltd	Electrical Repairs To BBQ At Carramar Park - Parts And Labour - Dardanup	MUNI	812.90
EFT43990	12/08/2021	SOS Office Equipment	Photocopier Meter Reading & Printing Costs - Shire Printers - July 2021	MUNI	3,164.65
EFT43991	12/08/2021	South West Septics	Pumping Out Of Long Drop Toilets At Wellington Mills & Empty Grease trap ERC	MUNI	660.00
EFT43992	12/08/2021	Southwest Onsite Computer Services	12 Month Internet Data Card - Training Laptop - Waterloo VBFB	MUNI	420.00
EFT43993	12/08/2021	Stanton International	Wanju - Probity Services - RFT Developer Contribution Plan For Wanju/Waterloo	MUNI	510.40
EFT43994	12/08/2021	Suez Recycling & Recovery (Perth) Pty Ltd	Monthly Kerbside Recycling Processing May & July 2021	MUNI	7,939.43
EFT43995	12/08/2021	Synergy	Electricity Account For Landfill Site - Lot 1 Banksia Road 10/06/2021 To 04/08/2021 & Auxiliary Lighting and Irrigation Control 28/06/2021 - 27/07/2021	MUNI	2,074.22
EFT43996	12/08/2021	Tahlia Bennell	Graphic Design And Artistic Design Of 6 Signs For The Collie River Heritage Trail	MUNI	8,250.00
EFT43997	12/08/2021	Telstra	Shire Satellite Phone Account	MUNI	135.00
EFT43998	12/08/2021	The Australian Local Government Job Directory	2 x Job Postings Australian Local Government Job Directory - Director Infrastructure And Manager Information Services	MUNI	495.00
EFT43999	12/08/2021	The Workwear Group	Uniforms for Eaton Office Staff	MUNI	477.54
EFT44000	12/08/2021	Theona Christine Sloan	July School Holiday Workshops Presented by Theona Sloan	MUNI	221.05
EFT44001	12/08/2021	Toll Transport	2021- 2022 Postage & Freight - Woodlands Dog Waste Disposal Bags & Health Samples	MUNI	67.76
EFT44002	12/08/2021	Toni Hotchin	Umpire Recoup 10/08/2021 Netball	MUNI	45.00
EFT44003	12/08/2021	Tutt Bryant Hire	One Day Hire Mini Excavator - Eaton Foreshore	MUNI	257.13

EFT44004	12/08/2021	WA Laser Engraving	Poles Plates And Numbers For Final Phases Of Millars Creek Lighting Upgrade	MUNI	844.29
EFT44005	12/08/2021	Westrac Pty Ltd	Repairs To Door - DA10440 - Insurance Claim	MUNI	715.80
EFT44006	12/08/2021	Winc Australia Pty Ltd	Stationery Orders Eaton Admin & 2 x Office Chairs	MUNI	1,453.83
EFT44007	12/08/2021	WML Consultants	Proposed Road Network Upgrades Eaton Area: Design Consultancy - Billing to 30/07/2021	MUNI	15,599.65
EFT44008	12/08/2021	Woolworths Group Limited - Online Order Only	Stock For Staff Kitchen	MUNI	135.60
EFT44009	12/08/2021	Work Clobber	PPE - Boots, Pants x 3 and Jumper	MUNI	408.10
EFT44010	12/08/2021	Willow Bridge Estate	Purchase Of 1 x Gift Box Of Black Dog Red Wine - Retirement Of Regional Road Group Technical Officers Chairperson	MUNI	400.00
EFT44011	20/08/2021	21 Graphic Design Pty Ltd	Design Z-Card For Weed Control - Parks And Environment	MUNI	792.00
EFT44012	20/08/2021	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	187.00
EFT44013	20/08/2021	Action Kerbing	Mountable Kerb - The Dress Circle Ferguson	MUNI	1,540.00
EFT44014	20/08/2021	Advanced Cleaning South West	Cleaning Shire Facilities - July 2021	MUNI	3,755.90
EFT44015	20/08/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion - 7/08/2021 - 10/08/2021 & Collie River Road - 6/08/2021	MUNI	4,673.90
EFT44016	20/08/2021	All Aussie Truck And Bobcat Services	Hire of Truck and Bobcat for Transfer Station Maintenance & Mattress And Tyre Cartage To Stanley Road - July 2021	MUNI	2,530.00
EFT44017	20/08/2021	Amity Signs	Signage and Posts for Various Roads within the Shire	MUNI	3,926.12
EFT44018	20/08/2021	Ampol Petroleum Distributors Pty Ltd	23 x Boxes Of Grease Cartridges - DA9513	MUNI	111.83

EFT44019	20/08/2021	Annelie Nilsson	Rebate For Dog Sterilisation	MUNI	100.00
EFT44020	20/08/2021	Aquila Food Forest	Sustainable Living Workshop - Perennial Vegetables - 12/08/2021	MUNI	230.00
EFT44021	20/08/2021	Bunbury Harvey Regional Council	Waste Transfer Station - Banksia Road - Waste Disposal July 2021	MUNI	1,137.80
EFT44022	20/08/2021	Bunbury Holden	180,000Km Service - DA9279	MUNI	922.09
EFT44023	20/08/2021	Bunbury Machinery	1 Throttle Cable For Wacker	MUNI	57.20
EFT44024	20/08/2021	Bunbury Mower Service	New Blades For Damaged Hedge Trimmer HS 82T	MUNI	195.00
EFT44025	20/08/2021	Bunbury Powder Coating Pty Ltd	Powder Coating Of Heritage Signage Frames	MUNI	612.00
EFT44026	20/08/2021	Bunnings Group Limited	Repairs and Maintenance Items for Eaton Drive, Health Officers, Depot Store, Vehicles, Ovals and Watson Street	MUNI	1,638.85
EFT44027	20/08/2021	Cameron Baker	Umpire Recoup 18/08/2021	MUNI	44.00
EFT44028	20/08/2021	Charlotte Mills	Umpire Recoup 18/08/2021	MUNI	22.00
EFT44029	20/08/2021	Chloe Scott	Umpire Recoup 18/08/2021	MUNI	110.00
EFT44030	20/08/2021	Christine Worsfold	Umpire Recoup 16/08/2021 & 17/08/2021	MUNI	180.00
EFT44031	20/08/2021	Civil Projects Southwest	Plant Hire - Collie River Road & Storm Damage Clean-up in Various Locations	MUNI	1,776.50
EFT44032	20/08/2021	Cleanaway Solid Waste Pty Ltd	Separable Portion C - General Waste Disposal - 5/08/2021 - 11/08/2021 & Skip Bin Waste Transfer Station 6/08/2021 - 9/08/2021	MUNI	5,638.42
EFT44033	20/08/2021	Connect Call Centre Services	After Hours Call Centre Service - July 2021	MUNI	411.84

EFT44034	20/08/2021	Country Landscaping Pty Ltd	Replace Valve Boxes For New Footpath With Trafficable Hydrant Covers	MUNI	927.12
EFT44035	20/08/2021	Cross Security Services	ERC - Alarm Fault - Zone 57 Going Into Tamper Alarm	MUNI	136.40
EFT44036	20/08/2021	Darcy Webb	Reimbursement For Working With Children Check	MUNI	87.00
EFT44037	20/08/2021	Dardanup General Store	Milk For Depot & Dardanup Office - July 2021	MUNI	34.40
EFT44038	20/08/2021	Daryl Fishwick	Umpire Recoup 18/08/2021	MUNI	44.00
EFT44039	20/08/2021	Dell Financial Services Pty Ltd	Dell And Nutanix Cluster Expansion Lease - 1/08/2021 - 1/11/2021 - Instalment 2/2	MUNI	3,100.90
EFT44040	20/08/2021	Department Of Fire And Emergency Services	Return Unspent MAF RFR Funding 2020-2021	MUNI	63,778.32
EFT44041	20/08/2021	Deputec Pty Ltd	ERC - Deputy Roster Schedule Software - July 2021	MUNI	89.65
EFT44042	20/08/2021	Diesel Force	Service - DA588	MUNI	648.61
EFT44043	20/08/2021	Donna Bailye	2021/22 Uniform Reimbursement	MUNI	59.99
EFT44044	20/08/2021	Donna Bastow	Umpire Recoup 18/08/2021	MUNI	110.00
EFT44045	20/08/2021	Donna Nicholls	Umpire Recoup 16/08/2021	MUNI	67.50
EFT44046	20/08/2021	Eaton Vet Clinic	2021-2022 Animal Management Program (Sterilisation)	MUNI	35.00
EFT44047	20/08/2021	Ella Geluk-Howarth	2021/22 Uniform Reimbursement	MUNI	40.00
EFT44048	20/08/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 4/08/2021 - 6/08/2021	MUNI	180.00
EFT44049	20/08/2021	Flexi Staff Pty Ltd	Temporary Labour - Works and Parks and Gardens Crew - 26/07/2021 - 6/08/2021	MUNI	8,696.88

EFT44050	20/08/2021	Gas - It Pipe Contracting	Underground Service Locations - Works Eaton Drive	MUNI	440.00
EFT44051	20/08/2021	Go Go On Hold	On Hold Message Service - Eaton Admin - August 2021 - Jan 2022	MUNI	455.40
EFT44052	20/08/2021	Grace Records Management	Records Management & Purchase Of Boxes/Lids - July 2021	MUNI	901.95
EFT44053	20/08/2021	H & H Architects	Architectural Services - Wells Reserve Clubrooms - 50% Claim	MUNI	18,645.00
EFT44054	20/08/2021	Harvey Water	Levies And Charges For Irrigation Channel Behind Shire Depot - 1/3	MUNI	146.70
EFT44055	20/08/2021	Hills Home Maintenance And Lawn Care	Gutter Cleaning to Fix Leaking Issue - Dardanup Hall	MUNI	590.00
EFT44056	20/08/2021	Howson Technical	Project Management Services - Various Projects - 16/07/2021 - 31/07/2021	MUNI	6,897.00
EFT44057	20/08/2021	Hynes Contracting	Removal Of Existing "Welcome To Ferguson Valley" In Burekup Road Reserve	MUNI	2,320.00
EFT44058	20/08/2021	IPWEA - WA Division	Livestream Forum - Witchcliffe Ecovillage - Designing a Sustainable Community - Belinda Vanvuuren	MUNI	170.00
EFT44059	20/08/2021	Isabella Francis	Umpire Recoup 16/08/2021	MUNI	67.50
EFT44060	20/08/2021	Jasmin Brown	Umpire Recoup 16/08/2021	MUNI	88.00
EFT44061	20/08/2021	Jason Cartledge	Umpire Recoup 18/08/2021	MUNI	44.00
EFT44062	20/08/2021	JCW Electrical Pty Ltd	Fixing Of Seized Fan Motor & Emergency Light Investigation	MUNI	430.77
EFT44063	20/08/2021	Jetline Kerbing Contractors	Kerbing Reinstatement At 7 Margaret Circle Due To Height Difference Between Path And Turf	MUNI	2,695.00
EFT44064	20/08/2021	John Thompson	Umpire Recoup 18/08/2021	MUNI	44.00

EFT44065	20/08/2021	Judith Franks	2021/22 Uniform Reimbursement	MUNI	152.89
EFT44066	20/08/2021	Justine Eichner	Umpire Recoup 18/08/2021	MUNI	44.00
EFT44067	20/08/2021	Karyn Rowe	Umpire Recoup 16/08/2021 & 17/08/2021	MUNI	180.00
EFT44068	20/08/2021	Kenny Pomare	Umpire Recoup 18/08/2021	MUNI	22.00
EFT44069	20/08/2021	Kent Lyon Architect	Project Management Services - Eaton Bowling Club - 12/07/2021 - 6/08/2021	MUNI	3,432.00
EFT44070	20/08/2021	Kings Tree Care	Tree Removal Millars Creek Footpath - Rear Of 10 Holroyd Gardens Millbridge & Deadwood Removal at 15 Millard St, Eaton	MUNI	5,720.00
EFT44071	20/08/2021	Larry Allen	Refund Of Bond For Animal Cage Hire	MUNI	150.00
EFT44072	20/08/2021	Living Springs	Annual Rental Of Water Cooler 01-08-2021 - 31-07-2022 Waste Transfer Station	MUNI	165.00
EFT44073	20/08/2021	Local Government Professionals Australia WA	Full Membership 21/22 - Mrs Natalie Hopkins, Affiliate Memberships Ray Pryce & Cindy Barbetti	MUNI	901.00
EFT44074	20/08/2021	Madison Hancock	Umpire Recoup 16/08/2021	MUNI	45.00
EFT44075	20/08/2021	Margaret Anne Hatfull	Refund Of Bond For Animal Cage Hire	MUNI	150.00
EFT44076	20/08/2021	Marketforce	Public Notices and Advertising - July 2021 - Hardwaste Collection & Wanju Consultancy Services	MUNI	1,263.62
EFT44077	20/08/2021	Mckayhla Pomare	Umpire Recoup 18/08/2021	MUNI	88.00
EFT44078	20/08/2021	Melissa Hinds	Refund Of Bond For Animal Cage Hire	MUNI	150.00
EFT44079	20/08/2021	NSCO Consulting	Training With Orlando In WHS Obligations For Employees And Contactors	MUNI	990.00
EFT44080	20/08/2021	Officeworks Superstores Pty Ltd	ERC - 14 x A4 Snap Frames & Privacy Screens for Eaton Admin Office	MUNI	852.90

EFT44081	20/08/2021	Perfect Landscapes	Mowing Week Commencing 2/08/2021 & 8/08/2021	MUNI	6,854.96
EFT44082	20/08/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	800.55
EFT44083	20/08/2021	PFI Supplies	ERC - Cleaning Materials, Depot & Various Shire Sites	MUNI	1,027.50
EFT44084	20/08/2021	Prestige Products	ERC - Cleaning Supplies - T/Paper And Slimline Towels	MUNI	1,998.92
EFT44085	20/08/2021	Rain Bird Australia Pty Ltd	Extra Sim Card - Data Plan Agreement - Millbridge Irrigation	MUNI	353.10
EFT44086	20/08/2021	Rochelle Louise Dodds	Reimbursement For Purchase Of Milk For ERC Cafe 1/08/2021	MUNI	21.51
EFT44087	20/08/2021	Sage Consulting Engineers Pty Ltd	Sports Ovals Lighting Design - Site Investigation	MUNI	5,577.00
EFT44088	20/08/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	557.09
EFT44089	20/08/2021	Shire Of Dardanup	Burekup VBFB Rates - 2 Bin Waste Collection (Rubbish, Recycling) Charges	MUNI	208.90
EFT44090	20/08/2021	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	176.00
EFT44091	20/08/2021	South West Tree Safe	Tree Pruning and Clearance - Taverner Road, Rose Road, Prout Road and Various Eaton Sites	MUNI	20,130.00
EFT44092	20/08/2021	Southern Lock And Security	Padlocks With Keys For Gnomesville Toilet Roll Holders	MUNI	33.00
EFT44093	20/08/2021	Stewart And Heaton Clothing Company Pty Ltd	PPE - Joshua Crooked Brook BFB - 1 x Jacket & 4 x Pants	MUNI	540.31
EFT44094	20/08/2021	Successful Projects	Project Management And Superintendent Services For New Civic Centre - June 2021	MUNI	6,875.00
EFT44095	20/08/2021	Synergy	Townsite Street Lights	MUNI	27,865.52

EFT44096	20/08/2021	Telstra	Dardanup Office Fax & Shire Mobile Account	MUNI	3,804.52
EFT44097	20/08/2021	The Cafe Merchant	Catering - Citizenship Ceremony, Firefighting Skills Training Course & Bushfire Safety Training Course	MUNI	660.00
EFT44098	20/08/2021	Tiana Fraser	Umpire Recoup 13/08/2021	MUNI	45.00
EFT44099	20/08/2021	Toni Anderson	Umpire Recoup 13/08/2021	MUNI	15.00
EFT44100	20/08/2021	Total Calibration Pty Ltd	Lanteria Software Licence 01/08/2021 To 31/07/2022	MUNI	4,229.73
EFT44101	20/08/2021	Total Eden Pty Ltd	Sprinklers - Burekup Reserve & Repairs for Watson Street Footpath	MUNI	1,110.68
EFT44102	20/08/2021	Tutt Bryant Hire	Trailer Hire - July 2021 - The Dress Circle, Henty	MUNI	441.05
EFT44103	20/08/2021	Vogue Furniture	1 x Westline Enterprise Office Chair - No Arms - Black Payroll Officer	MUNI	440.00
EFT44104	20/08/2021	Westrac Pty Ltd	Purchase and Trade Caterpillar 444 Backhoe Loader Including Road Broom And Bush Grab Attachments As Per RFT-F0171521 And Council Res [10-21] - Da2833	MUNI	222,248.00
EFT44105	20/08/2021	WM Resources Pty Ltd - Youth Leadership Academy Australia	Innovate Youth Program - Youth Leadership Academy Workshop - 50% Deposit	MUNI	1,512.50
EFT44106	20/08/2021	Woodlands	Dog Waste Disposal Bags - 20 Cartons	MUNI	2,329.80
EFT44107	20/08/2021	Woolworths Group Limited - Openpay Portal	General Items Purchased (Milk, Grocery, Etc.)	MUNI	55.33
EFT44108	20/08/2021	Zoe Hill	Umpire Recoup 16/08/2021	MUNI	90.00
EFT44109	27/08/2021	A1 Sign Shop	Patching Of 33 Dog Signs To Include "Dogs Must Be On A Lead At All Times If The Area Is Used For A Shire Approved Event" & Glen Huon Primary Schools Signs	MUNI	1,417.79
EFT44110	27/08/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion - 11/08/2021 - 17/08/2021 & Various Other Sites July/August 2021	MUNI	10,915.46

EFT44111	27/08/2021	Advanteeing Civil Engineers	Tender F0196739 - New Eaton Skate Park - Progress Claim 1 for Works Completed July 2021	MUNI	246,296.71
EFT44112	27/08/2021	All Seasons Sanctuary Golf Resort Bunbury	Overnight Accommodation For Mr Greg Cook, Senior Risk Consultant - Warden Training	MUNI	148.00
EFT44113	27/08/2021	Amity Signs	Signs - Ironstone Road, Ferguson Road, Dowdells Line, Moore Road & Queenwood Road	MUNI	750.20
EFT44114	27/08/2021	Anser Group Pty Ltd	Basic Energy Audit For The Shires Five Main Facilities: Glen Huon Oval Sport Lighting, Eaton Recreation Centre, Glen Huon Softball Pavilion, Glen Huon Pavilion Football Clubroom & Glen Huon Pavilion Football Change Rooms	MUNI	4,235.00
EFT44115	27/08/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 20/08/2021	MUNI	89,240.00
EFT44116	27/08/2021	Australind Premix & S & J Excavations	6M3 8% Stabilised Sand - Eaton Drive Drainage	MUNI	924.00
EFT44117	27/08/2021	Bailey Harkness	Umpire Recoup 24/08/2021	MUNI	67.50
EFT44118	27/08/2021	BCE Surveying Pty Limited	Survey Services - Eaton Drive Dual Carriageway - 2/06/2021 - 28/06/2021	MUNI	4,000.03
EFT44119	27/08/2021	Bell Fire Equipment Company Pty Ltd	New Fire Hose And Repair To Bracket - Waste Transfer Station Banksia Road	MUNI	522.50
EFT44120	27/08/2021	Beyond Bricks WA Pty Ltd	Supply and Lay Brick Paving to Eaton Drive Median Islands & Reinstatement of Pavers Supplied by Shire	MUNI	52,832.88
EFT44121	27/08/2021	BGC Construction	Eaton Bowling Club Redevelopment - Design & Construct - RFT-F0169664 - Progress Claim 9	MUNI	460,550.39
EFT44122	27/08/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	376.67
EFT44123	27/08/2021	Bunbury City Motorcycles	Replacement Quad Bar - DA8979	MUNI	858.00
EFT44124	27/08/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	282.00
EFT44125	27/08/2021	Bunbury Harvey Regional Council	Support For Our Lady Of Lourde's Primary School Science Day	MUNI	520.00

EFT44126	27/08/2021	Bunbury Holden	Repairs To DA9279	MUNI	1,479.68
EFT44127	27/08/2021	Bunbury Mower Service	Front Leg Protection Chaps 100cm	MUNI	199.00
EFT44128	27/08/2021	Bunbury Plumbing Service	ERC - Ladies Toilets Blocked During An NBL1 West Game - Call Out - And Cleared	MUNI	200.00
EFT44129	27/08/2021	Bunbury Truck Sales And Service Centre	80,000km Service - DA9581	MUNI	2,229.70
EFT44130	27/08/2021	Bunnings Group Limited	Various Expenses - Toilet Seats, Blinds, Paint, Cistern, Mirrors, Adhesive, Improvements at Eaton Sen Citz Build, Draincoil Watson St	MUNI	636.75
EFT44131	27/08/2021	Cameron Baker	Umpire Recoup 25/08/2021	MUNI	44.00
EFT44132	27/08/2021	Caroline Mears	Chair Yoga July 2021	MUNI	260.00
EFT44133	27/08/2021	CB Traffic Solutions	Provision Of Traffic Management Plan And Traffic Control Drawings To Open Second Carriageway - Eaton Drive Expansion	MUNI	605.00
EFT44134	27/08/2021	Charlotte Mills	Umpire Recoup 25/08/2021	MUNI	66.00
EFT44135	27/08/2021	Chloe Scott	Umpire Recoup 25/08/2021	MUNI	66.00
EFT44136	27/08/2021	Christine Worsfold	Umpire Recoup 24/08/2021	MUNI	67.50
EFT44137	27/08/2021	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account For Point To Point Microwave Service Depot And Dardanup - July 2021	MUNI	2,893.00
EFT44138	27/08/2021	City Of Bunbury	Matt Vapour Homelessness In Libraries Training (Bunbury Library)	MUNI	69.40
EFT44139	27/08/2021	Civil Projects Southwest	Plant Hire - Collie River Foreshore Starting Monday 16-08-2021	MUNI	888.25
EFT44140	27/08/2021	Cleanaway Solid Waste Pty Ltd	Pick Up Of Skip Bins From Waste Transfer Station (Banksia Road) - 12/08/2021 - 16/08/2021	MUNI	868.52

EFT44141	27/08/2021	Country Landscaping Pty Ltd	Irrigation Pump and Water Meter Modification Works - Parkridge Estate Reserves	MUNI	2,063.02
EFT44142	27/08/2021	Country Water Solutions	PVC Cap - 80mm - Eaton Drive Islands	MUNI	11.84
EFT44143	27/08/2021	Craven Foods	ERC - Cafe Order	MUNI	926.02
EFT44144	27/08/2021	Daryl Fishwick	Umpire Recoup 25/08/2021	MUNI	66.00
EFT44145	27/08/2021	Data #3 Limited	A120TCHNP - Sophos APX 120 Access Point (Row) Plain No Power Adapter/Poe Injector	MUNI	549.96
EFT44146	27/08/2021	Dell Financial Services Pty Ltd	Dell Nutanix (4 Nodes) Hardware Refresh - 1/07/2021 - 30/09/2021 & Desktop and Laptop Refresh Lease 1/06/2021 - 31/08/2021	MUNI	5,765.97
EFT44147	27/08/2021	Department Of Planning Lands And Heritage	JDAP (Developer Application Panel) Fee - Lot 2 Banksia Road, Crooked Brook	MUNI	9,576.00
EFT44148	27/08/2021	Diesel Force	Repairs To DA8457	MUNI	2,136.60
EFT44149	27/08/2021	Donna Bastow	Umpire Recoup 25/08/2021	MUNI	110.00
EFT44150	27/08/2021	Donna Nicholls	Umpire Recoup 23/08/2021 & 24/08/2021	MUNI	157.50
EFT44151	27/08/2021	DS Business Services Pty Ltd	Review Of ICT Services And Structure - Reimbursements For Travel And Accommodation For Site Visit 16/06/2021 - 18/06/2021	MUNI	976.01
EFT44152	27/08/2021	Ebony Gene Jones	Umpire Recoup 23/08/2021	MUNI	90.00
EFT44153	27/08/2021	Elmarie Mienie	2021/22 Uniform Reimbursement	MUNI	82.46
EFT44154	27/08/2021	Erin Hutchins	2021/22 Uniform Reimbursement	MUNI	54.50
EFT44155	27/08/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 11/08/2021 - 14/08/2021	MUNI	180.00

EFT44156	27/08/2021	Flexi Staff Pty Ltd	Temporary Labour - Works - 9/08/2021 - 13/08/2021 & Parks and Gardens 9/08/2021 - 13/08/2021	MUNI	4,220.26
EFT44157	27/08/2021	Hancock Creative Pty Ltd	Every Club Workshop - Marketing - 10 August 2021 - Cost Of Accommodation And Travel Shared With Shire Of Capel (50% Share)	MUNI	2,148.61
EFT44158	27/08/2021	Hanson Construction Materials Pty Ltd	48 Tonne Scalps - Clarke Street, 24 Tonne Scalps - Clifton Road, 8 Tonne Blue Stone - Giorgi Road & 12 Tonne Rip Rap - Pratt Road	MUNI	2,193.30
EFT44159	27/08/2021	Heatleys	Safety Glasses x 80 & Latex Gloves x 1584 Various Sizes	MUNI	2,468.40
EFT44160	27/08/2021	Hynes Contracting	Aggregate Swale And Additional Drainage Pipes - Clarke Street Pathway	MUNI	2,990.00
EFT44161	27/08/2021	Isabel Cody	Reimbursement For Scales And Peroxide Purchased For Science Week	MUNI	19.99
EFT44162	27/08/2021	Isabella Francis	Umpire Recoup 23/08/2021 & 24/08/2021	MUNI	157.50
EFT44163	27/08/2021	IVC Computer Services	HP LaserJet Pro M404DN 38PPM A4 Mono Laser Printer	MUNI	1,596.00
EFT44164	27/08/2021	Jason Cartledge	Umpire Recoup 25/08/2021	MUNI	44.00
EFT44165	27/08/2021	JCW Electrical Pty Ltd	Emergency Light Investigation As The Light Keeps Coming On	MUNI	510.95
EFT44166	27/08/2021	Jetline Kerbing Contractors	Supply and Lay Pathway On Murdoch Crescent And Margaret Circle	MUNI	59,665.10
EFT44167	27/08/2021	John Thompson	Umpire Recoup 25/08/2021	MUNI	44.00
EFT44168	27/08/2021	Karyn Rowe	Umpire Recoup 20/08/2021 & 24/08/2021	MUNI	127.50
EFT44169	27/08/2021	Kings Tree Care	Pruning and Root Barrier - Appaloosa Ct & Removal of Fallen Tree Ennis St	MUNI	3,520.00
EFT44170	27/08/2021	Kirsty Ellen Stone	Crossover Rebate	MUNI	116.60
EFT44171	27/08/2021	Kmart	Crèche September Supplies, Science Week Supplies & Youth Advisory Group Supplies	MUNI	72.00

EFT44172	27/08/2021	Kristy Hitchens	2021/22 Uniform Reimbursement	MUNI	229.75
EFT44173	27/08/2021	LG Solutions Pty Ltd	Subscription To LG Solutions Cloud Fees & Charges Software 2021/22	MUNI	5,566.00
EFT44174	27/08/2021	Local Government Professionals Australia WA	LG Professionals Annual Membership - Cathy Lee & Vacancy Advertising - HR Coordinator and Strategic Projects Officer	MUNI	831.00
EFT44175	27/08/2021	Lucy Owen-Conway	2021/22 Uniform Reimbursement	MUNI	137.98
EFT44176	27/08/2021	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	130.00
EFT44177	27/08/2021	Madison Hancock	Umpire Recoup 24/08/2021	MUNI	67.50
EFT44178	27/08/2021	Maia Financial Pty Ltd	Supply Of Leased Cardio Fitness Equipment - 1/10/2021 - 31/12/2021, Nutanix Software Licensing Lease 1/10/2021 - 31/12/2021	MUNI	22,203.01
EFT44179	27/08/2021	Malatesta Road Paving And Hotmix	250L Emulsion - Dowdells Line	MUNI	400.00
EFT44180	27/08/2021	Mantrac	Plant Hire - Box Out Garden Bed At ERC, Remove and Relocate Exercise Equipment from Eaton Foreshore to Gravel Pit	MUNI	4,400.00
EFT44181	27/08/2021	Margery Ann Stevens	Umpire Recoup 23/08/2021	MUNI	44.00
EFT44182	27/08/2021	Mckayhla Pomare	Umpire Recoup 25/08/2021	MUNI	110.00
EFT44183	27/08/2021	Melanie May Ring	2021/22 Uniform Reimbursement	MUNI	71.99
EFT44184	27/08/2021	Neil Nicholson	2021/22 Uniform Reimbursement	MUNI	149.99
EFT44185	27/08/2021	NGIS Australia Pty Ltd	GIS Services Contract - 13/07/2021 - 27/07/2021	MUNI	4,125.00
EFT44186	27/08/2021	Nintex Pty Ltd	Nintex Workflow (2), Promapp Enterprise (Unlimited), Single Sign On, Process & Doc Approval, Process Variant Management 16/08/21-30/6/22	MUNI	45,476.99

EFT44187	27/08/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	426.95
EFT44188	27/08/2021	PFI Supplies	Cleaning Supplies - Eaton Foreshore Toilets and Eaton Admin Building	MUNI	363.00
EFT44189	27/08/2021	Presidian Legal Publications	Renewal Planning & Development WA (Online) Annual Subscription	MUNI	2,040.50
EFT44190	27/08/2021	Prime Supplies	2 x Barrier Cream & 1 x Grease Gun For Backhoe	MUNI	200.42
EFT44191	27/08/2021	Promote You	Embroidery Of Staff Uniforms	MUNI	63.53
EFT44192	27/08/2021	Rawlinsons (W.A.)	QS Services For New Civic Centre - Tender Analysis Report	MUNI	3,190.00
EFT44193	27/08/2021	Regional Media Specialists P/L	Bulk Purchase Of Newspaper Advertising Space For Community News - Bunbury Herald 20/07/2021 & Bunbury Mail 21/07/2021	MUNI	1,368.38
EFT44194	27/08/2021	Roldan Tomas	Umpire Recoup 25/08/2021	MUNI	22.00
EFT44195	27/08/2021	Samantha Joyce Atkins	Refund Of 75% Of Fees For Withdrawn Development Application - 3 Cassowary Bend, Eaton	MUNI	720.00
EFT44196	27/08/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	497.12
EFT44197	27/08/2021	Security4Transit	ERC - Security Tags For Banking	MUNI	315.70
EFT44198	27/08/2021	SOS Office Equipment	Rental Charge For Shire Printers - Period 11 July to 10 August 2021	MUNI	4,785.00
EFT44199	27/08/2021	Southern Lock And Security	Rekey Lock On IDS Office Door	MUNI	131.25
EFT44200	27/08/2021	Souwest Communications	Remove And Replace Radio And Lighting	MUNI	990.00
EFT44201	27/08/2021	Spencer Signs	Re-Sheet Tourist Sign At Fergus Bull Site	MUNI	4,589.20

EFT44202	27/08/2021	Steann Pty Ltd	Annual Hardwaste Kerbside Collection - August 2021	MUNI	27,573.35
EFT44203	27/08/2021	Successful Projects	Project Management and Superintendent Service - New Civic Centre Project - July 2021	MUNI	6,875.00
EFT44204	27/08/2021	Synergy	Electricity Accounts for 6 x Shire Sites	MUNI	11,574.06
EFT44205	27/08/2021	Telstra	Telephone And Various Lines For Eaton Admin Centre - Includes Directory Charges And Link To Library	MUNI	5,987.49
EFT44206	27/08/2021	The Print Shop	Fire Prevention Postcards	MUNI	859.98
EFT44207	27/08/2021	Toll Transport	2021- 2022 Postage & Freight - J/C Brook VBFB - PPE	MUNI	154.12
EFT44208	27/08/2021	Total Eden Pty Ltd	Parts For Reticulation Repairs - Eaton Drive Islands & Spray Jets - McCaughan Park	MUNI	257.94
EFT44209	27/08/2021	Tutt Bryant Hire	Bobcat And Digger Hire - Eaton Drive, Digger Hire - Crooked Brook Road & Collie River Road & Skid Steer Loader Hire Joshua Crooked Brook Road	MUNI	4,346.10
EFT44210	27/08/2021	Univerus Software Pty Ltd	Annual License Subscription To Assetfinda Software (01-Jul-2021 - 30-Jun-2022)	MUNI	22,550.00
EFT44211	27/08/2021	WALGA	Annual Subscription To WALGA SW Zone 21/22	MUNI	660.00
EFT44212	27/08/2021	Westrac Pty Ltd	Repairs To Door - DA10440 - Insurance Claim - Final Invoice	MUNI	980.45
EFT44213	27/08/2021	Woolworths Group Limited - Online Order Only	ERC - Cafe Order & Eaton Admin Kitchen Supplies	MUNI	369.26
EFT44214	27/08/2021	Woolworths Group Limited - Openpay Portal	Crèche September Holidays Supplies & Milk for Eaton Admin Office	MUNI	73.04
EFT44215	27/08/2021	Work Clobber	PPE - 1 x Boots, 2 x Jumpers, 2 x Pants & 7 x Shirts	MUNI	833.50
EFT44216	03/09/2021	21 Graphic Design Pty Ltd	Monthly Graphic Design And Creation Of Artwork For Community News	MUNI	198.00

EFT44217	03/09/2021	Action Kerbing	290.47M2 Of Coloured Concrete Pathway - 2M Wide - Gnomesville	MUNI	25,315.51
EFT44218	03/09/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion - 18/08/2021 - 24/08/2021	MUNI	10,487.27
EFT44219	03/09/2021	All Seasons Sanctuary Golf Resort Bunbury	Venue Hire And Catering - Councillor Training - 4 August 2021	MUNI	670.30
EFT44220	03/09/2021	Amelia Kaitani	Umpire Recoup 30/08/2021	MUNI	66.00
EFT44221	03/09/2021	Amy Helen Lawrence	2021/22 Uniform Reimbursement	MUNI	30.00
EFT44222	03/09/2021	Australasian Performing Rights Association Ltd	ERC - Music Licensing 1/07/2021-30/06/2022	MUNI	1,655.39
EFT44223	03/09/2021	B & B Street Sweeping Pty Ltd	Jet-Vac Truck & Street Sweeper Hire - Various Locations - August 2021	MUNI	6,820.00
EFT44224	03/09/2021	Bailey Harkness	Umpire Recoup 31/08/2021	MUNI	67.50
EFT44225	03/09/2021	BCE Surveying Pty Limited	Feature Survey Of Carramar Park And Surrounding Grounds	MUNI	1,994.92
EFT44226	03/09/2021	Body Bike Australia Pty Ltd	ERC - Bodybike Nycole Toe Strap (Pair) x 20	MUNI	134.27
EFT44227	03/09/2021	Boyles Plumbing And Gas	Repair Of Men's Disabled Toilet At The Eaton Foreshore	MUNI	123.75
EFT44228	03/09/2021	Brandit Tech	RFID Gym Access Bands Medium	MUNI	935.00
EFT44229	03/09/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	302.00
EFT44230	03/09/2021	Bunbury Limestone - The Trustee For The Evans Trust	Limestone Wall As Per Drawings 2020-FTP-005-07 And 2020-FTP-005-05 - Jindalee Way	MUNI	34,710.00
EFT44231	03/09/2021	Bunbury Mower Service	3 x Helmet Kit Pro & 2 x Chain Sprockets for 193T Chainsaws & 2 x Spark Plugs and 2 x Air Filters for Wacker Service	MUNI	424.00

EFT44232	03/09/2021	Bunbury Ten Pin Bowl & Family Fun Centre	ERC Vacation Care Excursion	MUNI	850.00
EFT44233	03/09/2021	Bunnings Group Limited	3 Replacement Shovels And 3 Shafts For Repairs, Lock for ERC Vacation Care Room & Tap Repairs	MUNI	224.37
EFT44234	03/09/2021	Cameron Baker	Umpire Recoup 1/09/2021	MUNI	44.00
EFT44235	03/09/2021	Carmel Nora Boyce	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT44236	03/09/2021	Castledine Gregory	Cleanaway vs Shire Of Dardanup SAT Mediation Process - Stockpiles On Lot 2 Banksia Rd, Crooked Brook - 1/06/2021 - 30/07/2021 & Legal Advice	MUNI	3,181.20
EFT44237	03/09/2021	CFM - Myzone	ERC - MZ-Switch Units x 5	MUNI	550.55
EFT44238	03/09/2021	Charlotte Mills	Umpire Recoup 1/09/2021	MUNI	44.00
EFT44239	03/09/2021	Chloe Scott	Umpire Recoup 1/09/2021	MUNI	44.00
EFT44240	03/09/2021	Christine Worsfold	Umpire Recoup 31/08/2021	MUNI	67.50
EFT44241	03/09/2021	Cleanaway	Bin Repairs And Maintenance - June 2021	MUNI	4,100.16
EFT44242	03/09/2021	Cleanaway Solid Waste Pty Ltd	General Waste Disposal - 12/08/2021 - 25/08/2021, ERC Skip Bin Hire & Skip Bins Banksia Road 20/08/2021 - 23/08/2021	MUNI	9,255.95
EFT44243	03/09/2021	Coates Civil Consulting Pty Ltd	100% Claim of Henty Road Blackspot Project and Venn Road Upgrade & 60% Claim of Ferguson Road Upgrade Project	MUNI	17,792.50
EFT44244	03/09/2021	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	101.44
EFT44245	03/09/2021	Craven Foods	ERC - Cafe Order	MUNI	445.95
EFT44246	03/09/2021	Cstech Group Pty Ltd	Mitel (Shoretel) Phone System Support Agreement 2021-2022	MUNI	6,402.87

EFT44247	03/09/2021	Dapco Tyre And Auto Centre	Replace Battery For 2016 Toro Mower - DA10105	MUNI	174.95
EFT44248	03/09/2021	Dardanup Rural Supplies	10 Pack Lot Markers Pickets & Pipes for Watson Street	MUNI	101.30
EFT44249	03/09/2021	Daryl Fishwick	Umpire Recoup 1/09/2021	MUNI	88.00
EFT44250	03/09/2021	David Brett & Julie Kaye Gardiner	Rates Refund - Ratepayer Paid Rates Twice In Error	MUNI	3,092.67
EFT44251	03/09/2021	Donna Bastow	Umpire Recoup 1/09/2021	MUNI	110.00
EFT44252	03/09/2021	Eaton Community College	Shared Use Costs - Eaton Community Library & Eaton Community College - Electricity, Water and Newspapers - 29/02/2021 - 24/09/2021	MUNI	2,062.08
EFT44253	03/09/2021	Eaton CWA	Funding Of Community Grant R2 2020/2021	MUNI	464.00
EFT44254	03/09/2021	Ebony Gene Jones	Umpire Recoup 30/08/2021 & 31/08/2021	MUNI	135.00
EFT44255	03/09/2021	Flexi Staff Pty Ltd	Temporary Labour Hire - Works - 16/08/2021 - 20/08/2021 & Parks and Gardens - 16/08/2021	MUNI	3,205.73
EFT44256	03/09/2021	Fortius Patios & Maintenance	Burekup Country Club Roof Repair	MUNI	786.00
EFT44257	03/09/2021	Fresh Floral Studio	ERC - Staff Farewell Gift	MUNI	50.00
EFT44258	03/09/2021	Fulton Hogan Industries WA	Pre-Mix - Venn Road, Dowdells Line & Ferguson Road	MUNI	970.48
EFT44259	03/09/2021	Hanson Construction Materials Pty Ltd	32 Ton Of 2mm Graded Aggregate	MUNI	382.97
EFT44260	03/09/2021	Howson Technical	Project Management Services - 1/08/2021 - 15/08/2021 - Various Projects	MUNI	2,508.00
EFT44261	03/09/2021	Isabella Francis	Umpire Recoup 30/08/2021 & 31/08/2021	MUNI	180.00
EFT44262	03/09/2021	James Reilly	Reimbursement For Purchase Of Phone Cable	MUNI	11.00

EFT44263	03/09/2021	Janice Patricia Dow	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT44264	03/09/2021	Jason Cartledge	Umpire Recoup 1/09/2021	MUNI	44.00
EFT44265	03/09/2021	JCW Electrical Pty Ltd	Upgrade Of 68 Lights On Both East And West Side Of The Park (Millbridge Boulevard To Cygnet Ct And Millbridge Boulevard To Chamberlain Ave)	MUNI	9,867.12
EFT44266	03/09/2021	Jetline Kerbing Contractors	Installation Of Pathways And Kerbing - Watson St & Cudliss St	MUNI	107,214.80
EFT44267	03/09/2021	Jim's Test And Tag	Electrical Test And Tag 2021/22 - Eaton Bowling Club, ERC & Dardanup Office	MUNI	830.55
EFT44268	03/09/2021	John Thompson	Umpire Recoup 1/09/2021	MUNI	44.00
EFT44269	03/09/2021	JP Group - CPSS Pty Ltd	Quarterly Lease Of Waste Transfer Station - Lot 81 Banksia Road, Dardanup - 1/10/2021 - 31/12/2021	MUNI	3,187.98
EFT44270	03/09/2021	Justine Eichner	Umpire Recoup 1/09/2021	MUNI	44.00
EFT44271	03/09/2021	Karyn Rowe	Umpire Recoup 27/08/2021	MUNI	60.00
EFT44272	03/09/2021	Landgate	GRV Interim Valuations	MUNI	282.30
EFT44273	03/09/2021	Local Government Professionals Australia WA	2021 Community Development Conference - Lucy Owen-Conway - 9/09/2021	MUNI	490.00
EFT44274	03/09/2021	Lucy Owen-Conway	Reimbursement For Working With Children Check	MUNI	87.00
EFT44275	03/09/2021	Luke Davies	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT44276	03/09/2021	Madison Hancock	Umpire Recoup 31/08/2021	MUNI	45.00
EFT44277	03/09/2021	Malatesta Road Paving And Hotmix	Orchard Road, Burekup - Asphalt Overlay And Site Prep & 250L Emulsion - Collie River Road, Dowdells Line, Harris Road & Pile Road	MUNI	11,114.83

EFT44278	03/09/2021	Marece Hetaraka	Umpire Recoup 30/08/2021	MUNI	88.00
EFT44279	03/09/2021	Mark Richard Hutchinson	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT44280	03/09/2021	Mckayhla Pomare	Umpire Recoup 30/08/2021 & 1/09/2021	MUNI	110.00
EFT44281	03/09/2021	Mcleods Barristers And Solicitors	Settlement Services - Transfer And Amalgamation Of Lot 300 (Reserve 49275) Kerr Road, Picton East	MUNI	4,722.45
EFT44282	03/09/2021	Michael Bennett	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	4,112.50
EFT44283	03/09/2021	Morgan Stanford	Umpire Recoup 31/08/2021	MUNI	22.50
EFT44284	03/09/2021	Nelsons Of Bridgetown	Bushfire Training - 1 Night Accommodation - Scott Bradby - 20 August 2021	MUNI	160.00
EFT44285	03/09/2021	New Horizon Enterprises	Rates Refund - Refund of Credit at Settlement	MUNI	493.80
EFT44286	03/09/2021	Paradigm Cleaning & Professional Services	ERC - Daily Cleaning Of Eaton Recreation Centre For The Period Of 09-08-21 To 13-08-21	MUNI	858.00
EFT44287	03/09/2021	Patricia Rose Perks	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT44288	03/09/2021	Perfect Landscapes	Mowing Week Commencing 16/08/2021	MUNI	4,604.07
EFT44289	03/09/2021	Peter Robinson	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	1,819.09
EFT44290	03/09/2021	Robert John Sarracini	Rates Refund - Refund of Credit at Settlement	MUNI	55.37
EFT44291	03/09/2021	Sage Consulting Engineers Pty Ltd	Sports Ovals Lighting Design - Progress Claim - Glen Huon Design	MUNI	12,908.50
EFT44292	03/09/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	805.59

EFT44293	03/09/2021	SOS Office Equipment	Rental Of Printers For Shire Sites - 11/08/2021 - 10/09/2021	MUNI	4,785.00
EFT44294	03/09/2021	Stacey Gillespie	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT44295	03/09/2021	Suez Recycling & Recovery Pty Ltd	Waste Contract - Collection of Waste, Recycling & Street Bins & Supply of New Bins and Repairs - July 2021	MUNI	55,850.55
EFT44296	03/09/2021	Surveytech Traffic Surveys Pty Ltd	Eaton Drive Glen Huon Blvd - Video Survey And Results	MUNI	2,387.00
EFT44297	03/09/2021	Synergy	Electricity Account For 6 x Shire Sites	MUNI	2,457.44
EFT44298	03/09/2021	Te Wairimu Elinor Pomare	Umpire Recoup 1/09/2021	MUNI	22.00
EFT44299	03/09/2021	Telstra	Shire Satellite Phone Account	MUNI	135.00
EFT44300	03/09/2021	The Cafe Merchant	Catering - Firefighting Skills 28/08/2021 - 29/08/2021 & Mental Health Awareness Training 26/08/2021	MUNI	915.00
EFT44301	03/09/2021	The Fifteenth Creative	Interpretative Sign Design Work Plus Additional Work Required Approved By Manager Infrastructure Planning & Design - Collie River Foreshore	MUNI	875.00
EFT44302	03/09/2021	Tiana Fraser	Umpire Recoup 31/08/2021 & 2/09/2021	MUNI	52.00
EFT44303	03/09/2021	Toll Transport	Postage and Freight - Sign Delivery & Parts for Mower DA9429	MUNI	157.11
EFT44304	03/09/2021	Totally Sound	Deposit - ERC - Totally Sound Equipment And Installation for Virtual Upgrade to Lesm Mills In ERC Cycle Studio	MUNI	1,787.77
EFT44305	03/09/2021	Tutt Bryant Hire	Hire Of Site Dumper Pratt Road 16/08/2021 - 20/08/2021 & Delivery of Hire Equipment to Eaton Drive 26/08/2021	MUNI	1,320.00
EFT44306	03/09/2021	Tyrrell Gardiner	Meeting Attendance & ICT Allowance	MUNI	1,241.67
EFT44307	03/09/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin & ERC	MUNI	1,080.42

EFT44308	03/09/2021	Woolworths Group Limited - Online Order Only	ERC - Cafe Order	MUNI	221.91
EFT44309	03/09/2021	Woolworths Group Limited - Openpay Portal	ERC - Cafe Order, Items for Community Programs & Milk for Eaton Admin Centre	MUNI	157.01
EFT44310	09/09/2021	21 Graphic Design Pty Ltd	Graphic Design Events Calendar - August 2021	MUNI	148.50
EFT44311	09/09/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion, Orchard Road & Wireless Road	MUNI	8,705.14
EFT44312	09/09/2021	Amity Signs	Slow Down Wildlife Crossing Signs x 6 & Rural Street Number Sign x 1	MUNI	1,319.45
EFT44313	09/09/2021	Arc Infrastructure Pty Ltd	Harris Road LX - Asbestos Removal Work	MUNI	2,497.84
EFT44314	09/09/2021	AUSQ Training	Advanced Traffic Management Planning - Belinda Van Vuuren & Basic Worksite Traffic Management Leon Jackson & Michael Bass	MUNI	2,622.00
EFT44315	09/09/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 3/09/2021	MUNI	85,017.00
EFT44316	09/09/2021	Australian Transit Group - Buswest Bunbury Branch	ERC - Vacation Care Bus For Excursion	MUNI	187.00
EFT44317	09/09/2021	Australind Landscaping Supplies	10M3 Karri And Peat Mulch - Primrose Vista	MUNI	990.00
EFT44318	09/09/2021	Australind Premix & S & J Excavations	3M3 8% Stabilized Sand - Eaton Drive	MUNI	462.00
EFT44319	09/09/2021	B & B Street Sweeping Pty Ltd	Road Sweeping And Pit Cleaning - Diadem Street & Pratt Road	MUNI	858.00
EFT44320	09/09/2021	B L & R J Putt	Fire Control Officer Annual Payment - 2021/22	MUNI	500.00
EFT44321	09/09/2021	Bailey Harkness	Umpire Recoup 7/09/2021	MUNI	67.50
EFT44322	09/09/2021	BCE Surveying Pty Limited	Henty Road - Centreline Mark Up & Survey Services Eaton Drive Dual Carriageway	MUNI	3,917.41

EFT44323	09/09/2021	BOC Ltd	ERC - Hire Of Oxygen Bottle	MUNI	12.54
EFT44324	09/09/2021	Brandicoot	Monthly Web Hosting For Shire Websites - July & August 2021	MUNI	1,814.00
EFT44325	09/09/2021	Brecken Corporate Care	Pre Employment Medical And Audio - Cleaner - Sharna Barlow	MUNI	248.60
EFT44326	09/09/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	150.54
EFT44327	09/09/2021	Bullivants Pty Ltd - Sling Rig	10mm Swivel Hook For Backhoe	MUNI	92.96
EFT44328	09/09/2021	Bunbury And Districts Softball Association	ERC - Vacation Care Softball Pavilion Hire	MUNI	400.00
EFT44329	09/09/2021	Bunbury City Glass	Supply & Install - 6mm Frameless Polished Mirrors To Gym	MUNI	1,887.60
EFT44330	09/09/2021	Bunbury Geographe Economic Alliance	2021- 2022 BGEA Membership - Local Government	MUNI	14,850.00
EFT44331	09/09/2021	Bunbury Harvey Regional Council	Waste Transfer Station - Hook Bin Hire And Servicing - August 2021	MUNI	414.85
EFT44332	09/09/2021	Bunnings Group Limited	Pine Sleepers, Primer and Paint, Reflectors and Metal Sheeting, Concrete, Parts for Trailer	MUNI	1,463.81
EFT44333	09/09/2021	Burekup Developments Pty Ltd	Refund Of Liability Bond - Stage 1	MUNI	4,700.36
EFT44334	09/09/2021	C.E.M. Alliance Pty Ltd	RFT F0185303 - Dardanup Central Bushfire Station - 20% Progress Payment	MUNI	117,502.00
EFT44335	09/09/2021	Cameron Baker	Umpire Recoup 8/09/2021	MUNI	44.00
EFT44336	09/09/2021	Carbone Brothers Pty Ltd	100 Tonne Limestone Delivered To Shire Depot - Leake Street	MUNI	1,801.83
EFT44337	09/09/2021	Caroline Mears	Chair Yoga - August 2021	MUNI	260.00
EFT44338	09/09/2021	Charlotte Mills	Umpire Recoup 8/09/2021	MUNI	66.00

EFT44339	09/09/2021	Christine Worsfold	Umpire Recoup 7/09/2021	MUNI	67.50
EFT44340	09/09/2021	Christopher Hynes	Chief Bush Fire Control Officer Annual Payment - 2021/22	MUNI	850.00
EFT44341	09/09/2021	Cindy Barbetti	Reimbursement For Purchase Of Gift Vouchers For Staff Leaving Gift In Accordance With CP016	MUNI	200.00
EFT44342	09/09/2021	City Of Bunbury	2021-2022 Dog/Cat Pound Sustenance Fees	MUNI	1,330.00
EFT44343	09/09/2021	City Of Busselton	SWLC Systems Administrator Contribution - 2021/22	MUNI	5,198.60
EFT44344	09/09/2021	Civil Projects Southwest	Truck Hire - Eaton Drive	MUNI	1,672.00
EFT44345	09/09/2021	Clay Rose	Deputy Chief Bush Fire Control Officer Annual Payment - 2021/22	MUNI	680.00
EFT44346	09/09/2021	Cleanaway Solid Waste Pty Ltd	Monthly Hire and Pick-Up of Skip Bins at Banksia Road & Depot - August 2021, General Waste Disposal 26/08/2021 - 1/09/2021 & Class 2 Waste 27/08/2021 - 30/08/2021	MUNI	7,108.37
EFT44347	09/09/2021	Construction Training Fund : BCITF	BCITF Remittance - August 2021	MUNI	112.02
EFT44348	09/09/2021	Country Landscaping Pty Ltd	Reticulation Repairs - Lusitano Ave & Preparation and Provision of Irrigation Drawings for Eaton Drive Median Landscaping	MUNI	1,611.70
EFT44349	09/09/2021	Crooked Brook Forest Association	Quick Response Event Grant 2021-2022	MUNI	550.00
EFT44350	09/09/2021	Cross Security Services	ERC - Alarm System Monitoring - 18 Recreation Drive Eaton Recreation Centre 7985-12 (Quarterly)	MUNI	143.00
EFT44351	09/09/2021	Dapco Tyre And Auto Centre	3 x New Tyres - DA9279 & 2 x New Tyres - DA15309	MUNI	740.00
EFT44352	09/09/2021	Dardanup Equestrian Centre	Quick Response Community Grant 2021/22	MUNI	449.00
EFT44353	09/09/2021	Dardanup Primary School	Rates Refund For Overpayment of 2021/22 Rates	MUNI	81.04

EFT44354	09/09/2021	Dardanup Rural Supplies	Heavy Netting 100M - Dardanup Verges	MUNI	602.00
EFT44355	09/09/2021	David Duncan & Michelle Lee Rogers	Rates Refund - Refund of Credit at Settlement	MUNI	107.38
EFT44356	09/09/2021	Department Of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - August 2021	MUNI	7,203.62
EFT44357	09/09/2021	Devon Chang	Reimbursement For 50% Of Approved Study Fees In Accordance With CP015	MUNI	465.00
EFT44358	09/09/2021	Donna Bastow	Umpire Recoup 8/09/2021	MUNI	110.00
EFT44359	09/09/2021	DS Business Services Pty Ltd	Review Of ICT Services And Structure	MUNI	29,700.00
EFT44360	09/09/2021	Eaton Community College	Annual Awards Night Donation - Eaton Community College 2021 Presentations	MUNI	300.00
EFT44361	09/09/2021	Ebony Gene Jones	Umpire Recoup 7/09/2021	MUNI	22.50
EFT44362	09/09/2021	Elders Real Estate Southern Districts Estate Agency	Rates Refund For Double Payment of First Instalment of Rates	MUNI	526.42
EFT44363	09/09/2021	Evan Mills	Umpire Recoup 8/09/2021	MUNI	44.00
EFT44364	09/09/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 18/08/2021 - 28/08/2021	MUNI	360.00
EFT44365	09/09/2021	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - Sept 2021	MUNI	1,250.00
EFT44366	09/09/2021	Ferguson Hall Management Committee Inc	2021-22 Budget Allocation - Ferguson Hall Management Committee	MUNI	2,906.00
EFT44367	09/09/2021	Flexi Staff Pty Ltd	Temporary Labour Hire For Works & Parks & Environment - 23/08/2021 - 27/08/2021	MUNI	4,525.51
EFT44368	09/09/2021	Fresh Floral Studio	Flowers For Patron - Arenia Blake	MUNI	100.00

EFT44369	09/09/2021	Fulton Hogan Industries WA	5.25 Tonnes Of Premix - Wireless Road	MUNI	1,097.25
EFT44370	09/09/2021	Glen Huon Primary School P & C Association	2021-2022 Quick Response Grant (Community) - Glen Huon Primary School P&C - Purchase Two Compost Tumblers	MUNI	498.00
EFT44371	09/09/2021	Hart Sport	ERC - Sports Equipment And Freight - Badminton Nets X4 - Volleyball Net And Antennae - Pickleball Paddles x 12	MUNI	1,527.40
EFT44372	09/09/2021	Hersey's Safety P/L	Occupational Health And Safety Items - Depot - Zinc, Sunscreen, Dust Masks, Danger and Caution Tape, Flagging, Repair Kit, Barrier Cream & Earplugs	MUNI	1,864.65
EFT44373	09/09/2021	Hooleys Catering Company	Council Meeting Meal For 25/08/2021	MUNI	689.00
EFT44374	09/09/2021	Ian Bridge	Fire Control Officer Annual Payment - 2021/22	MUNI	500.00
EFT44375	09/09/2021	Jason Cartledge	Umpire Recoup 8/09/2021	MUNI	110.00
EFT44376	09/09/2021	JCW Electrical Pty Ltd	Pole Fault Stage 3 Bank Of Lights In Recently Upgraded Stage 3 Lights - Investigate And Advise Repairs Required	MUNI	365.75
EFT44377	09/09/2021	Jim's Test And Tag	Supply And Replace Units In Accordance With Australian Standards At Shire Offices & Electrical Test and Tag at Eaton Admin Office	MUNI	1,410.72
EFT44378	09/09/2021	Jo Jingles South West	Jo Jingles Sessions For Eaton Library, Dardanup Hall And Burekup Hall - July 2021	MUNI	1,056.00
EFT44379	09/09/2021	John Thompson	Umpire Recoup 8/09/2021	MUNI	44.00
EFT44380	09/09/2021	Karyn Rowe	Umpire Recoup 6/09/2021 & 7/09/2021	MUNI	157.50
EFT44381	09/09/2021	Kings Tree Care	Tree Removal Illawarra Drive and Dardanup Recreation Grounds & Tree Pruning Mitchell Street Dardanup	MUNI	2,442.00
EFT44382	09/09/2021	Les Mills Asia Pacific	ERC - Monthly Licence Fees - September 2021	MUNI	1,391.43
EFT44383	09/09/2021	Madison Hancock	Umpire Recoup 7/09/2021	MUNI	45.00

EFT44384	09/09/2021	Marketforce	Public Notice - Pile Road Widening Tender & Cleanaway DAP Application	MUNI	1,684.26
EFT44385	09/09/2021	Mckayhla Pomare	Umpire Recoup 8/09/2021	MUNI	110.00
EFT44386	09/09/2021	Monitored Electronics	ERC - Duress Alarm System Monitoring 01/10/2021-31/12/2021	MUNI	57.20
EFT44387	09/09/2021	Naturaliste Hygiene	Sharps Disposal Service 2021/2022 - Eaton Foreshore & Watson Street Public Toilets - Sept 2021	MUNI	165.00
EFT44388	09/09/2021	NEC It Solutions Australia	Metalogix Storagepoint Maintenance Renewal 1/07/2021 - 30/06/2022	MUNI	3,819.20
EFT44389	09/09/2021	Neil W Dyer	Fire Control Officer Annual Payment 2021/22	MUNI	500.00
EFT44390	09/09/2021	Officeworks Superstores Pty Ltd	Dye For Youth Tie Dyeing Workshop And Coloured Wristbands & Stationery for Eaton Admin	MUNI	135.97
EFT44391	09/09/2021	Onsite Rental Group	Hire Of Transportable Office & Ablution Block - Eaton Admin Office - 1/08/2021 - 31/08/2021	MUNI	1,397.55
EFT44392	09/09/2021	Peel Resource Recovery P/L	Medium Grade Mulch Delivered To Lofthouse Park & Shire Depot - 40m3	MUNI	1,210.00
EFT44393	09/09/2021	Perfect Landscapes	Mowing Week Commencing 23/08/2021 & 30/08/2021	MUNI	6,850.55
EFT44394	09/09/2021	Peter Robinson	Fire Control Officer Annual Payment 2021/22	MUNI	500.00
EFT44395	09/09/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	1,652.40
EFT44396	09/09/2021	PFI Supplies	Start-Up Cleaning Products - Gnomesville Toilet Building & Cleaning Supplies - ERC	MUNI	633.40
EFT44397	09/09/2021	Promote You	Embroidery Of Staff Uniforms	MUNI	54.45
EFT44398	09/09/2021	Qmani Pty Ltd	2021-2022 Qmani SMS Monthly Charges - 1/08/2021 - 31/08/2021 - Brigades	MUNI	66.00

EFT44399	09/09/2021	Regional Media Specialists P/L	Bulk Purchase Of Newspaper Advertising Space For Community News - Bunbury Herald 24/08/2021 & Bunbury Mail 25/08/2021	MUNI	1,368.38
EFT44400	09/09/2021	Retex WA	Sandblasting Removal Of Line Marking On Eaton Drive, Millbridge	MUNI	10,018.80
EFT44401	09/09/2021	Robert Drennan	Deputy Chief Bushfire Control Officer Annual Payment 2021/22	MUNI	680.00
EFT44402	09/09/2021	Roldan Tomas	Umpire Recoup 8/09/2021	MUNI	44.00
EFT44403	09/09/2021	Scope Electrical Contracting Pty Ltd	Fault Finding - Repair And Replace Parts To BBQ - Hunter Circle	MUNI	2,332.00
EFT44404	09/09/2021	Small's Bar & Bites Pty Ltd	Councillor Dinner With WALGA President And CEO 04/08/2021	MUNI	425.00
EFT44405	09/09/2021	South West Academy Of Sport Inc	Annual Donation - Budget Allocation 2021-22	MUNI	2,860.00
EFT44406	09/09/2021	South West Fire	Burekup Brigade Vehicle B Service	MUNI	9,721.14
EFT44407	09/09/2021	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	176.00
EFT44408	09/09/2021	Spraymow Services	Liquid Iron And Trace Element Fertiliser - Shire Ovals	MUNI	2,538.25
EFT44409	09/09/2021	Synergy	Electricity Accounts for 27 x Shire Sites	MUNI	4,020.75
EFT44410	09/09/2021	T-Quip	Service and Parts - Toro Mower Da9429	MUNI	1,955.75
EFT44411	09/09/2021	Telstra	Telephone Use For West Dardanup BFB	MUNI	40.00
EFT44412	09/09/2021	Theona Christine Sloan	August 2021 Workshop - Craft Time - Wine Glass Candle Holder	MUNI	201.00
EFT44413	09/09/2021	Tiana Fraser	Umpire Recoup 7/09/2021 & 9/09/2021	MUNI	105.00
EFT44414	09/09/2021	Toni Hotchin	Umpire Recoup 6/09/2021 & 7/09/2021	MUNI	157.50

EFT44415	09/09/2021	Total Eden Pty Ltd	Reticulation Repairs - Millars Creek West & Leicester Ramble	MUNI	300.73
EFT44416	09/09/2021	Tutt Bryant Hire	Skid Steer Hire - Ferguson Road, Plant Hire - Eaton Drive Extension & Trailer Hire to Transport Equipment to Jobs	MUNI	4,263.74
EFT44417	09/09/2021	UDIA (WA)	UDIA WA Industry Lunch - Delivering Thriving Neighbourhoods - 22 October 2021 - Director Sustainable Development	MUNI	180.00
EFT44418	09/09/2021	Water Corporation	Water Use And Service Charges For Lot 90 Swan Avenue, Millbridge 1/09/2021 - 31/10/2021	MUNI	177.88
EFT44419	09/09/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Community Library	MUNI	321.25
EFT44420	09/09/2021	Woolworths Group Limited - Openpay Portal	Farewell Gift - Troy Williamson - As Per CnG CP016 & Grocery Items for ERC & Eaton Admin Office	MUNI	362.55
EFT44421	09/09/2021	Work Clobber	PPE - Parks And Gardens Crew - 3 Pants & 1 x Boots	MUNI	312.00
EFT44422	09/09/2021	Zipform Pty Ltd	2021/2022 Annual Rate Notice Mail out And Supply Of Base Stock	MUNI	7,933.01

CHEQUES

27	20/08/2021	Shire Of Dardanup - Please Pay Cash	Petty Cash Recoup - Eaton Admin Office	MUNI	218.00
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TRUST**PAYROLL**

DD15941.1	20/08/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	38,416.81
DD15941.2	20/08/2021	MLC Super Fund	Superannuation Contributions	MUNI	603.84
DD15941.3	20/08/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81
DD15941.4	20/08/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	263.72

DD15941.5	20/08/2021	One Path Masterfund	Superannuation Contributions	MUNI	125.05
DD15941.6	20/08/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	221.02
DD15941.7	20/08/2021	Amp Flexible Super - Super Account	Superannuation Contributions	MUNI	54.90
DD15941.8	20/08/2021	Hostplus	Superannuation Contributions	MUNI	236.31
DD15941.9	20/08/2021	ANZ Australian Staff Superannuation Scheme	Superannuation Contributions	MUNI	54.35
DD15941.10	20/08/2021	Local Government Super	Superannuation Contributions	MUNI	244.82
DD15941.11	20/08/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	274.22
DD15941.12	20/08/2021	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	678.36
DD15941.13	20/08/2021	Hesta Super Fund	Payroll Deductions	MUNI	564.11
DD15941.14	20/08/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.46
DD15941.15	20/08/2021	Unisuper	Superannuation Contributions	MUNI	113.39
DD15941.16	20/08/2021	Rest Superannuation	Payroll Deductions	MUNI	1,086.83
DD15941.17	20/08/2021	The Bro Code Super Fund	Superannuation Contributions	MUNI	91.52
DD15941.18	20/08/2021	Media Super	Superannuation Contributions	MUNI	544.91
DD15941.19	20/08/2021	AustralianSuper	Payroll Deductions	MUNI	3,543.68

DD15941.20	20/08/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	374.93
DD15941.21	20/08/2021	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46
DD15941.22	20/08/2021	Hughes Superannuation Fund	Superannuation Contributions	MUNI	111.97
DD15977.1	03/09/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	37,171.31
DD15977.2	03/09/2021	One Path Masterfund	Superannuation Contributions	MUNI	145.41
DD15977.3	03/09/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	221.02
DD15977.4	03/09/2021	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	57.29
DD15977.5	03/09/2021	Hostplus	Superannuation Contributions	MUNI	174.49
DD15977.6	03/09/2021	Local Government Super	Superannuation Contributions	MUNI	244.82
DD15977.7	03/09/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	274.22
DD15977.8	03/09/2021	Hesta Super Fund	Payroll Deductions	MUNI	564.11
DD15977.9	03/09/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,021.46
DD15977.10	03/09/2021	Unisuper	Superannuation Contributions	MUNI	70.42
DD15977.11	03/09/2021	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	678.36
DD15977.12	03/09/2021	The Bro Code Super Fund	Payroll Deductions	MUNI	29.15
DD15977.13	03/09/2021	Media Super	Superannuation Contributions	MUNI	544.91
DD15977.14	03/09/2021	Rest Superannuation	Payroll Deductions	MUNI	1,036.55

DD15977.15	03/09/2021	Diamond Sea Superannuation Fund	Superannuation Contributions	MUNI	310.60
DD15977.16	03/09/2021	AustralianSuper	Payroll Deductions	MUNI	3,618.84
DD15977.17	03/09/2021	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.46
DD15977.18	03/09/2021	MLC Super Fund	Superannuation Contributions	MUNI	603.84
DD15977.19	03/09/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	175.81

CREDIT CARD

DD15971.1	31/08/2021	Facebook Ireland Limited	Eaton Recreation Centre Facebook Advertising Campaigns.	MUNI	103.60
DD15971.2	31/08/2021	Mailchimp	Monthly Subscription And Charge For Electronic Newsletters - August 2021	MUNI	108.48
DD15971.3	31/08/2021	Mosquito Control Association Of Australia Inc	Individual Membership - Mosquito Control Association Of Australia (MCAA) - 1 Year	MUNI	50.00
DD15971.4	31/08/2021	East Coast Conferences	Enrolment - 13th Arbovirus Research In Australia Symposium - 30/08/2021 - 1/09/2021	MUNI	355.25
DD15971.5	31/08/2021	SurveyMonkey Europe	Subscription To Survey Service - Survey Monkey Online 19/08/2021 - 18/11/2021	MUNI	111.00
DD15971.6	31/08/2021	SAI Global	Purchase Of Australian Standard ISO/IEC 27031:2011 Information Technology - Security Techniques - Guidelines For Information And Communication Technology Readiness For Business Continuity	MUNI	302.08

DIRECT DEBIT

DD15949.1	16/08/2021	SG Fleet	Vehicle Lease 2021-2022 - Bushfire Risk Planning Coordinator For Period 01/07/2021 - 30/06/2022	MUNI	564.04
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INTERNATIONAL

DD15979.1	20/08/2021	Dropbox International Unlimited Company	Dropbox Business Advanced.	MUNI	3,300.00
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DD15986.1	27/08/2021	Ispring Solutions Inc	Ispring Max Suite For Lanteria 1 Year Subscription - 21/08/2021 - 20/08/2022	MUNI	1,226.39
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BPAY

DD15958.1	27/08/2021	linet Ltd	Monthly Charge For NBN Wireless - September 2021	MUNI	239.89
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REPORT TOTALS

2,861,307.21

EFT	2,758,340.94
Muni Cheque	218.00
Trust	0.00
Payroll	96,387.54
Credit Card	1,030.41
Direct Debit	564.04
International	4,526.39
BPAY	239.89
TOTAL	2,861,307.21

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

12.5 COMMITTEES**12.5.1 Title: Audit & Risk Committee Meeting Minutes Held 8th of September 2021**

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mrs Donna Bailye – Personal Assistant – DCEO
Legislation: Local Government Act 1995

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 8th OF SEPTEMBER 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Officer Comment

The Minutes of the Audit & Risk Committee Meeting held on the 8th of September 2021 [Appendix ORD: 12.5.1A] are attached.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes [Appendix ORD: 12.5.1A] of the Audit & Risk Committee Meeting held on the 8th of September 2021.

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'A'

THAT Council receives the Office of the Auditor General – Interim Audit Results for the Year Ending 30th of June 2021 [Appendix ORD: 12.5.1B].

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'B'

THAT Council endorse the Shire of Dardanup Internal Audit Strategic Plan, inclusive of the Internal Audit Annual Work Plan – 2021-2022 [Appendix ORD: 12.5.1C].

Note: Appendices AAR 11.1B, AAR 11.1C and AAR 11.1D from the Audit and Risk Committee Meeting held on the 8th of September 2021 that are mentioned in the following resolution are not included as appendices for this Ordinary Council Meeting due to their size (documents are available upon request).

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'C'

THAT Council:

Receives the 2021 Cost of Data Breach Report and supports ongoing and additional measures required to increase protection against ransomware and data breach [refer Appendix AAR 11.1B, AAR 11.1C and AAR 11.1D (documents available upon request)].

Requests the Chief Executive Officer allow for provision in the 2022-23 Budget for managed services around network threat monitoring and detection in the Information Systems budget.

13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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None.

14	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
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15	PUBLIC QUESTION TIME
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16 MATTERS BEHIND CLOSED DOORS

None.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next:

- Special Meeting of Council will be Wednesday, the 20th of October 2021, commencing at 5.00pm at the Shire of Dardanup – Administration Centre Eaton to swear in the newly elected members of Council. The Ordinary Election for the Shire of Dardanup will take place on the 16th of October 2021.
- Ordinary Meeting of Council will be Wednesday, the 27th of October 2021, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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