



A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 30th of June 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 30th of June 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: 23rd of June 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	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
	Likely	Low (4)	Moderate (8)	High (12)	High (16)	Extreme (20)
	Possible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	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 30TH OF JUNE 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

Note: At the 26th of May 2021 Ordinary Council Meeting the following question from resident, Fiona Moriarty were taken on notice.

3.1 Fiona Moriarty Regarding Item 12.2.2 - Title: Dardanup Landfill Masterplan – Lot 2 Banksia Road, Crooked Brook

*Regarding Cleanaway’s Masterplan LPS. Is the Council aware that in 2011, DEC (now DER) decided all landfill applications should adhere to **Victoria's EPA BPEM Best Practice Environmental Management - Siting, design, operation, and rehabilitation of landfills?** This document makes clear many planning guidelines this Banksia Road has not complied with, including buffers to Conservation Parks of 100m, that “Mound” design of landfills should not be allowed, and location of recharge and aquifer areas used for public mains water should not be permitted.*

Question 1: *Has the Council been correctly referring also to the EPAs Environmental Guidance For Planning And Development May 2008 Guidance Statement No 33 which identifies several areas which Local Council must incorporate in planning requirements for any future Amendments and Development Applications for this site?*

Note: An Officer Response is currently being drafted and will be provided at the Ordinary Council Meeting.

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

THAT be granted leave of absence for the Ordinary Council meeting to be held on the 28th of July 2021.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 26th of May 2021

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 26th of May 2021, be confirmed as true and correct subject to no/the following corrections:

7.2 Special Council Meeting Held on the 2nd of June 2021

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Special Meeting of Council held on the 2nd of June 2021, be confirmed as true and correct subject to no/the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: Eaton Community Library Relocation

9.2 Title: Eaton Boomers Business Plan

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

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

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

Note: *Shire President to advise that the meeting will go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(a) a matter affecting an employee or employees and section (2)(e)(iii) information about the business, professional, commercial or financial affairs of a person.*

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

11 DECLARATION OF INTEREST

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

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy 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: Western Australian Local Government Association Annual General Meeting

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Ms Maddie Darch - Executive Assistant</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.1.1A – Formal Annual General Meeting Advice from WALGA</i>
	<i>Appendix ORD: 12.1.1B – Risk Assessment</i>

Overview

Council is to nominate Council representatives for the WALGA convention to be held in September 2021. Council are also invited to submit motions for inclusion in the WALGA Agenda.

Background

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

A copy of the formal advice and information on submission of items for the Annual General Meeting (AGM) is attached [Appendix ORD: 12.1.1A]. Held at Crown Perth, the convention commences on Monday, the 20th of September and concludes on Wednesday, the 22nd of September 2021.

The AGM of WALGA is scheduled to be held on Monday, the 20th of September 2021, commencing at 7:00am.

Member Councils are invited to submit motions for inclusion on the AGM agenda for consideration. Motions must be submitted to the Chief Executive Officer of WALGA by Friday, the 16th of July 2021.

Legal Implications - None.

Strategic Community Plan

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

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

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

Environment - None.

Precedents

Each Council is to send two representatives as voting delegates to the AGM. The Shire of Dardanup has in previous years endorsed two delegates for the AGM, who also attend the convention. Other elected members are authorised by Council to attend as a result of this report. The Chief Executive Officer attends the convention.

Budget Implications

Council allocates funds in the annual budget for elected member attendance at the WALGA Convention and AGM (GL - 041 1006).

Budget – Whole of Life Cost - None.

Council Policy Compliance

CnG CP112 – Councillor Induction Training and Professional Development.

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	Western Australian Local Government Association Annual General Meeting
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council’s reputation may suffer if it is not involved with current issues affecting Local Government as a whole.

Officer Comment

The 2020 Local Government Convention was cancelled due to Covid-19 however the AGM was still held in September 2020. The Shire President, Cr. M T Bennett and Deputy Shire President, Cr. P S Robinson were Council’s delegates for the 2020 AGM, both attended the AGM with Councillors Cr. P R Perks, Cr. L Davies, Cr. S L Gillespie and Chief Executive Officer, André Schönfeldt attending as observers.

Elected members are encouraged to attend the Convention to develop networks and share ideas. Attendance at the AGM as an observer is also recommended to develop an understanding of the role WALGA plays on the Shires behalf and to hear how policy and direction of the sector is developed.

Once the WALGA AGM agenda is prepared in June the Association will refer the agenda to member Councils so that each Council can direct their delegates on how they are to vote at the AGM.

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:

1. Nominates Cr. _____ and Cr. _____ as Council's voting delegates to the 2021 WA Local Government Association Annual General Meeting.

2. Authorises the following Councillors

-
-
-
-
-
-

to attend the convention and annual general meeting as observers.

AND

OFFICER RECOMMENDED RESOLUTION 'B'

THAT Council advises WALGA that the following / no items are to be included in the 2021 WALGA AGM.

12.1.2 South West Regional Alternate Waste Disposal Project

<i>Reporting Department:</i>	<i>Executive</i>
<i>Reporting Officer:</i>	<i>Nick Edwards – Joint Regional Waste Coordinator</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.1.2A – South West Regional Waste Group Regional Options Paper and Strategic Recommendations</i>
	<i>Appendix ORD: 12.1.2B – Risk Assessment</i>

Overview

The South West Regional Waste Group (the Group) requests that Council acknowledges the ‘Regional Options Paper and Strategic Recommendations’ (Regional Options Paper) [Appendix ORD: 12.1.2A], which was delivered in February 2021. The recommendations in the paper identifies the major diversion technologies available in the South West, discusses how Councils could achieve economies of scale in processing, and guides ongoing work that will help determine suitable waste disposal outcomes for the region.

The recommendations of the Regional Options Paper set the ongoing direction for the project. Part of this direction involves specific milestones. By the end of the 2021/22 Financial Year, Councils can expect to see:

- An operational audit of municipal waste facilities throughout the region;
- Scenario modelling using costs and emissions of alternative disposal processes;
- A regular meeting of senior waste operations staff from Group participants;
- A scoped ‘Expression of Interest’ process for landfill diversion technologies; and
- Data protocols allowing information comparisons across the region.

Maintaining project momentum towards determining a suitable regional waste disposal response will allow Councils to coordinate local decisions with regional outcomes. Participation in the Group will result in a more united procurement approach, up-to-date information and greater negotiating power in sub-regional negotiations to attain economies of scale. Financial benefits from participation should be achieved as operational matters are shared and discussed between members.

The overarching goals of the ongoing project are to:

- Identify how South West Councils can transition from owning and operating landfills in an economically, environmentally and socially responsible way.
- Identify and act on opportunities to leverage regional and sub-regional economies of scale.

Should Council acknowledge the Regional Options Paper and its recommendations, milestones can be established and timeframes determined when refining suitable regional diversion strategies from landfill.

Background

Since 2010, the Group, which comprises the 12 land-based Councils in the South West (Table 1), has sought opportunities to leverage regional economies of scale to improve collective waste management. Work completed to this date has resulted in formation of the Bunbury Harvey Regional Council, commencement and operation of a composting enterprise, viability testing of regional landfill, and establishing strong regional representation within the waste industry.

South West Waste Group Membership		
• Shire of Augusta - Margaret River	• Shire of Boyup Brook	• City of Busselton
• Shire of Donnybrook - Balingup	• City of Bunbury	• Shire of Dardanup
• Shire of Capel	• Shire of Collie	• Shire of Nannup
• Shire of Harvey	• Bridgetown - Greenbushes	

*Table 1: The Shire of Manjimup are within the region but are not financial contributors to this regional waste management project.

The most recent 'Regional Options Paper and Strategic Recommendations' was handed to the Group and directs how large-scale waste diversion from landfill can be achieved in a way that is consistent with previous findings and within each Council's risk tolerance.

The investment in the Federal and State waste industries has provided the region with a unique opportunity to build local, long-term diversion schemes with potentially positive returns on investment. Strengthening this opportunity are the growing costs of aging landfills, population growth and a transitional policy context have made cooperative waste management solutions more attractive than previously. A coordinated waste approach across Local Government Area (LGA) boundaries can leverage the economies of scale needed for significant landfill diversion and ease triple bottom line costs. A separate waste management entity could provide further benefits such as equitable distribution of risk and returns-on-investment. An external entity such as a Regional Subsidiary has the potential to equitably manage waste on behalf of member Councils, removing the liabilities associated with these operations.

Legal Implications

Statutory Environment

- *Waste Avoidance and Resource Recovery Act 2007 (WARR Act)*

This legislation aligns municipal operations across the State so they contribute to sustainability, protect human health, the environment and move towards a waste free society. The WARR Act emphasises:

- Resource use efficiency, including resource recovery and waste avoidance;
- Reducing environmental harm, including pollution through waste;
- A hierarchical approach to resource management by avoiding waste creation, increasing resource recovery and reducing disposal impacts.

This legislation requires local governments to prepare Waste Plans to align local waste management goals with State targets. The WARR Act gives the CEO of the department powers to require a local government to submit a report on the implementation of its waste plan. If this is not satisfactory to the State and the differences cannot be negotiated, the WARR Act grants the CEO power to prepare a local waste plan on behalf of the local council.

- *Waste Avoidance and Resource Recovery Levy Act 2007 (WARR Levy Act)*

This legislation allows for the imposition of a levy per tonne of waste disposed to landfill. Based on previous comments by the then Minister for Environment in February 2019, this levy is at least being considered for an extension to the Peel and South West regions.

Strategic Community Plan

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

Other Relevant Plans and Policies

- *The National Waste Policy 2018*

Published by the Department of Sustainability, Environment, Water, Population and Communities in 2018, the 'National Waste Policy – Less Waste More Resources' frames national waste management using a circular economy model. The Policy champions five principles:

1. Avoiding waste
2. Improving resource recovery
3. Building demand for waste derived products
4. Improved material flows
5. More informed innovation, investment and consumer decisions

There are also national targets which directly inform State priorities and influence local priorities, specifically:

- i. Banning waste plastic, paper, glass and tyres exports
- ii. Reducing total waste generated in Australia by 10% per person by 2030
- iii. Achieving 80% resource recovery from all waste streams using the waste hierarchy by 2030
- iv. Increasing recycled content use by governments and industry
- v. Phasing out problematic and unnecessary plastics by 2025
- vi. Halving organic waste volumes sent to landfill by 2030
- vii. Making data publicly available that supports consumer, investment and policy decisions

- *Western Australian Waste Strategy 2030 and Annual Action Plan*

The Waste Strategy 2030 is the tool helping to implement the Waste Authority objective of transitioning to a “sustainable, low-waste circular economy in which human health and the environment are protected from the impacts of waste.” Two crucial components of the strategy are the waste hierarchy and circular economy.

The Waste Strategy 2030 sets targets which depart from landfill diversion benchmarks to focus on three objectives – avoid, recover and protect. These objectives are intended to deliver a 10 per cent reduction target in waste generation per capita by 2025 and 20 per cent reduction by 2030. The targets to increase material recovery from the existing State rate of 57 per cent to reach 70 per cent by 2025 and 75 per cent by 2030.

The accompanying Action Plan is renewed annually and clarifies specific actions, timelines, lead responsibilities and collaborations to achieve the stated objectives.

Environment - None.

Precedents - None.

Budget Implications

The existing costs of this project are shared amongst 11 of the 12 local government areas in the South West:

Regional Alternative Waste Project Financial Contributors		
• Shire of Augusta - Margaret River	• Shire of Boyup Brook	• Bridgetown - Greenbushes
• Shire of Donnybrook - Balingup	• City of Bunbury	• City of Busselton
• Shire of Capel	• Shire of Collie	• Shire of Dardanup
• Shire of Harvey	• Shire of Nannup	

The Shire of Manjimup maintains a watching brief of the current regional alternatives project although they are not financial contributors at this stage.

The cost and interaction of various waste operations need to be modelled so a variety of scenarios can be assessed. On a regional scale, this will require specialist knowledge that the region does not have. For that reason, expertise from conducting similar studies elsewhere should be sought and applied for consistency and confidence that the SW Region are taking the best approach. These costs are unknown as the size of the work is currently imprecise until scoping work is completed. This will take place as part of the Integrated Waste Management Plan (IWMP) work.

As the complexity of the project continues, detailed economic and governance data will be required to determine a preferred waste development option throughout the region. This means specialist knowledge with expertise in financial modelling and market development will be needed for specific analysis but much of the required data will be attained through the development of a regional integrated waste plan. These costs will be determined on an 'as-needs' basis and a proposal will be agreed by the Group participants.

Baseline costs for this project are approximately \$145,000 per annum divided amongst the members according to the rates percentage contributed by each Council. As of financial year 2020, these percentages are:

LGA	Rates 2019/20	%	\$
Augusta - Margaret River	22,236,881	12	17,400
Boyup Brook	2,761,412	2	2,900
Bridgetown - Greenbushes	4,664,443	3	4,350
Bunbury	39,729,386	22	31,900
Busselton	51,997,844	28	40,600
Capel	13,537,724	7	10,150
Collie	6,227,532	3	43,50
Dardanup	13,716,704	7	10,150
Donnybrook - Balingup	5,072,527	3	4,350
Harvey	21,877,333	12	17,400
Nannup	1,772,136	1	1,450
TOTAL RATES COLLECTED	183,593,922	100	\$145,000

**Table 2: Shows the percentage and values used to designate cost contributions to the project.*

Under this model the Shire of Dardanup's contribution is approximately \$10,150 per annum.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.1.2B] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	[brief explanation of the risk event – or title from report]
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council’s reputation may suffer if it is not involved as part of the Regional Council collective.

Officer Comment

The Regional Options Paper proposes nine recommendations that clarify how greater economies of scale are achievable by driving waste management in the South West towards a cooperative model that reduces the impact of anticipated higher waste management costs in the future. The recommendations are another step towards identifying the life cycle of waste and what risks and benefits impact Councils by shifting the view from waste being a service cost to being a resource. The paper recommends clarifying the costs of new treatment facilities and environmental impacts derived from greater regional coordination, different contract frameworks and cross-boundary operations to attain sub-regional benefits. In full, these recommendations are:

1. That the Group prepares a comprehensive Integrated Waste Management Plan coordinating regional waste assets and operations as a single entity. This is to:
 - a. Identify locations for complex waste treatment facilities;
 - b. Draft community engagement strategies;
 - c. Define responsibilities between Councils including waste ownership boundaries;
 - d. Apportion risk according to the level of engagement.
2. Prepare a Business Plan for the representative entity that clearly defines long term visions, targets, development timelines and proposed expense and revenue projections.
3. Commence planning an ‘Expressions of Interest’ process which focusses on regional Municipal solid waste treatment. The specifications are to enable a variety of service providers to make submissions proposing technologies that may be proven internationally but are yet to be established in Australia. Siting requirements and other supportive needs, for example, access to complementary assets/partners should be included.
4. Establish an Integrated Waste Management Working Group comprising senior technical and operational staff from within the members of the South West Regional Waste Group to formalise and review waste management initiatives for the region.
5. The Group considers formalising a representative entity e.g. a Regional Subsidiary, to equitably represent members in pursuing the recommendations in the Report.
6. That the Group accepts the recommendations in the Report as presented.
7. Provide regional representation to support or conduct contract negotiations on behalf of, or in conjunction with, multiple similarly sized Councils to attain sub-regional economies of scale.
8. Seek funding and institutional support from State and Federal agencies for implementing the recommendations of the Report.

9. That a standardised data collection program commences across the region. The metrics for Local Government Areas to report against are to be consistent and relevant to inform strategic decision-making and allow reliable triple bottom line comparisons. The data is to be relevant to assessing preferable waste operations between Councils. For example, contamination statistics, waste service costs, capital investments, tonnages, community consultation expenditure and bin audits among others.

It is recommended that Council continues to support the regional waste project, investimate does allow Council to keep its finger on the pulse from what is happening regionally with waste and to influence future direction of the group.

In making this recommendation it is acknowledged that the Shire's recent public waste services tender resulted in contacts with private companies that will lock the Shire into a minimum of seven year contracts for its waste services.

The tender process resulted in significant benefits to the Shire which appears would not have been possible if the tender was on a regional scale. The reason for this is that the contactors could tailor the collection services to suite the Shire's needs and as the Shire was at large enough scale it made more economic sense to undertake this specific service for the Shire of Dardanup only.

Whilst there may be broader benefits, economies of scale, there are also additional complexities which may not provide benefit to mediums size players such as the Shire of Dardanup. The recommendation to remain the group it is therefore predicated on the idea of working with the group to find overall economies of scale, particularly for processing of recyclables, waste to energy and other streams of waste, such as e-waste, textiles and the like.

With regards to the concept of establishing a regional management body, be it a regional council, or subsidiary, it is recommended that council consider this further once the integrated waste management plan is prepared. As alluded to in report, it may be possible to become a customer of such a regional body rather than being a participating member, in the same way that the Shire intends to be a customer of the Bunbury Harvey Regional Council for their FOGO processing services starting in October this year.

Economies of scale and a genuine commitment from participating local governments will be imperative for any regional management body to be established. However, until such time as more detail is known and clear benefits to the community is possible it is recommended to proceed with caution. There is also every opportunity that if a regional wide project is feasible, private sector investors may be attracted and longer term contracts could be contemplated.

As such, it is recommended that Council receive the regional options paper and strategic recommendations; and requests the Chief Executive Officer to write to the group outlining Council's intention to remain part of the group, and to express its particular interest in finding regional solutions to landfill such as waste to energy, improved recycle processing and diversion of e-waste, or similar other waste streams.

In supporting the group, the Shire of Dardanup considers that there may be benefit for regional economies of scale, however, the Shire at this point in time is not committed to establishing a regional management body and recommends that the focus of the group for the next 12 months should be on finalizing the integrated waste management plan, inclusive of a business case for a south west waste to plant and a south west material resource recovery facility to improved recycling processes including other waste streams such as e-waste.

Pressures to change

Landfill remains the dominant waste disposal method in the South West. Although economic, the practice of burying Municipal solid waste is now being challenged by State policy, a growing domestic resource recovery market and more cost-effective processing technologies becoming available. Additionally, suitable land for landfill expansion is becoming scarcer, licensing conditions are increasing, and construction costs and legacy environmental responsibilities are becoming major financial risks to local government.

The waste market is currently experiencing significant change resulting from Federal policy and State driven investment in diversion operations. Some local pressures have been triggered from decisions made overseas but there are also south western influences like the diminishing suitability of land available for landfill expansion, considerable costs faced by Councils because of historic waste practices and existing landfills approaching the end of their operational lives.

Social pressure is also increasing as the impact of landfills on the local environment receives greater attention than previously, resulting from a higher public profile and increased government grant allocations to diversion enterprises.

There will continue to be a need for landfills as the transition from disposable products and packaging continues. Strategically, landfills provide a disposal option that can compete in the disposal market place and act as a contingency should preferable diversion technologies fail elsewhere due to natural disaster, insolvency, industrial accidents or other eventuality. Waste from disposal technologies, for example ash from thermal waste to energy, will require 'best-practice' landfills.

Local impacts of State Targets

Consistent with the rest of the State, the south west waste industry is guided by the Western Australian Waste Strategy 2030 (the Waste Strategy) and Annual Action Plan. These documents set clear targets for the State to collectively achieve by 2025 and 2030. Translated into local action, these objectives guide investment into attaining diversion and prevention of waste. The south west already has significant diversion strategies in place. Common diversion streams aside from FOGO include scrap metals, e-waste, chemicals, kerbside recycling and reusable construction and demolition (C&D) waste. FOGO is expected to divert approximately 55% of the total waste fraction collected or deposited at Council facilities.

The State strategies respond to federal pressures such as specific waste streams actions correlating with national waste export bans determined by the Council of Australian Governments (COAG) on specific materials. The rolling COAG waste export bans are planned to commence on these dates:

- 1st of January 2021 for glass
- 1st of July 2021 for mixed plastics
- 1st of December 2021 for tyres
- 1st of July 2022 Single resin plastics (e.g. drink bottles) that are not cleaned and baled
- 1st of July 2024 for mixed paper and cardboard.

As these bans are implemented, finding alternate disposal methods becomes more important so the circular economy policy targets remain attainable. This will have direct impacts on local operations and treatment solutions.

The south west's considerable geographical size, isolation from reuse markets and a heavy reliance on resource industries makes reducing waste processing and diversion costs more challenging but opportunities exist to considerably improve our regional performance. Despite the region's separation from large waste end-markets which can impact investment in waste and recycling, local markets for

construction and demolition (C&D) waste and organics should be managed close to the source of generation for economic and environmental reasons.

Within metro centres, the higher cost of landfilling and waste disposal compared with regional areas, makes investing in diversion technologies a simpler decision. Alternative treatments that outperform disposal costs in regional areas is more difficult but the policy and environmental objectives set by the State make this an imperative. Finding economies of scale is critical to minimise existing disposal costs and meet policy targets. This also has implications for the life cycle of different assets.

Depending on how and when you measure the costs of waste management, different options can be supported. If a local Council includes long term management of waste facilities and potential environmental liabilities in their operations assessment, this will drive the cost of airspace up as fees will be for service and accurately reflect real costs associated with landfill operations.

Responding Effectively as a Region

The complexity of large-scale waste disposal requires a balanced approach that considers all potential options is preferable to choosing one single disposal method. This minimises risk through diversification, is more likely to meet national waste targets and responds to State policy. A mix of disposal options also minimises environmental harm and associated liabilities by isolating potentially harmful methods.

Increasing the diversity on how waste is redirected from landfill builds flexibility as the industry develops, allowing the market to resolve disposal issues for local governments. Incentivising greater private company participation at multiple levels of the waste hierarchy starting with reduce, reuse, recycling/compost and energy recovery from waste lets the market address waste rather than Councils having to come up with options.

Waste disposal at a regional scale should be considered as an integrated system rather than as one single waste stream to be resolved. This fragmentation is driven by the nature of the waste products, its different sources and the variety of disposal options open to Councils. This multi-faceted approach is consistent with previous studies completed for the Group, such as the 'Regional Waste Management Strategy 2015' (RWMS) which clustered waste management technologies to achieve higher diversion rates and capitalise on vertical integration.

There are established frameworks to coordinate regional responses, for example preparing an 'Integrated Waste Management Plan' (IWMP). This framework identifies the components within a waste management system that are required to attain regional economies of scale. Coordinating waste management regionally simplifies the management of waste to protect human health and the natural environment. The process requires evaluating local conditions and needs before choosing, mixing and applying the most suitable solid waste management treatments, using the Waste Hierarchy to determine regional expenditure priorities.

Alternative treatment solutions are assessed within the system so facilities can be placed for maximum regional benefit. Some of these services may include reuse shops, recycling stations, repair centres, thermal waste-to-energy (WTE), anaerobic digestion plants (AD) as well as other treatments as appropriate. Adjusting the community's role to be more participatory in waste management must be central when developing the plan as households are critical in determining the success and efficiency of a service.

Each local government or sub-region (two or more shires) can assist in coordinating services within a regional waste processing context. Locally managed initiatives include:

- Transfer Stations,
- Green waste mulching,

- Local waste groups driving community action, and
- C&D waste processing.

These services would continue being managed by each LGA however, a regional contract for the procurement of the services should be considered by the South West Group to reduce costs.

Effective support for regional assets comes from nurturing community participation. Regionally coordinated programs provide consistency, leading to trust and participation. These initiatives may include education, monitoring, enforcement and efficiency of facilities among others. Better understanding and involvement by the public results in lower contamination rates through greater ownership, so coordinating different services to maximise their impact is important. Regionally managed initiatives may include:

- Implementing an integrated waste education program,
- Supporting local waste groups,
- Providing local messaging,
- Bin audits, and
- Influencing commercial practices.

Large scale treatment facilities can divert significant waste volumes from landfill. Providing regional infrastructure may include Material Recovery Facilities (MRFs), Waste-to-Energy facilities and logistics. By working at a regional scale, outputs from these facilities may be managed elsewhere. At a strategic level, landfills should be maintained but reducing the volumes going to these facilities means they will not be necessary in each shire. In addition to the greater economies of scale, best practice landfills can provide long-term waste disposal security.

Technology Development

The Market Sounding completed in 2021 identified proven technological solutions such as gasification, pyrolysis, biological waste-to-energy plants, composting and direct company-to-company resource trading that were worth pursuing in the South West. The volumes produced regionally were commercially viable with the right separation and contamination activities but each technology had different conditions to succeed. Determining the most suitable solution requires in-depth economic modelling and an open market was the best way to attract appropriate skills.

The market sounding process also established business relationships between the Group, State Government, technology providers and emerging companies. During interviews, discussions and written correspondence, more companies than those which responded stated their willingness to participate in a procurement process which could result in operational contracts such as an Expression-of-Interest (EOI) or Tender process.

Privately managed waste disposal operators are generally aware of the changes affecting long term landfilling and the significant capital investments needed to change existing practices. The long contracts that are needed to attain suitable cost to benefit ratios from these investments are required then to attract investment but can alternatively challenge local innovation and suppress growth of a viable reuse market. For example, a single disposal technology chosen for the next 25 years may be superseded before the returns on investment can be realised.

Establishing a Separate Management Entity

The complexity of administering a regional waste plan, aligning operations to targets, negotiating contracts, community messaging and other tasks associated with developing the waste system requires

dedicated personnel. A theme acknowledged in previous reports included separating these waste operations from other Council operations. A separate entity provides considerable advantage to the local waste sector by creating a limited, manageable risk framework.

The cost of continuing current waste disposal practices i.e. 'business as usual', is expected to rise as State policy diverts more waste away from landfill without significant operational cost decreases as well as sites becoming more expensive to develop with new licence conditions. Added to these direct costs are the indirect costs of transitioning to transfer stations, potential introduction of a waste levy, increased transport costs and ongoing environmental monitoring/remediation costs associated with unlined cells.

The rising costs of waste management, changes in market innovation, loss of proactive pricing, inability to capture lost value from waste streams and changing social attitudes suggest that business as usual is not the most effective means to continue operating.

Plan for 2021/22

Should Council acknowledge the 'Regional Options Paper and Strategic Recommendations', the work plan for the forthcoming year will be determined by the recommendations. Councils can expect to see:

- Preparation of an Integrated Waste Management Plan including an audit of municipal waste facilities throughout the region,
- Scenario modelling of alternative disposal methods and their costs using a long term development outlook,
- Assembly of a technical group comprising waste managers from within Councils providing operational advice on proposed initiatives,
- Scoping an 'Expression of Interest' requesting market driven solutions in diverting municipal solid waste disposal from landfill allowing scope to consider recycling and FOGO processing,
- A standardised data protocol allowing comparisons between Council datasets to underpin informed regional decisions across the region.

Maintaining momentum in this project continues the foundation work in determining a suitable regional response to waste disposal pressures with local benefits. Should the 'Regional Options Paper and Strategic Recommendations' be acknowledged and the project continue, then a measured but defined series of outcomes than will allow Councils to make local decisions consistent with regional outcomes.

Participation in this Group allows access to relevant information and negotiating power in sub-regional negotiations to attain economies of scale. Members should start seeing financial benefits of participation as operational contracts are shared for the benefit of members. Regional representation will link Councils more effectively and seek cooperation between members wherever possible.

Conclusion

The Group recognises that continued individual waste management reduces negotiating power for sub-regional contracts and increases costs. Coordinating operational assets using a separate entity is likely to achieve greater diversion and more effective education programs at an overall lower cost.

Given the trend of waste management growth in Western Australia over the previous 15 years, strategic partnerships with private industry and growing the local economy will spread risk and reduce overall costs for Councils in the Region. Councils cooperating with investments will benefit from services being provided that are beyond the scope of an individual Council. More complex treatment processes underpinned by a comprehensive community engagement strategy and coordinated procurement policy can further reduce waste volumes through building a regional waste economy.

Proposed treatments need to be underpinned by strong, consistent community messaging that plays a significant role in managing community participation and reduction in contamination.

A comprehensive waste management plan views regional operations holistically, providing greater flexibility and diversity in waste management. With the existing State and Federal support for waste processing growth, it is now time to seek alternate methods for disposal. An Expressions of Interest process focussing on processing Municipal solid waste can be an effective tool that opens the region to a wider pool of service providers. Crafted skilfully, the specifications can capture economic long term solutions that in some areas have developed local economies focussed on reusing materials previously considered valueless.

Timeline for Implementation of Officer Recommendation

Should the Council acknowledge the 'Regional Options Paper and Strategic Recommendations', a new annual scope of works and milestones will be developed within July 2021.

Chief Executive Officer Comment

It is recommended that Council continues to support the Regional Waste Project. The investment does allow Council to keep its finger on the pulse on what is happening regionally with waste and to influence future direction of the group.

In making this recommendation it is acknowledged that the Shire's recent public waste services tender resulted in contracts with private companies that will lock the Shire into a minimum of 7 year contracts for its waste services.

The tender processes resulted in significant benefits to the Shire, which appears would not have been possible if the tender was on a regional scale. The reason for this is that the contractors could tailor the collection services to suit the Shire's needs and as the Shire was at a large enough scale, it made more economic sense to undertake a specific service for the Shire. Whilst there may be broader benefits with economies of scale, there are also some additional complexities, which may not provide benefit to medium sized players such as the Shire of Dardanup.

The recommendation to remain in the Group is therefore predicated on the idea of working with the group to find overall economies of scale particularly for processing of recyclables, Waste to Energy and other streams of waste such as e-waste, textiles and the like.

With regards to the concept of establishing a regional management body, be it a regional Council or Regional Subsidiary, it is recommended that Council consider this further once the integrated waste management plan is finalised. As alluded to in the report, it may be possible to become a customer of such a Council or body, rather than being a participating member. This would be similar to how the Shire intends to be a customer of the Bunbury Harvey Regional Council for the FOGO processing starting in October.

Economies of scale and a genuine commitment from participating local government will be imperative for any regional management body to be established. However, until such time as more detail is known and clear benefits to the community is possible, it is recommended to proceed with caution. There is also every opportunity that if a regional wide project is feasible, private sector investors may be attracted and longer term contracts could be contemplated.

As such it is recommended that Council receives the Regional Options Paper and Strategic Recommendations, and requests the Chief Executive Officer to write to the group, outlining Council's intention to remain part of the group, and to express its particular interest in finding regional solutions to landfill such as Waste to Energy, Improved Recycling processing and diversion of e-waste and similar other waste streams. In supporting the Group the Shire of Dardanup considers that there may be benefit

for regional economies of scale however, the Shire at this point in time is not committed to establishing a regional waste management body and recommends that the focus of the group for the next twelve months should be on finalising the Integrated Waste Management plan inclusive of a business case for a South West Waste to Energy Plant and a South West Materials Resource Recovery Facility to improve recycling processing including other waste streams such as e-waste.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Receives the Regional Options Paper and Strategic Recommendations document [Appendix ORD: 12.1.2A], delivered as part of the South West Regional Waste Group (the Group) to guide ongoing work in finding regional solutions that divert waste from landfills; and**

2. **Requests the Chief Executive Officer writes to the Group noting the following:**

“That the Shire of Dardanup at this point in time is not committed to establishing a regional management body; and recommends that the focus of the Group over the next 12 months should be on finalizing an Integrated Waste Management Plan, inclusive of a business case for a South West Waste to Energy Plant and a South West Material Resource Recovery Facility to divert waste from landfill and to improve recycling processes including other waste streams such as e-waste.”

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

12.2.1 Title: Single Dwelling R-Code and Local Development Plan Setback Variation – Lot 1156 (No. 33) Primrose Vista, Millbridge

Reporting Department:	<i>Sustainable Development Directorate</i>
Reporting Officer:	<i>Mrs Suzanne Occhipinti – Senior Planning Officer</i>
Legislation:	<i>Planning and Development Act 2005</i>
Applicant:	<i>WA Country Builders on behalf of B and P Van Zyl</i>
Attachments:	<i>Appendix ORD: 12.2.1.A – Application Details Appendix ORD: 12.2.1.B – Submission Appendix ORD: 12.2.1.C – Risk Assessment Appendix ORD: 12.2.1.D – Local Development Plan</i>

Overview

The purpose of this report is for Council to consider approving an application for development approval for a 'Single Dwelling' on Lot 1156 (No. 33) Primrose Vista, Millbridge. The application is seeking a variation to the R-Codes for a garage wall with a nil setback to the side boundary and a variation to the Local Development Plan (LDP) for the primary frontage setback.

Officers do not have delegation for determining applications for development approval where a relevant planning objection has been received that cannot be addressed or mitigated through conditions, and therefore this report is presented to Council for determination. Officers are recommending approval with conditions.

Background

The Shire has received an application for development approval for a 'Single Dwelling' on Lot 1156 (No. 33) Primrose Vista, Millbridge from WA Country Builders on behalf of the owners B and P Van Zyl. The subject land is located at the cul-de-sac end of Primrose Vista and adjoins the Miller's Creek Reserve to the north-west. A public walkway in the Reserve sweeps around the outside of the Primrose Vista cul-de-sac lots. There is a dwelling under construction on the adjoining Lot 1000 to the south and the adjoining Lot 1155 to the north-east is vacant.

Location Plans



Proposal

The application is seeking a variation to the R-Codes for a garage wall to the side boundary from the prescribed 1m to a nil setback. Additionally the application is seeking a variation to the LDP that applies to the subject land for a reduced primary frontage setback for a small portion of the dwelling from the prescribed 6m to 3m. Please refer to [Appendix ORD: 12.2.1A] for details of the application. The outline of the proposal is as follows:

Greater Bunbury Region Scheme	Urban Zone
Town Planning Scheme No. 3	Development Zone
Structure Plan/Precinct Plan	Garden of Eaton Local Structure Plan – Designated as ‘Residential R10’
Use Class and Permissibility	Single Dwelling – ‘P’ use
Lot Size	1,063m ²
Existing Land Use	Vacant
State Heritage Register	No
Local Heritage	No
Bushfire Prone Area	Yes, however the bushfire planning requirements do not apply as the lot is less than 1,100m ²

Legal Implications

The applicant has the right of review by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005* should Council refuse the application, or if the application is approved, with respect to conditions.

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 at its meeting held on the 8th of August 2018 [255-18] approved a variation to an LDP to alter the specified location for a garage on Lot 8 Wandoo Way, Eaton.

Council at its meeting held on the 17th of April 2019 [86-19] approved a variation to the R-Codes for a garage with a nil side boundary setback on Lot 1519 (24) Denison Link, Millbridge.

Consultation

As the application is seeking a nil setback to the side boundary it was advertised to the adjoining Lot 1155 in accordance with the R-Codes and Council Policy ‘SDev CP505 – Public Consultation’. The proposed variation to the LDP for a reduced primary frontage setback was not part of the advertising as it is considered that the variation would not affect the adjoining properties.

The owners of Lot 1155 submitted an objection to the application. Please refer to [Appendix ORD: 12.2.1B] for a copy of the submission. The following table summarises the key issues raised and officer comments are provided in response to the matters raised.

Issue Raised	Officer Comments
<i>A house plan should be designed to suit the block not designed to necessitate the 'bending' of building guidelines to fit the block.</i>	The R-Codes specifically allow for variations to be considered against the 'design principles'.
<i>We were always aware that a house may be built 1m away from our boundary and accept that there may only be 2m separation along some parts of the boundary.</i> <i>We don't accept a 1m separation for 6m in length as this will in effect be a tunnel on our property.</i>	The common boundary between the subject land and Lot 1155 is some 45.65m long. The nil setback would only occupy 6m (or 13% of the boundary). The primary orientation of the lots face Miller's Creek and the variation is proposed to the front of the land along Primrose Vista.
<i>Will this set a precedence for approving a garage walls on the other (eastern) boundary on Lot 1154 and have our block walled in.</i>	Lot 1154 has a different R-Code (R20) and could potentially have a boundary wall 'as of right'. Where an application for development approval is required it will be assessed against the design principles of the R-Codes. It is important to note however that the LDP designates a 16m long outbuilding area on the eastern boundary of objector's lot. If an outbuilding were to be constructed on the objector's lot, it is unlikely that a boundary wall on Lot 1154 would have any adverse impacts. As no applications on either Lot 1155 or Lot 1154 have been lodged at this time it is unclear how the lots will eventually be developed.

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: 12.2.1C] for the full assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Refusal of an application for development approval.
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	Financial Should Council refuse the application, and the proponent seek a review of that decision, there is likely to be a financial impact through the State Administrative Tribunal process.

Officer Comment

The planning framework that the application has been assessed against is as follows.

Residential Design Codes (R-Codes)

The R-Codes provide a comprehensive basis for the control of all residential development throughout Western Australia. Where a proposal does not meet the 'deemed-to-comply' provisions of the R-Codes and proposes to address a 'design principle' a judgement of merit must be exercised.

Under the design element '5.1.3 Lot boundary setback' the relevant deemed-to-comply provision requires buildings with no major openings, a wall length of 9m or less and height of 3.5m or less to be setback 1m from the boundary. The application proposes a nil setback on the north-eastern boundary for a 6m long, 2.7m high garage wall with no major openings and as such needs to be assessed against the design principles.

The design principles for design element '5.1.3 Lot boundary setback' states:

P3.1 Buildings set back from lot boundaries or adjacent buildings on the same lot so as to:

- *reduce impacts of building bulk on adjoining properties;*
- *provide adequate direct sun and ventilation to the building and open spaces on the site and adjoining properties; and*
- *minimise the extent of overlooking and resultant loss of privacy on adjoining properties.*

P3.2 Buildings built up to boundaries (other than the street boundary) where this:

- *makes more effective use of space for enhanced privacy for the occupant/s or outdoor living areas;*
- *does not compromise the design principle contained in clause 5.1.3 P3.1;*
- *does not have any adverse impact on the amenity of the adjoining property;*
- *ensures direct sun to major openings to habitable rooms and outdoor living areas for adjoining properties is not restricted;*
- *positively contributes to the prevailing or future development context and streetscape as outlined in the local planning framework.*

It is important to acknowledge that the proposed setback variation is from 1m to nil and is along a boundary which is some 45.65m long. The nil setback would only occupy 6m (or 13% of the boundary), will be located at the very front of the land and is therefore considered to have minimal impact on the adjoining property. The primary orientation of the adjoining lots face onto Miller's Creek and the 'larger' size of the adjoining lots (in excess of 1,000m²) will ensure adequate sun and ventilation is maintained.

As the wall has no major openings and the adjoining lot is vacant, there is considered to be no overlooking or loss of privacy. The narrow frontage of the subject land (only 8m wide) limits the extent to which a garage can be located and the proposed nil setback allows greater use of the land for outdoor living areas.

The R-Codes stipulate when exercising a judgement of merit, regard must be given to any relevant objectives of the local planning scheme.

Town Planning Scheme No. 3 (Scheme)

The subject land is zoned 'Residential' under the Scheme and the relevant objectives are:

- *To achieve a high standard of residential development in accordance with contemporary planning and development practice for the benefit of the community.*
- *To enhance the character and amenity of residential areas.*

The design of the dwelling is considered substantial and is in keeping with the overall character of the locality and in particular the design of similar houses that front onto Miller's Creek.

Local Development Plan (LDP)

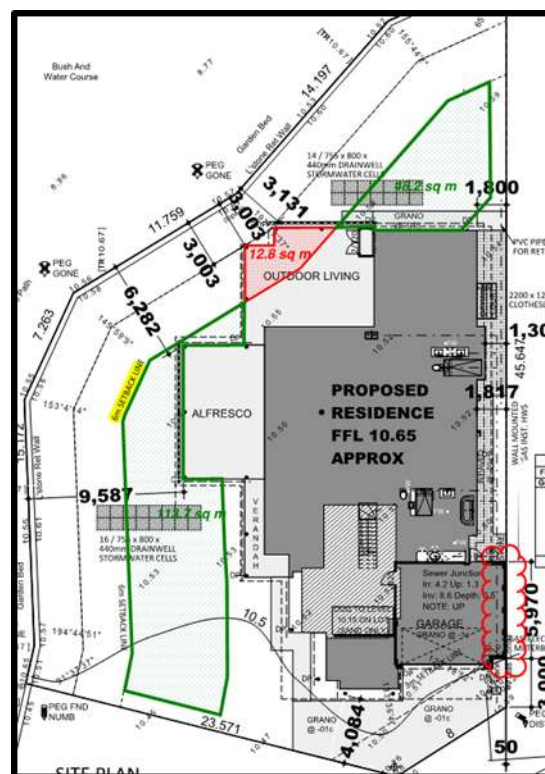
The 'Millbridge Private Estate Peninsula Creek Lots' LDP applies to the subject land and sets out site and development standards as follows:

- The Reserve boundary is the 'primary frontage' with a minimum 6m setback.
- Fencing standards along the primary and road frontage.
- Designated outbuilding areas.
- 3m setback from Primrose Vista.

Please refer to [Appendix ORD: 12.2.1D] for a copy of the LDP.

The application is seeking a variation to the primary frontage setback for a small portion of the dwelling, from the prescribed 6m to 3m. Under the *Planning and Development (Local Planning Schemes) Regulations 2015* the local government must have due regard to, but is not bound by, a LDP when deciding an application for development approval.

An open alfresco and outdoor living area is proposed 3m from the Reserve boundary, with an encroachment of 12.8m² into the 6m setback area (as shown in red in the plan below). The area in green illustrates the area that the dwelling is setback at over twice the 6m setback distance (i.e. 12m). The compensating area is approximately 161m² and is more than 12 times the size of the encroachment.



The outdoor living area is single storey and has no solid walls, only a roof and posts. The building 'bulk' is considered minimal given this open nature. When viewed from the adjacent Reserve the encroachment would not significantly detract from the visual amenity especially given that the greater part of the dwelling, and in particular its walls, are located well in excess of the 6m setback.

It is evident that the LDP has an intent to retain an open setting facing the Miller's Creek Reserve that is free of buildings, solid fences and other obstructions, and to allow passive surveillance to and from

Reserve and footpath. The primary orientation of the adjoining lots face onto Miller's Creek, and it is reasonable to expect that houses will be designed to maximise this outlook.

The encroachment is centrally located along what is essentially the 'rear' of the property and does not adjoin any properties. It is only a minor encroachment and retains an open setting to the Reserve whilst allowing for greater passive surveillance.

Conclusion

The design is responsive to the size and geometry of the site and achieves a high contemporary standard of development. The variations sought to the setbacks are minor in nature and are not considered to have any detrimental impacts on adjoining properties. Officers consider the proposal complies with the intent of the LDP and meets the relevant design principles in the R-Codes.

It is considered that the application complies with the requirements of orderly and proper planning and as such it is recommended that Council conditionally approve the application.

The *Planning and Development (Local Planning Schemes) Regulations 2015* states that the local government is to be taken to have refused to grant the development approval if it has not made a determination within 60 days of receipt of the application, (in this instance being the 14th of June 2021). However the applicant has agreed to an extension for Council to determine the matter at this meeting.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council approves the Application for Development Approval for a 'Single Dwelling' on Lot 1156 (No. 33) Primrose Vista, Millbridge under the Shire of Dardanup Town Planning Scheme No. 3 subject to the following conditions:

1. **All development must be carried out in accordance with the approved plans and drawings listed below which form part of this approval, including any amendments to those plans and drawings as shown in red, unless with the written consent of the Shire:**
 - **Site plan, Drawing No.P1 of 6, dated 15 Dec 2020;**
 - **Ground Floor plan, Drawing No.P2 of 6, dated 27 May 2021;**
 - **Upper Floor plan, Drawing No.P3 of 6, dated 27 May 2021;**
 - **Southern and North-western Elevations, Drawing No.P4 of 6, dated 27 May 2021;**
 - **North Eastern Elevation, Drawing No.P5 of 6, dated 27 May 2021; and**
 - **Perspective drawing, Drawing No. P6 of 6, dated 27 May 2021**

Except that, in the event of an inconsistency between the approved plans and a requirement of the conditions set out below, the requirement of the conditions prevail.

- 2. All stormwater from the approved building and hardstand areas must be contained on site at all times, as indicated on the approved plan and in accordance with the Shire's specifications in Council Policy 'CP060 – Stormwater Discharge from Buildings', to the satisfaction of the Shire.**

- 3. Prior to the approved use/development commencing, a vehicle crossover is to be constructed to the specification of Council Policy 'CP050 – Crossovers in Townsites and Rural Areas', unless otherwise advised by the Shire in writing, and must be constructed to the satisfaction of the Shire.**

12.2.2 Title: Regional Climate Alliance Program

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Susan Oosthuizen - Director Sustainable Development</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.2A – Regional Climate Alliance Program Application Guidelines</i> <i>Appendix ORD: 12.2.2B – Draft EOI Application</i> <i>Appendix ORD: 12.2.2C – Risk Assessment</i>

Overview

The Western Australian Local Government Association (WALGA) is inviting Local Governments to submit an Expression of Interest (EOI) to establish a climate alliance under the Regional Climate Alliance Program, for climate adaptation and mitigation projects prone to application guidelines [Appendix ORD: 12.2.2A]. Currently the Shire forms part of the Peron Naturalist Partnership (PNP) and the intention is that an application be submitted to WALGA to form a Regional Climate Alliance with the 8 local government areas (LGA's) of the PNP including the Shire of Augusta-Margaret River, but excluding the Perth Council's as they don't form part of this round of grants.

The PNP submitted an EOI [Appendix ORD: 12.2.2B] on behalf of the participating South West Region (SW) local governments on the 21st of June 2021, as the closing date has already passed, the Chief Executive Officer signed a letter of 'in-principle' support for the Shire of Dardanup to participate.

Officers are recommending that Council ratifies the course of action for the Chief Executive Officer's in-principle support to join the Regional Climate Alliance Program, together with neighbouring local governments.

Background

WALGA is inviting Local Governments to submit an EOI to establish a climate alliance under the Regional Climate Alliance Program. The Program is an initiative under the State Government's Western Australian Climate Policy and aims to support regional Local Governments to take action on climate change, energy and sustainability through regional partnerships. A climate alliance is a group of three or more neighbouring Shires who share common climate action objectives.

The Department of Water and Environmental Regulation (DWER), the lead agency for the initiative, has partnered with WALGA to administer the Program. WALGA will manage the program and will be available for two pilot Regional Climate Alliances with joint oversight from DWER, the Department of Local Government, Sport and Cultural Industries (DLGSC), and WALGA.

Program funding will support employment of a Regional Climate Alliance Coordinator within each of the two Alliances established. Funding will also be available to the Alliances to deliver climate adaptation and mitigation projects through a competitive grant process.

The Program aims to pilot the Alliance model in Western Australia and demonstrate how collective action, at a regional level, can enable Local Governments to overcome current capacity limitations and accelerate the delivery of climate change responses.

Common barriers to the implementation of climate change planning and actions within Local Government include lack of resources, expertise, and competing priorities. Regional alliance models established in South Australia and Victoria have been found to be an effective way to overcome some of these barriers.

These alliances have also demonstrated that jointly addressing climate change can result in positive environmental outcomes and reduction in current and future operating or capital costs. Since 2001, the State of Victoria has established nine Local Government climate alliances (Victorian Greenhouse Alliances) that cover 79 Local Government areas.

Legal Implications

It is anticipated that net zero targets will soon move from an aspiration to a legislative requirement. This is already the case in Victoria, South Australia and the Australian Capital Territory, and it is likely that other states will follow.

It is also expected that, with changes in international politics and greater consensus on the need to act urgently on climate, this year's climate conference in Glasgow is likely to see significantly more ambitious international targets and commitments. This project will accelerate the Shire's progress towards net zero emissions

Strategic Community Plan

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

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

Strategy 2.1.4 - Be Climate Change Aware. (Service Priority: Moderate)

Strategy 2.2.1 - Conserve Natural Resources including the use of water, energy and other natural resources. (Service Priority: High)

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

Environment

The proposal has the potential to further accelerate climate adaptation and mitigation.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Regional Climate Alliance Program
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).		
Risk Category Assessed Against	Environment	To be More Climate Aware to reduce the impacts for Future generations
	Financial	By not registering an expression of interest, the Shire would waive the potential to access significant funding for climate action projects.

Officer Comment

Currently, the Shire forms part of the PNP through a MOU with 9 other local governments across the region. The PNP submitted an EOI to WALGA on the 21st of June 2021 to form a Regional Climate Alliance under the umbrella of the PNP with the 8 LGA's including the Shire of Augusta-Margaret River (AMR), but excluding the Perth Council's as they don't form part of this round of grants. As the closing date has already passed, the Chief Executive Officer signed a letter of 'in-principle' support for the Shire of Dardanup to participate.

There is \$420,000 available for two pilot Regional Climate Alliances with joint oversight from DWER, the Department of Local Government, Sport and Cultural Industries (DLGSC), and WALGA.

Program funding is to support the employment of a Regional Climate Alliance Coordinator within the established Alliances and will also allow for the delivery of climate adaptation and mitigation projects through a competitive grant process. The AMR is currently employing a PHD Climate Change officer which the other regional Council can leverage from if an Alliance is formed.

The Program aims to pilot the Alliance model in Western Australia and demonstrate how collective action, at a regional level, can enable Local Governments to overcome current capacity limitations and accelerate the delivery of climate change responses. There are common barriers to the implementation of climate change planning and actions within Local Government include lack of resources, expertise, and competing priorities.

Applying to be part of this project will help to accelerate climate action locally and regionally by overcoming some of the capacity limitations through pooling of resources and access to additional resourcing from State Government. This project provides the opportunity to drive climate action beyond the boundaries of the Shire. The establishment of these alliances have demonstrated that jointly addressing climate change can result in positive environmental outcomes and reduction in current and future operating or capital costs. As an alliance of SW regional councils the vision for the Alliance will be to be a 'Carbon Neutral Coast' and our shared climate priorities as outlined below, if funding is received these priorities will be refined and the top priority will be implemented using the funding:

Transport Emissions

Transport is a huge part of Councils and community emissions profiles for regional councils. One important solution to this is the rollout and uptake of electric vehicles (EV's) and other alternative fuels such as hydrogen. For example, we see significant potential for our Alliance to work collaboratively and strategically to design and implement a network of EV charging stations across our region. As Local Governments we could also support the community through hosting bulk buy EV events, and act as leaders by rapidly transitioning our own fleets to EV. Collaborating on this project enables strategic and efficient placement of EV charging stations, it will also ensure consistency of signage and instructions for users across the region, and it cuts costs on installation and community education. Taking this collective action will also empower us to be vocal advocates for EV policies at a State Government level.

Planning and Infrastructure

Knowing that infrastructure and the built for accounts form a significant portion of our emissions and is also an area that Local Governments can have large influence over, working to decarbonise buildings, street lighting and other infrastructure across our community is perhaps one of the easiest and most urgent steps to take. We are interested in a region-wide roll out of LED street lighting. We are also interested in developing planning policies that support energy efficiencies, canopy targets and carbon neutral standards in existing and new buildings across our operations and in our communities. We envisage great potential in collaborating to develop this policy work. We also see potential in implementing demonstration projects that deploy renewable energy and active energy management on Local Government assets, purchasing an e-tool to measure and assess the embodied and operational carbon in buildings in different planning priorities across our Local Governments, and rolling out training and education programs for staff, builders, designers and our community.

Community Engagement/Outreach

One of the biggest challenges in being able to set targets and achieve progress towards net zero for Local Government Areas is the community emissions profile. We have identified that engaging, educating and supporting our communities - businesses, residents and community groups - is a critical part of our journey to net zero. We see significant opportunities here in our region in the areas of regenerative agriculture and eco-tourism. Pooling resources and learning from existing projects in Australia such as the Hepburn ZNET project, would greatly improve engagement outcomes.

Conclusion

The SW Region, by working collaboratively to become a connected and resilient region, on a journey to decarbonise and reach net zero emissions as rapidly as possible will help build the sustainability of our region. By supporting the submission of an EOI does not commit the Council and it can withdraw once the program has been formed up and funding has been confirmed. A further report will be brought back to Council if the funding is secured and once the Alliance has finalised the program for consideration.

Officers are recommending that Council notes that the Chief Executive Officer has already granted in principal support on behalf of the Shire of Dardanup for the Shire to join the Regional Climate Alliance Program and supports this initiative.

Council Role - Advocacy.

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 notes that the Chief Executive Officer has already granted in principal support on behalf of the Shire of Dardanup for the Shire to join the Regional Climate Alliance Program and supports this initiative.

12.2.3 Title: In-Kind Financial Request from Dardanup Heritage Collective

Reporting Department:	<i>Sustainable Development Directorate</i>
Reporting Officer:	<i>Ms Melanie Ring – Place & Community Officer</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.2.3 – Risk Assessment</i>

Overview

The purpose of this report is for Council to consider the request for in-kind support from the Dardanup Heritage Collective.

Background

A cash and in-kind request for support was received from the Dardanup Heritage Collective through the most recent Community Grants round. At its 28th of April 2021 Ordinary Council Meeting, Council considered the request and resolved (123-21):

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

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

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

The application for funding from the Heritage Council has since been approved, and there has also been a State Government election commitment grant toward the project. This agenda item addressed point two of the aforementioned resolution.

Legal Implications - None.

Strategic Community Plan

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

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

Strategy 3.3.2 - Support volunteer groups within the Shire of Dardanup. (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)

Environment - None.

Precedents - None.

Budget Implications

The cost to Council to install the signs has been estimated at \$5,613. If approved, the cost would be paid from 2021/22 Community Grants budget (GL1119504) which is currently included in the draft Annual Budget at \$50,563.

There would therefore be \$44,950 remaining to support other community groups and projects via the community grant program.

Budget – Whole of Life Cost - None.

Council Policy Compliance - SDev CP044 – Community & Event Grants Policy

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	In-kind funding request from Dardanup Heritage Collective
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council's reputation could be impacted dependant on their decision on recipient's application for in-kind support from the Shire.

Officer Comment

The Dardanup Heritage Collective are a newly incorporated group who is seeking to establish a heritage trail throughout Dardanup. The group have been proactive in obtaining various funding opportunities in relation to the proposed heritage trail project. As the group were not incorporated at the time of application, the Shire auspiced their application to the Heritage Council and State Election Commitment funding and Officers will work with the group to deliver the project.

The following funding has been secured;

Funding Body	Status	Requested	Funded
Shire of Dardanup Level 3 Community Grant	Successful	\$3,286.00	\$3,286.00
Heritage Council	Successful	\$19,399.00	\$16,592.50
State Government Election Commitment	Successful	-	\$30,000.00
Wespine Community Grant	Successful	\$3,000.00	\$3,000.00
TOTAL FUNDING RECEIVED			\$52,878.50

The group applied for a Level 3 Community Grant in Round 2, 2020/21. Council granted the cash component of the grant application, however the in-kind request of \$5,613 was deferred for further consideration once the outcome of the Heritage Council grant was known.

The in-kind component of the grant application requested the assistance from Shire staff to install heritage trail signs (10 small interpretive signs and 2 larger signs explaining the trail) in and around Dardanup.

The actual cost to Council for staff to install the signs is estimated at \$5,613 but is dependent on the final number of signs, dimensions, and locations selected. It is suggested that the sign writer contracted to produce the signs can also install the signs, with the costs to be paid through the funding secured to date by the Dardanup Heritage Collective. This would result in the full budget for 2021/22 Community Grants being available to support other community groups through the competitive application process set-out in SDev CP044 – Community & Event Grants Policy.

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. Writes to the Dardanup Heritage Collective congratulating them on securing the funding; and**
- 2. Informs the Dardanup Heritage Collective that it does not support the in-kind support request for the installation of Heritage Trail signage.**

By Absolute Majority

12.2.4 Title: Town Team WA State Conference Sponsorship Request

<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: 12.2.4A – Town Team Sponsorship Prospectus</i> <i>Appendix ORD: 12.2.4B – Risk Assessment</i>

Overview

The purpose of this report is for Council to consider a request for regional event sponsorship from Dalyellup Collective and O'Neill Events on behalf of the 2021 *Town Team WA State Conference* being held primarily in Bunbury from the 13th – 15th of August 2021.

Background

On the 29th of July 2020, Council adopted the new Community & Events Grants Policy (SDev CP044) which saw the addition of funding allocated for Regional Events being held within the Shire. The grants are available for events held within the Shire of Dardanup that;

- Results in an economic impact to the Shire by way of increasing visitor numbers and expenditure;
- Attracts media coverage that raises the profile of the region as a tourist destination;
- Involves and inspires the local community;
- Improves the vibrancy and vitality of the Shire of Dardanup;
- Supports job creation; and
- Highlights and profiles the unique features of the place and/or Shire.

This is the first event sponsorship request received from Dalyellup Collective, O'Neill Events and the Town Team Movement in relation to the upcoming conference.

Legal Implications - None.

Strategic Community Plan

Strategy 3.1.2 - Promote Creative Participation by supporting the development of opportunities for artists and creative minds. (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 - None.

Precedents

To date, Council has approved five sponsorship requests through the Tourism and Events Grant Scheme for the current financial year (2020/21), totalling a \$24,100. These are:

- | | |
|--|----------|
| • Business South West Connect - Business SW Excellence Awards 2020 | \$5,000 |
| • Ferguson Valley Marketing – Lost & Found Event | \$10,000 |
| • Dardanup Horse & Pony Club – One day event | \$3,000 |
| • Dardanup Art Spectacular | \$3,100 |
| • Bunbury Geographe Economic Alliance - SW Job Skill Forum | \$3,000 |

Budget Implications

The sponsorship request received from the event organiser did not stipulate an amount requested, however the prospectus provides details on the levels of sponsorship available:

Package Name	Cost of Package
Custom Sponsor Package	Cash or in-kind support
Sponsor	\$2,500 cash or in-kind support
Major Sponsor	\$5,000 cash or in-kind support
Presentation Partner	\$15,000 cash or in-kind support

For full explanation of the sponsorship packages, please refer to [Appendix ORD: 12.2.4A].

Correspondence from the event organiser states that the City of Bunbury, City of Busselton and Shire of Capel are sponsors of the event, totalling \$15,000.

The remaining budget for the 2020/21 Tourism and Events Grant budget is \$900. If Council wish to support the sponsorship request, the funding would be charged to the 2021/22 funding which is beyond the deadline for inclusion of the Shire of Dardanup as a sponsor in printed promotional material. The Tourism and Events Grant budget in 2021/22 is expected to be \$35,000 (subject to the Annual Budget being adopted) and includes funding the Bull and Barrel Festival at \$5,000; Dardanup Art Spectacular at \$7,100; Eaton Foreshore Festival at \$3,000; SW Business Awards at \$5,000; and others on application with \$14,900 remaining unallocated.

Budget – Whole of Life Cost - None.

Council Policy Compliance

The sponsorship request is compliant with Council Policy SDevCP044, specifically under one criteria of the aforementioned policy; involves and inspires the local community.

Risk Assessment

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

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Town Team Sponsorship Request
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council's reputation could be impacted dependant on their decision on recipient's application for sponsorship from the Shire.

Officer Comment

The Town Team WA State Conference focuses on place-making and place activation, however the request for sponsorship as a first sponsorship option is in relation to the breakout sessions and naming rights of these sessions. One of the four planned breakout sessions that the event organiser has

expressed interest for the Shire to sponsor is a paint and sip activity dedicated to promote the Ferguson Valley. Held at the Bunbury Regional Art Gallery, attendees will paint a Gnome with a South West artist present (Gnome will later be taken to Gnomesville) whilst sipping on some Geographe wines.

Whilst the breakout session may attribute to recognising businesses from the Ferguson Valley wine region, the activity does not have a substantial focus on the main funding criteria in relation to the Regional Event Grants criteria. The deadline for inclusion in the printed promotions has passed, therefore the Shire's recognition would be limited to online only. Additionally, sponsorship of the conference does not guarantee that members of the Shire's Advisory Groups will be in attendance and benefit from the place-making topics.

To allow a greater benefit for the Shire particularly given the place-based approach recently adopted Council could, instead of sponsoring the conference itself, a second option would be that Council consider supporting the attendance of one member from each Advisory Group to attend the Town Team State Conference. The attendees will then be in a position to learn from the place-making topic and bring the knowledge back to the Place Advisory Groups for application within our Shire. Ticket prices are yet to be confirmed, however it is estimated that a 'combo' ticket would cost approximately \$400 per person for the three-day conference. With five place-based advisory groups, there would therefore be an estimated cost of \$2,000 which could be funded through the 2021/22 Place Making budget (J11917).

A third and the preferred option which officers are recommending Council consider is to host the Town Team Movement organisation for an interactive and tailored workshop within our Shire. This would be open for attendance by all Shire of Dardanup Place-Based Advisory Group members. The workshop would primarily focus on;

- What is place-making /place activation.
- Examples of place-making/activation within our community and for other Councils, locations around the world.
- Opportunity for members to connect and have a go at coming up with some ideas around place making/activation.

This approach would ensure the maximum benefit to the Shire, where all members of the advisory groups have the opportunity to be upskilled and their knowledge increased ahead of the Place Planning process scheduled for 2021/22. The cost of the workshop is estimated at \$2,300 (ex GST) and is able to be funded through the 2021/22 Place Making budget (J11917).

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. Declines the sponsorship request in relation to the Town Teams State Conference 2021.**
- 2. Approves a tailored workshop to be delivered to the Shire of Dardanup Place-Based Advisory Group members in 2021/22 by the Town Team Movement.**

12.2.5 Title: Proposed Road and Park Names – Lot 9502 Macleay Street, Dardanup (Roseland Estate Stage 4)

Reporting Department:	<i>Sustainable Development Directorate</i>
Reporting Officer:	<i>Mr Gareth Webber - Planning Officer</i>
Legislation:	<i>Land Administration Act 1997</i>
Applicant:	<i>Thomas Fields Pty Ltd</i>
Attachments:	<i>Appendix ORD: 12.2.5A – Road Name Plan Appendix ORD: 12.2.5B – Risk Assessment Appendix ORD: 12.2.5C – Road Name Origins</i>

Overview

The purpose of this report is for Council to consider approving a road and park name for Stage 4 of the Roseland Estate (Lot 9502 Macleay Street, Dardanup).

Background

A request has been received from the developer of Roseland Estate seeking approval for the road name 'Wicksteed Street' and park name 'Clearys Park' to be applied to Stage 4. Initially the developer wanted the names 'Thomas' and 'Wells' however those names were not suitable as they have been duplicated in adjoining local government areas. Please refer to [Appendix ORD: 12.2.5A] for the road name plan.

The WA Planning Commission granted subdivision approval on 5 October 2020 for 18 residential lots and public open space as part of Stage 4 of the Roseland Estate. The road running north – south from Clearys Road has already received approval to be named 'Garbelini Street'.

Location Plan



Legal Implications

Landgate's Geographic Names Committee is responsible under the *Land Administration Act 1997* for the final approval of road and park names. The local government must approve proposed road and park 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 at its meeting held on the 21st of November 2018 [370-18] approved the 'Garbelini Street' road name in the Roseland Estate. Council has previously supported road names that have been requested by developers.

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: 12.2.5B] for the 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 Residual 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 origins of each name is summarised as follows and please refer to [Appendix ORD: 12.2.5C] for the full history of each name.

Wicksteed – after Arthur Wicksteed. A prominent farmer and citizen who was involved with the Dardanup Welfare Committee.

Clearys – after Mary Anne Cleary. A teacher, farmer and businesswoman who was heavily involved in the community for a number of years.

The road names are considered appropriate given their strong historical linkages with the locality and both the 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 approves the use of the road name 'Wicksteed' and the park name 'Clearys' as indicated on the plan [Appendix ORD: 12.2.5A].

12.2.6 Title: Proposed 'Slater's Corner' Sign – Eaton Foreshore

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Gareth Webber - Planning Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Applicant:</i>	<i>Trevor Slater</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.2.6A – Request from Trevor Slater</i> <i>Appendix ORD: 12.2.6B – Risk Assessment</i> <i>Appendix ORD: 12.2.6C – Photo of Sign</i>

Overview

The purpose of this report is for Council to consider approving the placement of a sign 'Slater's Corner' on the Eaton Foreshore at the corner of Old Coast Road and Pratt Road.

Background

On the 13th of February 2021 a request was received to consider naming a section of the Eaton Foreshore to 'Slater's Foreshore' after Percy and Lylia Slater. Percy and Lylia operated the Slater's Corner Store on the corner of Pratt Road and Old Coast Road from 1964 until 1989. The business is now operated by Caltex, but is still commonly referred to by many residents as 'Slater's'. Please refer to [Appendix ORD: 12.2.6A] for the applicant's request.

Having reviewed the Geographic Names Policies and Standards officers considered that it would be highly unlikely that the renaming a portion of the Eaton Foreshore would be approved. Under the Policy, any change to an existing approved name is discouraged as all official names are meant to be enduring and the current 'Eaton Foreshore' name has already been established in the public domain.

As an alternative option, the Policy does allow for the naming of components of a foreshore (for example pavilions, and other structures etc.) in honour of living community members who have contributed towards the establishment of the particular feature or towards the community in general.

The applicant has agreed to the suggestion to simply place a commemorative sign 'Slater's Corner' at the western corner of the Eaton Foreshore in recognition of the contributions and influence on the early settlement of Eaton by Percy and Lylia Slater.

Location Plan



Legal Implications

Landgate's Geographic Names Committee is responsible under the *Land Administration Act 1997* for the final approval of park names. Under the Geographic Names Policies and Standards any change to an existing approved name is discouraged however the naming of components of a foreshore in honour of living community members can be approved by the local government without Landgate approval.

Strategic Community Plan

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

Environment - None.

Precedents

Council at its meeting held on the 16th of December 2020 [341-20] approved the renaming the Eaton Oval Junior Football Club pavilion to R & J Fishwick Pavilion.

Budget Implications

The applicant has advised they are prepared to cover the costs of the sign installation (approximately \$300).

Budget – Whole of Life Cost

There is minimal costs (if any) in maintaining the signage.

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 the assessment document.

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Installation of 'Slater's Corner' Sign
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational To ensure that Council buildings and facilities are appropriately named based on a community members contribution.

Officer Comment

The proposed sign will be located under the current 'Eaton Foreshore' sign and be of a similar standard and colour. Please refer to [Appendix ORD: 12.2.6C] for a photo of the sign.

The name 'Slater' is considered appropriate given the strong historical linkages with the locality. Throughout their time operating the store, Percy and Lylia Slater were heavily involved in supporting

many groups with sponsorship to help the growing population of Eaton. Percy was the local Postmaster, a Justice of the Peace and served as Eaton and Australind Fire Control Officer. He was awarded life membership of both Eaton Bushfire Fire Brigade and the Eaton Australind Fire and Rescue Service for his dedicated service to the community.

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 the installation of a sign 'Slater's Corner' on the Eaton Foreshore at the corner of Old Coast and Pratt Roads.

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Vegetation Management to Mitigate Bushfire Risk in Nature Spaces Policy

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Gick – Manager Operations</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.3.1A – DRAFT Risk Assessment of Trees in the Shire Streetscapes Parks and Reserves</i> <i>Appendix ORD: 12.3.1B - Vegetation Management to Mitigate Bushfire risk in nature spaces Policy.</i> <i>Appendix ORD: 12.3.1C – Risk Assessment</i>

Overview

The purpose of this report is for Council to consider adopting a new vegetation management policy to mitigate bushfire risk in urban nature spaces.

Background

At the Ordinary Council Meeting held on Wednesday the 17th of July 2019, Council made the following resolution [229-19]:

“THAT:

- 1. Council considers the inclusion of an annual allocation for street tree planting in the Shire’s Parks & Reserves Maintenance Plan which is currently under development.*
- 2. A report be brought back to Council to explain what the impact on active spaces in parks and reserves will be and also what the bush fire risk management implications may be.”*

A risk assessment was undertaken in accordance with the National Emergency Risk Assessment Guidelines (NERAG) and Australian Standard AS/NZS ISO 31000:2018 Risk Management Guidelines to address the implications of tree planting in the Shire. This assessment is in response to the request from Council in Point 2 of the above resolution.

A copy of the DRAFT risk assessment report is provided at [Appendix ORD: 12.3.1A].

The risk assessment report made the following recommendations:

- Risks rated Low and Moderate will continue to be monitored and existing controls maintained.
- Risks rated High to Critical could be considered for further analysis or current controls reviewed to ensure the best option with the greatest impact in reducing the risks is being implemented.

- Additional consideration include;
 - Species of trees (e.g. fire retardant)
 - Separation of surface and elevated fuels through mechanical means.
 - Canopy separation through pruning.
 - Planting and maintenance program.

Street Trees attract low to moderate risk assessment rankings only, and thus can continue to be monitored for impacts without attracting a formal BAL assessment.

Similarly, turfed parks and Public Open Spaces generally attract low to moderate risk assessment rankings, with the exception of potential impact to adjoining private buildings. In most cases, planting activities in low risk areas will not require a formal BAL assessment. Any planting proposed adjacent to existing built form will need to consider the need for a formal BAL assessment. In such cases, an initial internal review will identify this.

The risk assessment report has identified that Nature Spaces (referred in the report as Bushland Reserves) pose Critical and High risk to people, property, infrastructure and places. In response, a Policy is presented to Council for adoption that will guide vegetation management to mitigate bushfire risks in urban nature spaces.

The proposed policy identifies the need for proposed future Nature Spaces to be subject to bushfire risk assessment and management arrangements, before Council formally acquires new Nature Spaces. The proposed policy also identifies the need for improved management practices on existing urban Nature Spaces to ensure bushfire risk is appropriately mitigated. More substantial revegetation planting proposals in urban areas are likely to attract formal BAL assessments. In such cases, an initial internal review will identify this.

A copy of the Policy is provided at [Appendix ORD: 12.3.1B].

Legal Implications

The Bush Fires Act 1954 places an obligation on the Shire to manage and address fire risk. The planting of trees and other vegetation may potentially increase bushfire risk in urban nature spaces and needs to be managed appropriately.

Strategic Community Plan

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

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

Environment

The recommended policy identifies the need to achieve an appropriate balance between bushfire risk mitigation and maintaining and enhancing the biodiversity conservation values and landscape amenity of urban nature spaces.

Precedents - None.

Budget Implications

Vegetation planting in urban nature spaces is delivered annually through the Environmental Expenditure Account (GL110150010).

Budget – Whole of Life Cost

The planting of trees that will result in increased activities in managing fire risk, for example, managing fuel loads, will impact on maintenance costs. The ongoing management of fuel loads and other fire risk measures are therefore a consideration in any proposals for tree planting and landscaping works.

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: 12.3.1C] for full assessment document.

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Bushfire in Urban Nature Spaces
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Risk is managed by improved management practices and improved planting regimes. The risk is reduced, but cannot be completely eliminated.
Residual Risk Rating (after treatment or controls)	High (12 – 19)
Risk Category Assessed Against	Health Bushfire risk in urban nature spaces affecting people, property, infrastructure and places.
	Environment Bushfire risk in urban nature spaces impacts on the quality of the nature spaces flora and fauna through bushfire impacts, fuel reduction programs.

Officer Comment

The bushfire risk assessment in accordance with the National Emergency Risk Assessment Guidelines (NERAG) and Australian Standard AS/NZS ISO 31000:2018 Risk Management Guidelines provides a robust and systematic process to identify risks with the aim to reduce or eliminate that risk. The risk assessment provides an overview of the bushfire risk management implications of planting additional trees and vegetation within the Shires streetscapes, parks and reserves in the town sites of Eaton, Burekup and Dardanup. Subject matter experts in environment, emergency management, bushfire risk management and bushfire behaviour participated in the assessment to ensure an unbiased result.

The bushfire risk in Nature Spaces (referred in the risk assessment report as Bushland reserves) has been identified as Critical or High impact on people, property, infrastructure and places. The proposed policy acknowledges these inherent risks and introduces a range of commitments and operational measures that guide management of Urban Nature Spaces in a way to reduce the inherent risk of bushfire impact.

The recommended policy seeks to do this in five ways:

1. Adhering to State Planning Policy 3.7 – ‘Planning in Bushfire Prone Areas’;
2. Managing bushfire risk of Shire managed nature Spaces;
3. Ensuring acquisition of nature Spaces includes bushfire mitigation measures;
4. Continuously improving operational functions to mitigate bushfire risks in nature Spaces; and
5. Advocating for other land owners to implement their own bushfire risk mitigation measures.

As a first round response to this issue, it is acknowledged that the Policy and Nature Space management practices will need to be periodically reviewed.

Council is not required to adopt the risk assessment. Council is requested to adopt the recommended policy - Vegetation Management to Mitigate Bushfire Risk in Urban Nature Spaces which has been prepared to address the bushfire risks that have been identified as Critical and High in the risk assessment.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Receives the Bushfire Risk Assessment of Trees in Shire Streetscapes, Parks and Reserves (2020); and**
2. **Adopts the New Council Policy Vegetation Management to Mitigate Bushfire Risk in Urban Nature Spaces.**



COUNCIL POLICY NO:-
Infr CP402 – VEGETATION MANAGEMENT TO MITIGATE BUSHFIRE RISK IN URBAN NATURE SPACES

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:	New	OCM	30/06/2021	Res:	Synopsis:	Policy created
Version:					Synopsis:	
Version:						

1. RESPONSIBLE DIRECTORATE

Infrastructure

2. PURPOSE OR OBJECTIVE

To mitigate bushfire risk in Shire managed Urban Nature Spaces in proximity to residential dwellings, Shire assets and other infrastructure.

The Classification Framework for Public Open Space (Department of Sport and recreation, 2012) defines Nature Spaces as follows:

Purpose

Nature spaces provide a setting where people can enjoy nearby nature and protect local biodiversity and natural area values.

Description

Nature spaces provide opportunity for low-impact recreational activities, such as walking, cycling, picnicking, playing, watching or exploring natural features. Nature spaces may include bushland, coastal areas, wetlands and riparian habitats, and geological and natural features. Sites are managed to enable recreational access while protecting local ecological and biodiversity values.

This policy provides guidance in managing vegetation in urban Nature Spaces that pose CRITICAL and HIGH bushfire risks, as identified in “DRAFT Bush Fire Risk Assessment of Trees in Shire Streetscapes, Parks and Reserves, (2020)”.

3. POLICY

When managing Nature Spaces, the Shire commits to ongoing mitigation of bushfire risk to adjoining residential dwellings, Shire owned assets and other infrastructure.

The Shire will do this by:

- Adhering to State Planning Policy 3.7 ‘Planning in Bushfire Prone Areas’;
- Managing bushfire risk on Shire managed Nature Spaces;
- Ensuring acquisition of Nature Spaces, including land development proposals, include bushfire risk mitigation measures;
- Continuous improvement in the Shires Operations functions to mitigate fire risk in Nature Spaces; and
- Ongoing advocacy for other land owning agencies to implement bushfire risk mitigation measures.

3.1 Adherence to SPP 3.7 – Planning in Bushfire Prone Areas

State Planning Policy 3.7 – Planning in Bushfire Prone Areas aims to ‘*implement effective risk-based land use planning and development to preserve life and reduce the impact of bushfire of property and infrastructure*’. The Shire commits to adhere to the objectives of the SPP, being:

- 3.1.1 *Avoid any increase in the threat of bushfire to people, property and infrastructure. The preservation of life and the management of bushfire impact are paramount;*
- 3.1.2 *Reduce vulnerability to bushfire through the identification and consideration of bushfire risks in decision-making at all stages of the planning and development process;*
- 3.1.3 *Ensure that higher order strategic planning documents, strategic planning proposals, subdivision and development applications take into account bushfire protection requirements and include specific bushfire protection measures; and*
- 3.1.4 *Achieve an appropriate balance between bushfire risk management measures and biodiversity conservation values, environmental protection and biodiversity management and landscape amenity, with consideration of the potential impacts of climate change.*

3.2 Managing Bushfire Risk on Shire managed Nature Spaces

The Shire will mitigate bushfire risk in its Nature Spaces whilst protecting landscape amenity, environmental protection and biodiversity conservation values.

Using the precautionary principle, the Shire commits to managing each Nature Space to optimise its recognised use. This will be achieved by:

- 3.2.1 Consultation with adjoining land owners, residents and users of Nature Spaces;
- 3.2.2 Development of Nature Space Management Plans;

- 3.2.3 Ensuring each Nature Space has a fire break in accordance with Bushfire Prevention Orders;
- 3.2.4 Balanced fuel reduction programs, recognising the importance of fallen vegetation and litter for habitat and soil nutrition;
- 3.2.5 Prioritise periodic bushfire risk assessments of Nature Spaces; and
- 3.2.6 Revegetation planting programs that consider the Nature Space:
 - Size;
 - Topography;
 - Location;
 - Spatial offsets to dwellings and infrastructure;
 - Appropriate species selection; and
 - Maintaining emergency service vehicle accessibility.

3.3 Acquisition of new Nature Spaces

The Shire acknowledges that it will, from time to time, acquire new Nature Spaces by:

- Statutory conditions of land development, including subdivision;
- Transference of responsibilities of existing lands through Management Orders; and
- Otherwise gifted lands.

Prior to the acquisition of lands, the Shire requires the transferrer of the land to provide bushfire risk mitigation measures, including:

- 3.3.1 Undertake a Bushfire Risk assessment;
- 3.3.2 Preparation of a Bushfire Management Plan;
- 3.3.3 Document a proposal to mitigate bushfire risk, including emergency service arrangements, accessibility and fuel load management;
- 3.3.4 Document land management and Nature Space maintenance arrangements; and
- 3.3.5 Stakeholder consultation on the proposed acquisition of Nature Space.

3.4 Continuous Improvement in Shire Operations

The Shire manages over 12 Nature Spaces in urban settings. The Shire commits to ongoing improvement in its capacity to mitigate bushfire risk in its Nature Spaces whilst protecting landscape amenity, environmental protection and biodiversity conservation values.

This will be achieved by:

- 3.4.1 Appropriate staff training to build corporate knowledge and capacity;
- 3.4.2 Ongoing consultation with adjoining land owners, residents and users of Nature Spaces;
- 3.4.3 Routine removal of non-endemic, bushfire risk species, including weeds;
- 3.4.4 Routine pruning of tree limbs overhanging fences and other infrastructure;
- 3.4.5 Routine fuel load reduction, recognising the importance of fallen vegetation and litter for habitat and soil nutrition;
- 3.4.6 Well considered revegetation of endemic species that enhance the landscape, environmental values and biodiversity of Nature Spaces, in accordance with the objectives of this policy;

- 3.4.6 Routine inspections of Nature Spaces to ensure compliance with Bush Fire Orders and SPP 3.7;
- 3.4.7 Integration of these practices with other Shire Policies, including Environment, Tree Management, Roadside Vegetation and others; and
- 3.4.8 Periodic review of this policy and management practices.

3.5 Advocacy for Land Owning Agencies to Mitigate Fire Risk

The Shire recognises that fire mitigation management of bushfire risk areas requires collaboration and cooperation with other land owners. The Shire advocates for all land owners to meet their bushfire risk mitigation obligations and encourages this through:

- 3.5.1 Issue Bushfire Prevention Orders to all private land owners;
- 3.5.2 Encourage State Government land managers, including Main Roads WA, Public Transport Authority, Western Australian Planning Commission, and others, to manage their lands to mitigate bushfire risk;
- 3.5.3 Encourage public works undertaken by the State Government to include bushfire risk mitigation strategies in its project planning; and
- 3.5.4 Ensure the Shire sets a high standard in Nature Space bushfire risk mitigation as example for others to follow.

4. REFERENCED DOCUMENTS

- 4.1 Classification Framework for Public Open Space (Department of Sport and recreation, 2012);
- 4.2 DRAFT Bush Fire Risk Assessment of Trees in Shire Streetscapes, Parks and Reserves, (Shire of Dardanup 2020);
- 4.3 State Planning Policy 3.7 'Planning in Bushfire Prone Areas' (Department of Planning, Lands and Heritage, 2020); and
- 4.4 Shire of Dardanup Bush Fire Risk Management Plan 2019.

12.3.2 Title: Draft Environmental Management Plan

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Jason Gick - Manager Operations</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>12.3.2 Appendix A – Environmental Management Plan 2021</i>
	<i>12.3.2 Appendix B – Risk Assessment</i>

Overview

A DRAFT Environmental Management Plan (EMP) [Appendix ORD: 12.3.2A] is presented to Council for adoption. The EMP addresses Action 2.1.1.1 of the Corporate Business Plan: ‘Develop, Implement and Review and Environmental Management Strategy’.

Background

The DRAFT EMP has been prepared with a focus on Shire managed Nature Spaces, and future Nature Spaces that will become Shire managed assets. In particular, the EMP focuses on actions and strategies that are within the Shires control and influence.

Given the complex, extensive and ongoing nature of environmental management, the EMP has been prepared as an action plan, which focusses on four key themes:

- Community;
- Greening the Shire;
- Water Resources; and
- Biodiversity.

These themes have been identified based on the overarching Community Objective of the Strategic Community Plan for inclusion and vibrancy, and key Strategies of the Corporate Business Plan to protect and preserve natural environments including waterways.

The EMP provides a list of 29 actions that contribute to Outcome 2.1 of the Strategic Community Plan (2020 – 2030): ‘Enhanced, protected and responsibly managed natural environment and public open spaces’.

The Strategic Community Plan (2020 – 2030) identifies the Environment as one of five Strategic Objectives:

Objective 2 – *Maintaining a balanced respect for our natural assets and built environment, retaining our lifestyle value, community spirit and identity.*

The desired Strategic Community Plan outcomes for the Environment include:

Outcome 2.1 *Enhanced, protected and responsibly managed natural environment and public open spaces.*

Strategy 2.1.1 *Protect and preserve open spaces, natural vegetation and bushland; and*

Strategy 2.1.2 *Preserve and protect the ecological value of watercourses.*

This EMP provides an action plan to achieve these outcomes.

Legal Implications

The following statutes apply:

- *Environmental Protection Act (1986) and subsidiary regulations;*
- *Biodiversity Conservation Act 2016;*
- *Waterways Conservation Act 1976*

Strategic Community Plan

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

Strategy 2.1.2 - Preserve and protect the ecological value of watercourses. (Service Priority: Very High)

Environment

The objective of this Environmental Management Plan is to support the Strategic Community Plan aspirations and deliver on the objectives of the Corporate Business Plan to:

- Maintain a balanced respect for our natural assets and built environment, retaining our lifestyle value, community spirit and identity;
- Enhance, protect and responsibly managed natural environment and public open spaces;
- Protect and preserve open spaces, natural vegetation and bushland; and
- Preserve and protect the ecological value of watercourses.

Precedents - None.

Budget Implications

Much of the recommended actions are activities that can be undertaken in house, or are included in annual budget allocations.

One item needing future funding is to implement actions identified in the Erosion Management Plan for the Lower Collie River. The actions contained in the Erosion Management Plan are not funded yet and will need to be considered as part of the 10 Year Programs attached to the Asset Management Plans.

Budget – Whole of Life Cost

There is an annual allocation towards the implementation of this Plan already included in the Annual Budget. For the 2021/22 Financial Year this allocation is \$50,000. As the Shire is responsible for maintaining reserves there will be continued ongoing costs associated with the implementation of the Plan.

Council Policy Compliance - Infr CP120 – Environment

Risk Assessment

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

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Risk of not adopting the EMP
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)

TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Action Plan (treatment or controls proposed)	Adopt the EMP
Residual Risk Rating (after treatment or controls)	Moderate
Risk Category Assessed Against	Reputational Risk of criticism from community
	Environment Risk of environmental decline

Officer Comment

This Environmental Management Plan is prepared as an ‘action plan’ to deliver activities that contribute to a better local environment. The plan is motivated by the Strategic Community Plan (2020 – 2030) and the Corporate Business Plan (2020/21 – 2023/24) and is aligned with the objectives of the Environment Policy (Infr CP120).

Management of the ‘environment’ is a global issue that is complex, extensive and ongoing. To ensure the Shire’s environmental management efforts are effective, this EMP provides a managed scope of planning and implementation activities that contribute to local and global environmental objectives.

Four key themes have been identified to optimize the Shires capacity to effective deliverables. These are:

- Community;
- Greening the Shire;
- Water Resources; and
- Biodiversity.

Community

An informed and engaged community supports planning efforts and is empowered to contribute to implementation efforts. The community can also play a significant role in enhancing, protecting and managing nature spaces and water resources.

Greening the Shire

Greening the Shire is an important policy position that underpins management of natural ‘green’ spaces that contribute to wellbeing, health and enjoyment of residents. Making nature spaces and environmental corridors more attractive and more sustainable optimises the green spaces that benefit residents, businesses and visitors.

Water Resources

The Shire is blessed with a number of significant natural water resources that enhance the natural value of the district. These include rivers, creeks, streams and natural wetlands. Development of artificial water resources is also acknowledged, as these improve community amenity, contribute to greening the Shire and biodiversity.

Biodiversity

The South West of WA is globally recognised as a biodiversity hotspot. The Shire of Dardanup both contributes to the value of this hotspot, and benefits from its locality in this region. Recognising and celebrating the extent and health of the biodiversity of the district, allows it to be better appreciated by the community.

The Shire seeks to contribute to a better environmental future through strategic planning, informed decision making and active implementation. The recommendations of this Environmental Management Plan are summarised in an Implementation Table, which provide 'actionable deliverables' for a five year timeframe.

The ongoing nature of environmental management planning requires ongoing review and adjustment to reflect changes in legislation, community aspirations, strategic priorities and resource availability. Future review of this EMP will ensure it corresponds with corporate strategy, plan and policy objectives.

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 Environmental Management Plan 2021 [Appendix ORD: 12.3.2A].

12.3.3 Title: Peninsula Lakes Park Master Plan

<i>Reporting Department:</i>	<i>Infrastructure Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Vicki Pretorius - Landscape Design 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: 12.3.3A – Draft Plan advertised for community comment</i> <i>Appendix ORD: 12.3.3B – Community Engagement Report</i> <i>Appendix ORD: 12.3.3C – Risk Assessment</i> <i>Appendix ORD: 12.3.3D – Amended Plan – presented for endorsement</i> <i>Appendix ORD: 12.3.3E – Master Plan Report</i>

Overview

Council is requested to endorse the Master Plan for Peninsula Lakes Park, which includes proposed amendments following the outcomes of the recent community engagement.

Background

At the Ordinary Council meeting held on the 24th of February 2021, Council endorsed the draft Peninsula Lakes Park Master Plan for the purposes of advertising to seek community comment (Council Resolution 35-21):

THAT Council:

- 1. Endorses the Draft Peninsula Lakes Park Master Plan for advertising, for the purpose of seeking community comment.*
- 2. Authorises the Chief Executive Officer to finalise the Master Plan without further consideration of Council should there be no objections or changes requested by the community during the consultation period.*

The advertised Plan is included in [Appendix ORD: 12.3.3A] for comparison purposes.

The draft Plan was publicly advertised for just over one month, from the 23rd of March 2021 to the 7th of April 2021 seeking public feedback. The Eaton Advisory Group had also reviewed the draft Plan at the meeting held on the 10th of February 2021 and provided their feedback.

Officers have made some amendments to the Master Plan based on the feedback received from the community consultation. In accordance with Part 2 of the above Council Resolution, the Peninsula Lakes Master Plan is now brought back to Council for consideration of the amendments and to seek endorsement of the final plan.

Details of the proposed amendments are provided in the Officer Comment section of this report.

Legal Implications - None

Strategic Community Plan

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 3.2.1 - Deliver a high level of Community Programmes & Services that encourages social connectedness, facilitates an accessible, inclusive environment for our diverse community. (Service Priority: Very High)

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

Environment

The draft Master Plan was developed with input from the Shire's Environment Officer. Recommendations in the Draft Plan include proposed improvements designed to improve the health, quality and amenity of local ecosystems and the broader natural environment, such as supplementary environmental planting in selected locations around the lake perimeter. Typha removal from the lake is ongoing. The water outflow from the lake flows through the Leicester Reserve Wetlands, which are classed as environmentally sensitive, and is subject to a Natural Area Resource Management Plan. It is therefore acknowledged that any improvements to the health of the lake in Peninsula Lakes Park are important and will have positive flow-on effects downstream in Leicester Reserve Wetlands and the Collie River into which the wetlands flow.

Precedents

Council endorsed the advertising of the draft Peninsula Lakes Park landscape playground concept plan for the purposes of seeking community feedback at its ordinary council meeting held on the 31st of October 2018.

Council endorsed the final Watson Reserve Master Plan on the 26th of May 2021 (Council Resolution 149-21), following a period of community engagement and subsequent adjustments to the Plan.

Budget Implications

The Shire has an allocation of \$61,200 in the current budget. This is for the supply of shade sails, a bench seat and a swing set at the playground. This is funded from a Cash in Lieu of Public Open Space contribution held by the Shire. The scheduled items are part of the playground (Stage 2), which has been previously adopted and is therefore not contingent on the Master Plan. The swing has recently been installed, with shade sails and a seat to follow early in the 2021/22 financial year.

The current 10-year plan for Parks and Reserves indicates a planned budget allocation of \$78,030 for 2028/29 for future landscape expansion and upgrade works at Peninsula Lakes Park.

Budget – Whole of Life Cost

The whole of life cost of the assets will be incorporated in the Parks & Reserves Asset Management Plan.

Council Policy Compliance

Council Policy Exec CP090 – Community Engagement and the *Community Engagement Framework* is applicable to master planning projects such as the Peninsula Lakes Park Master Plan. In accordance with this policy and in development of the draft Plan, the community has been engaged previously through the development of designs for the playground and more recently towards amending the draft Master Plan to best meet community needs and expectations.

The outcomes of the community engagement on the draft Plan, as undertaken from the 24th of March to the 14th of April, are included in [Appendix ORD: 12.3.3B].

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Peninsula Lakes Park Masterplan – endorse Final 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 projects are not programmed to meet Community needs

Officer Comment

The draft Master Plan was presented at the Eaton Advisory Group meeting held on the 10th of February 2021. The following items were included in the meeting notes:

- Discussion about inclusion of a toilet facility - it was advised by Shire staff that as a Level 2 Class Neighbourhood park, toilets would not be considered but that signage to let park users know of the location of the nearest public toilets could be looked at;
- It is a positive to see bike racks to encourage cycling;
- An accessible picnic table will be included and will be the standard for future parks;
- Bus stop – Shire to liaise with PTA regarding bus routes; and
- Integration of natural environment to be considered. How can facilities be developed to complement the natural feel?

Following this Advisory Group Meeting, Shire staff liaised with the Public Transport Authority (PTA) to determine the level of patronage of the current bus service along Peninsula Lakes Drive, in particular relating to Bus stop 73841. They advised that, in a recent four-week period, there had been a total of 40 boardings, an average of two per day. Based on current patronage, the Shire does not consider it feasible to install a bus shelter at this point in time but this might still be considered in future.

From the community engagement outcomes, the highest level of support for future improvements was for the proposed item ‘New picnic / weather shelter with tables – accessible.’ Equal second top voted improvements were for new playground shade sails and for the irrigation of select park areas such as the nominated kick-around area and an area around the future picnic shelter and existing playground. The highest number of separate requests were for additional playground equipment, particularly for younger children, and for youth-focused recreational amenities such as a basketball hoop. The latter (basketball hoop) was previously included in a draft Plan presented to the Eaton Advisory Group however they voiced opposition to ball play facilities being provided at Peninsula Lakes Park, citing possible conflicts resulting from potential noise in proximity to neighbouring residents. Therefore this has not been included on the Plan.

Additional community feedback is included in the attached community engagement report.

As a result of community feedback, the Draft Plan has been amended to incorporate community requests that were deemed by Shire Officers as the most feasible to implement:

Requests determined from community comments	Proposed amendment to Plan
Most popular voted improvement – ‘New picnic / weather shelter with tables – accessible’	Note this item as the top priority for Stage 3, i.e. ‘New picnic / weather shelter with tables – accessible (highest priority)’
Equal second most popular voted improvements – ‘New playground shade sails’ and ‘Proposed irrigation of select park areas such as kick-around area and landscaping round picnic shelter and playground’	Note these two items as ‘high priority’
Requests for additional play features for younger children to be provided much sooner than Stage 3	Installation of additional play features for younger children – priority item (subject to funding) Include as additional item, marked as ‘high priority’
Concern over proposal for new on-street parking, including concern over traffic levels along Peninsula Lakes Drive	Change to labelling of on-street parking, from Item 23 ‘New on-street parking’ to ‘Possible future on-street parking (subject to detailed design)’ (note that all proposed improvements are subject to feasibility – including road safety assessment – and funding)
Request for bus shelter to provide weather protection	Inclusion of additional item ‘Possible future bus shelter’ (subject to feasibility)
Request for solar bollards around pathway for night time walkers and runners	Inclusion of additional item ‘Possible future path lighting’ (e.g. bollards, or other feasible solution)
Requests determined from community feedback through Eaton Advisory Group	Proposed amendment to Plan
Request for improved toilet facilities / signage to direct people to nearby toilets	New wayfinding signage to direct park users to nearest public toilet facilities and other nearby amenities (e.g. BBQ’s)

The following table shows the changes that have been made overall from the initial draft plan as advertised for public comment and the amended Plan.

Item no. (on amended Plan)	Proposed improvement – as shown on amended Plan	Previous item no. as shown on draft Plan advertised for community comment	If any changes to item – how it was listed on draft advertised Plan	Officer comments
Stage 2 (commencing 2020/21)				
1	New birds nest style swing (installed 2021)	1	New birds nest style swing	Added – note to show swing has been installed
2	New playground shade sails - indicative design shown (high priority)	2	New playground shade sails - indicative design shown only	Added – note to show high priority from community engagement outcomes
3	New seating near playground	3	-	
4	New kick-around goals - in same location as previous goals	4	-	
5	Additional play features for young children (high priority; timing subject to budget)	11	Additional smaller play features for younger children	Added – note to show high priority from community engagement outcomes; also that this can only be

Item no. (on amended Plan)	Proposed improvement – as shown on amended Plan	Previous item no. as shown on draft Plan advertised for community comment	If any changes to item – how it was listed on draft advertised Plan	Officer comments
				implemented this soon if the budget allows
6	Supplementary environmental planting in selected locations around lake perimeter	5	-	
Stage 3 / possible future works (subject to feasibility and funding)				
7	New picnic / weather shelter with tables - accessible (highest priority)	6	New picnic / weather shelter with tables - accessible	Added – note to show highest priority from community engagement outcomes
8	New link paths to shelter	7	-	
9	Proposed irrigation of select park areas such as kick-around area and landscaping around picnic shelter and playground (high priority)	19	Proposed irrigation of select park areas such as kick-around area and landscaping around picnic shelter and playground	Added – note to show high priority from community engagement outcomes
10	Additional park tree planting for shade, cooling and improved appearance	15	-	
11	New grass mounds for play and landscape interest	25	-	
12	Proposed local native landscaping as environmental buffer	18	-	
13	New landscaping / nature play space	8	-	
14	New rubber softfall paths to select playground areas	12	-	
15	New seat for sunset views	13	-	
16	New bollards around park perimeter	16	-	
17	New drinking water fountain	21	New drink fountain	Slight terminology change only
18	New low wall to help create more level area for kick-around area, with planting to lake side to create a more natural look edge	9	New low wall to help create more level area for no.10, with planting to lake side to create a more natural look edge	Removal of reference to 'no. 10' as numbering for items has changed; show as 'kick-around area'
19	Proposed perimeter street trees	17	-	
20	New artworks in select locations e.g. cabinets	20	-	
21	New bike racks	22	-	
22	Proposed informal active open space	10	-	

Item no. (on amended Plan)	Proposed improvement – as shown on amended Plan	Previous item no. as shown on draft Plan advertised for community comment	If any changes to item – how it was listed on draft advertised Plan	Officer comments
23	New trees to frame informal active space	14	-	
24	Possible future on street parking (subject to detailed design)	23	New on street parking	Amendment following some community concern – for future consideration
25	New link paths from any future parking facilities to existing pathway	24	New link paths from parking to existing pathway	Link paths will only be relevant if parking is constructed in future
26	Possible future path lighting	- (new item)		Suggestion from community engagement
27		- (new item)		Suggestion from community engagement
28		- (new item)		Suggestion from Eaton Advisory Group
Note: Stage 1 (new playground) has been completed All items shown are indicative and subject to detailed design				

The Master Plan including the above amendments is included in [Appendix ORD: 12.3.3D]. This is supported by additional information provided in the Plan Report in [Appendix ORD: 12.3.3E].

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 endorses the amended Peninsula Lakes Master Plan [Appendix ORD: 12.3.3D].

OR

OFFICER RECOMMENDED RESOLUTION ‘B’

THAT Council endorses the amended Peninsula Lakes Master Plan [Appendix ORD: 12.3.3D], subject to the following amendments:

- a).....
- b).....

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 Title: Annual Review of Delegations 2021

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Cathy Lee - Manager Governance & HR</i> <i>Mrs Kathleen Hoult – Governance Officer</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 – 2020 Amended Delegations</i> <i>Appendix ORD: 12.4.1C – Delegations Register 2021</i>

Overview

An annual review of Delegations has been undertaken with the 2021-2022 Delegations Register provided for Council consideration and endorsement.

Background

The Local Government Act 1995 empowers Council to delegate certain power and authority to the Chief Executive Officer to carry out the functions of Council, section 5.46 requires the delegations to be reviewed at least annually. A number of duties are to be performed by Officer's authorised by the local government; these areas are included for Council to endorse.

Legal Implications

- *Local Government Act 1995*

Section 3.24 and 3.25 - The powers given to the local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorized by it to exercise those powers. (This section relates to requiring the owner or occupier of land to do what is specified in the notice in relation to the land).

Section 5.16 - Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.* Absolute majority required. A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.

5.42. Delegation of some powers and duties to CEO

- (1) *A local government may delegate* to the CEO the exercise of any of its powers or the discharge of any of its duties under —*
 - (a) *this Act other than those referred to in section 5.43; or*
 - (b) *the Planning and Development Act 2005 section 214(2), (3) or (5).*

** Absolute majority required.*

- (2) *A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.*

[Section 5.42 amended: No. 1 of 1998 s. 13; No. 28 of 2010 s. 70.]

5.43. Limits on delegations to CEO²⁸

A local government cannot delegate to a CEO any of the following powers or duties —

- (a) any power or duty that requires a decision of an absolute majority of the Council;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (ha) the power under section 9.49A(4) to authorise a person to sign documents on behalf of the local government;
- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

[Section 5.43 amended: No. 49 of 2004 s. 16(3) and 47; No. 17 of 2009 s. 23; No. 16 of 2019 s. 23.]

5.44. CEO may delegate powers and duties to other employees

- (1) A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under this Act other than this power of delegation.
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) This section extends to a power or duty the exercise or discharge of which has been delegated by a local government to the CEO under section 5.42, but in the case of such a power or duty —
 - (a) the CEO's power under this section to delegate the exercise of that power or the discharge of that duty; and
 - (b) the exercise of that power or the discharge of that duty by the CEO's delegate,
 are subject to any conditions imposed by the local government on its delegation to the CEO.
- (4) Subsection (3)(b) does not limit the CEO's power to impose conditions or further conditions on a delegation under this section.
- (5) In subsections (3) and (4) —

conditions includes qualifications, limitations or exceptions.

[Section 5.44 amended: No. 1 of 1998 s. 14(1).]

Section 5.45 (a) – delegations are for the period of time specified, or if no time is specified then the delegation is indefinite.

Section 5.45 (b) – any decision to amend or revoke a delegation is to be by an absolute majority vote.

Section 5.46(2) – requires that at least once in every financial year, delegations are to be reviewed by the delegate.

Section 7.1B - Despite section 5.16, the only powers and duties that a local government may delegate* to its audit committee are any of its powers and duties under this Part other than this power of delegation.* Absolute majority required. A delegation to an audit committee is not subject to section 5.17.

Section 9.10 - Appointment of authorised persons - The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. The local government is to issue the authorised person with a certificate stating the person is so authorised.

- *Bush Fires Act 1954*

Section 59 (3) - A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.

Section 48 (1) - A local government may, in writing, delegate to its Chief Executive Officer the performance of any of its functions under this Act.

- *Graffiti Vandalism Act 2016*

Section 16 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Part.

Section 17 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Part other than this power of delegation.

- *Food Act 2008*

Section 118 - A local government is authorised to empower an officer to undertake duties as defined by the Act.

- *Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016.*

Section 26 - Every local government is hereby authorised and directed to carry out within its district the provisions of this Act and the regulations, local laws, and orders made thereunder: Provided that a local government may appoint and authorise any person to be its deputy, and in that capacity to exercise and discharge all or any of the powers and functions of the local government for such time and subject to such conditions and limitations (if any) as the local government shall see fit from time to time to prescribe, but so that such appointment shall not affect the exercise or discharge by the local government itself of any power or function.

- *Cat Act 2011*

Section 44 - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

Section 45 - A CEO may delegate to any employee of the local government the exercise of any of the CEO's powers or the discharge of any of the CEO's duties under another provision of this Act.

- *Dog Act 1976*

Section 10 AA - The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

- *Litter Act 1979 Appointment of Authorised Officers*

All local government employees can be authorized officers providing they have been provided a Certificate of Appointment by the Authority, per Schedule 2 of the Litter Regulations 1981.

- *Town Planning*

The Planning and Development (Local Planning Scheme) Regulations 2015 and the Shire of Dardanup Town Planning Scheme No. 3 provides Council the power to delegate power to the Chief Executive Officer.

- *Building Act 2011*

Section 127 of the Building Act 2011 enables local governments to delegate any of its powers or duties as a permit authority under the Act. Such a delegation can only be made to an employee of the local government as per the Local Government Act 1995 section 5.36 [Chief Executive Officer].

- *Principal Environmental Health Officer*

The Environmental Health Officer [EHO or PEHO] should be delegated the powers (in the list) for the performance of his/her day-to-day duties. There may, from time to time, be an urgent or emergency situation pertaining to public health in which prompt action by an EHO is required.

There are a number of items on the list which would not pertain to any emergency but such a part of the normal day-to-day functions of an EHO and well within the capabilities and competencies of an EHO.

There are a handful of significant emergency powers which are not included in the list. They pertain to events and matters which only a Chief Executive Officer should preside over.

Strategic Community Plan

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

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

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

Environment - None.

Precedents

Council consider delegations annually in accordance with the Local Government Act 1995. The last review was undertaken on the 24th of June 2020, when Council resolved [157-20] to adopt the reviewed delegations

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Annual Review of Delegations 2021
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Local Government Act 1995 compliance requirement to review delegations annually.
	Reputational Notification from Dept. Local Government Non Compliance.

Officer Comment

Each delegation has been reviewed by members of staff as well as Executive and signed off by the Chief Executive Officer before being submitted to Council for endorsement. Section 5.42 of the Local Government Act empowers Council to delegate authority to the Chief Executive Officer. Where appropriate, the Chief Executive Officer may on-delegate authority to other officers for operational reasons. Such delegations will be made to the relevant officers that have the relevant qualifications and experience in relation to the delegated powers.

Each local government reports in its annual Compliance Audit Return [CAR] that they have complied with the several requirements of the Local Government Act 1995 in relation to delegations. S5.46(2) states that delegations must be reviewed by the delegator at least once every financial year. In order to move the annual review to later in the year and away from the budget process, a further minor review will be brought to the September 2021 OCM. This will allow the following years’ reviews to take place annually in September from thereon in.

Minor amendments have been made to the 2020 Delegations Register that are administrative only and have not been included in the below table. These amendments are changes to position titles, policy numbering or legislation numbering.

The following amendments were of a more significant nature. Section 9.10 of the Local Government Act 1995 has been amended which has resulted in the Chief Executive Officer now having the express power to delegate. This change has resulted in the following three delegations being removed:

Explanation To Amended Delegations - [Appendix Ord: 12.4.1B]		
No.	NAME	REASON FOR DELETION
1.2.1	Appoint Authorised Persons - Local Government Act 1995	The process for Appointing Authorised Persons under a range of legislation has been harmonised through an amendment to section 9.10 of the Local Government Act 1995, which now means the CEO is the prescribed decision maker to appoint authorised persons.
4.1.4	Appoint Authorised Persons - Cat Act 2011	
5.1.4	Appoint Authorised Persons - Dog Act 1976	

Explanation To Amended Delegations - [Appendix Ord: 12.4.1B]		
No.	NAME	REASON FOR DELETION
1.3.14	Appoint Authorised Persons - Local Government Act 1995	New delegation in this section Moved from Council to Chief Executive Officer to Chief Executive Officer to Employees As a result of amendment to section 9.10 of the Local Government Act 1995

Attached in [Appendix ORD: 12.4.1C – Under Separate Cover] is the full document “2021/22 Delegations Register” of the delegations [inclusive of amendments] made for the 2021-2022 financial year for Council’s review, consideration and adoption. The delegations will be re-presented to Council in September where there will be further amendments made. In particular, planning delegation additions and removals will be made at that time.

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 delegates powers and duties to the Chief Executive Officer as empowered by the Local Government Act 1995, Regulations, the Shire of Dardanup Town Planning Scheme No. 3, and other relevant statutes as provided for in the Delegation Register 2021 [Appendix ORD: 12.4.1C – Under Separate Cover].

By Absolute Majority

12.4.2 Title: 2021/22 Budget Adoption

Reporting Department:	<i>Corporate & Governance Directorate</i>
Reporting Officer:	<i>Mr Phil Anastasakis – Deputy Chief Executive officer Mrs Natalie Hopkins – Manager Financial Services</i>
Legislation:	<i>Local Government Act 1995</i>
Attachments:	<i>Appendix ORD: 12.4.2A – 2021/22 Annual Budget Appendix ORD: 12.4.2B – Risk Assessment</i>

Overview

This report presents the final 2021/22 Annual Budget for Council adoption. The 2021/22 Annual Budget papers have been formulated and presented to Council in the statutory format for formal adoption.

Background

The 2021/22 budget has been compiled based on the strategic objectives, strategies and actions contained in the Strategic Community Plan and Corporate Business Plan, which together form Council's "Plan for the Future". As part of the Integrated Planning and Reporting cycle, Council has reviewed and updated its four year Corporate Business Plan 2021/22 – 2024/25, ten year Long Term Financial Plan, Workforce Plan and various Asset Management Plans.

Year one of the Corporate Business Plan formed the basis of the draft annual budget, with further deliberations and resolutions of Council occurring at the Integrated Planning Committee meetings during March and April 2021.

The 2021/22 Annual Budget has been prepared taking into consideration these preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council. The culmination of these strategic reviews resulted in Council considering and resolving to endorse the draft 2021/22 Budget at the 2nd of June 2021 Special Council meeting [SCM 161-21 – SCM 172-21].

This report recommends Council adopt the final Shire of Dardanup 2021/22 Annual Budget, together with the supporting schedules, including the imposition of rates and minimum payments, and related matters arising from the budget [Appendix ORD: 12.4.2A – Under Separate Cover].

Legal Implications*Local Government Act 1995***5.56. Planning for the future**

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

*Division 2 — Annual budget***6.2. Local government to prepare annual budget**

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
- (a) *the expenditure by the local government; and*
 - (b) *the revenue and income, independent of general rates, of the local government; and*
 - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) *the amount it is estimated will be yielded by the general rate; and*
 - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;*

and
 - (c) *the fees and charges proposed to be imposed by the local government; and*
 - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) *such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) *the form of the annual budget; and*
 - (b) *the contents of the annual budget; and*
 - (c) *the information to be contained in or to accompany the annual budget.*

Local Government (Financial Management) Regulations 1996

26. *Discounts for early payment etc., information about required*

- (1) *The annual budget is to include for each discount or other incentive proposed to be granted for early payment of any money and in respect of each waiver or concession proposed in relation to any money —*
- (a) *in respect of a discount —*
 - (i) *the amount of the discount, or the percentage discount, to be allowed; and*
 - (ii) *the circumstances in which the discount will be granted;*

and
 - [(b) *deleted*]
 - (c) *in relation to a waiver or concession —*
 - (i) *a brief description of the waiver or concession; and*
 - (ii) *a statement of the circumstances in which it will be granted; and*
 - (iii) *details of the persons or class of persons to whom it is available; and*
 - (iv) *the objects of, and reasons for, the waiver or concession.*

- (2) *The annual budget is to include, separately in relation to all general rates, each specified area rate, each service charge and all fees and charges imposed under the Act or any other written law an estimate of—*
- (a) *the total amount of the discounts which may be granted; and*
 - (b) *the total cost to the local government of each incentive scheme; and*
 - (c) *the total cost, or reduction of revenue, to the local government of a waiver or grant of a concession; and*
 - (d) *the total amount of money to be written off.*
- [Regulation 26 amended: Gazette 20 Jun 1997 p. 2840.]*

Local Government Act 1995

6.12. Power to defer, grant discounts, waive or write off debts

- (1) *Subject to subsection (2) and any other written law, a local government may —*
- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *waive or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money,*
- which is owed to the local government.*

** Absolute majority required.*

- (2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*
- (3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*
- (4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

[Section 6.12 amended: No. 64 of 1998 s. 39.]

6.16. Imposition of fees and charges

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

6.20. Power to borrow

6.28. Basis of rates

- (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*
- (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*
- (4) *Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.*

6.32. Rates and service charges

- (1) *When adopting the annual budget, a local government —*
- (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*
 - (i) *uniformly; or*
 - (ii) *differentially;**and*
 - (b) *may impose* on rateable land within its district —*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment;**and*
 - (c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) *be more than 110% of the amount of the budget deficiency; or*
- (b) *be less than 90% of the amount of the budget deficiency.*

6.35. Minimum payment**6.37. Specified Area Rates****6.45. Options for Payment of Rates or Service Charges****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 1.3.1 Implement the Integrated Planning and Reporting Framework including the Long Term Financial Plan, Workforce Plan, Asset Management Plans and Corporate Business Plan. (Service Priority: High)
- Strategy 1.3.2 To monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Dardanup Corporate Business Plan 2021/22 – 24/25 and Long Term Financial Plan.

Budget Implications

The budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*.

The budget outlines planned expenditure and revenue and determines the financial parameters for the Shire of Dardanup to operate within for the 2021/22 financial year. Specific budget implications are as outlined in the Schedules and Notes that form part of the budget document.

Main features:

The budget has been prepared on the basis of a 3.0% rate revenue increase (excluding interim rate income) in line with the Corporate Business Plan and Long Term Financial Plan. To produce an overall 3.0% rate revenue increase, an average 3.332% increase has been applied in GRV and UV properties not on the minimum rate, with a 0% increase in minimum rates. This 3.332% increase is primarily due to the 0% increase in minimum rates, resulting in the overall 3.0% increased income being generated solely from properties not on minimum rates. The impact of this rate increase will be softened through the 0% increase in the Bulk Waste and Eaton Landscaping Specified Area Rates.

As noted at the draft Budget meeting, there has been no change to GRV valuations for 2021/22, but there has been a valuation change by Landgate for UV properties. Some UV properties will receive either an increase or decrease in their rates due to recent Landgate UV revaluations. Valuation methodologies and revaluations are effectively outside of Council's control, however for those UV rated property owners who do receive an increase, they are able to lodge an appeal with the Valuer General if they believe the increased valuation is not warranted.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue. For the 2021/22 budget it is proposed a total of \$13,893,232 be raised from general property rates, \$250,882 for the Eaton Landscaping Specified Area Rate, and \$103,719 for the Annual Bulk Rubbish Collection Specified Area Rate. The expected yield from rates will be sufficient to balance the 2021/22 budget.

Based on a 3.0% rate revenue increase, the Gross Rental Valuation (GRV), Unimproved Valuation (UV) and Minimum Rates are included as follows:

	Unimproved Value Rate in Dollar	Gross Rental Value Rate in in Dollar	Minimum Rate
2020/21 – Current	\$0.006259	\$0.100662	\$1,547.50
2021/22 – Proposed	\$0.006468	\$0.104016	\$1,547.50

	Specified Area Rate Bulk Waste	Specified Area Rate Eaton Landscaping
2020/21 – Current	\$0.001315	\$0.002925
2021/22 – Proposed	\$0.001315	\$0.002925

While both the Bulk Waste Specified Area Rate and the Eaton Landscaping Specified Area Rate have had a 0% increase to the rate in the dollar, there has been some minor increases to total revenue due to the growth in the number of properties receiving these services. Any change in overall revenue reflects the anticipated decreased or increased service costs. Individual households will receive no increase to the charge raised in 2020/21.

	Specified Area Rate Total Revenue - Bulk Waste	Specified Area Rate Total Revenue - Eaton Landscaping
2020/21 – Current	\$100,864	\$247,557
2021/22 – 0% Increase	\$103,719	\$250,882

The following table provides a summary of the rates modelling produced, which reflects the percentage increase and shows the mean (average), median (midpoint) and mode (most common) rate for each rating category (excludes Specified Area Rates, Waste Charges and ESL Levy):

General Rate Category	Value	Number on Minimum Rate	Number on General Rate	Mean Rate	Median Rate	Mode Rate Range
Residential	GRV	1,446	3,452	\$1,761.85	\$1,703.78	\$1,501 - \$1,601
Commercial	GRV	7	60	\$22,861.74	\$3,786.18	\$2,502 - \$2,601
Industrial	GRV	44	73	\$7,679.54	\$2,119.22	\$1,501 - \$1,601
Small Holdings	GRV	79	348	\$2,200.77	\$2,217.62	\$1,501 - \$1,601
Rural	UV	104	209	\$2,862.34	\$1,940.40	\$1,501 - \$1,601
Farmland	UV	22	265	\$3,401.19	\$2,865.32	\$1,501 - \$1,601
Mining	UV	14	0	\$1,547.50	\$1,547.50	\$1,501 - \$1,601
TOTAL		1,716	4,407	\$2,072.69	\$1,703.78	\$1,501 - \$1,601

Household waste collection charges have changed from 2020/21 where a 2 bin service was provided at a cost of \$225.70 per household. 2021/22 will see the introduction of a 3 bin service where FOGO waste is collected in addition to recycling and general waste. This new 3 bin service will cost \$229.70 per household, which is a \$4.00 or 1.7% increase on the previous year's 2 bin service. The 2 bin service will continue in limited circumstances (i.e.: Dardanup West and Bethanie) at a charge of \$208.90 per household. This charge reflects the forecast costs associated with the domestic refuse and kerbside recycling removal contract, plus disposal and other waste related costs, and are itemised in the schedule of Fees & Charges. There has been some minor increases to total revenue due to the growth in the number of properties receiving this service and the \$4.00 increase per household.

	Domestic Refuse & Recycling Levy	Domestic Refuse & Recycling Levy - Total Revenue
2020/21 – Current 2 bin service	\$225.70	\$1,209,978
2021/22 – 2 bin Service	\$208.90	
2021/22 – 3 bin Service	\$229.70	\$1,226,598

The recurrent operating expenditure budget of \$22,187,026 includes an overall increase in estimated expenditure of \$1,043,566 or 4.9% compared with the previous year (although individual line items may vary from this based on specific factors affecting each of these) and continues to focus on improved service delivery to the community.

The increase in operating expenditure is partly due to the higher Public Works Overhead budgeted on Road Maintenance and Parks & Reserves Maintenance, which resulted from Accounting Standards that now exclude an Administration Overhead component on capital works projects.

Other changes includes reduced staffing of 0.26 full-time equivalents from 115.57 FTE employees adopted in the 2020/21 budget to 115.31 in the final 2021/22 annual budget. This is partly due to restructures within various departments that were undertaken during the 2020/21 financial year.

Non-recurrent expenditure of \$1,565,885 has increased by \$634,777 or 68.17% and includes items such as special projects expenditure, consultancy expenditure for Wanju and Waterloo Development Contribution (loan funded), grant funded expenditure (i.e.: Bushfire Risk Management Coordinator, etc.), loss on disposal of assets, community grants, software purchases and insurance claims.

The fees and charges when adopted will determine the amount of revenue to be received during the 2021/22 financial year for certain areas. The income has been forecast in the budget income projections.

At the 31st of March 2021 Council meeting the recommendations from the Integrated Planning Committee meeting held on the 17th of March 2021 were considered and adopted by Council [OCM 69-21 & 90-21]. This included the draft 2021/22 Schedule of Fees and Charges which incorporated several new fees:

- *Item 3.2.3 – Government Agency Rates Enquiry Fee*
Council Rates staff regularly provide rating information to various government departments. This has become more evident with the recent changes to the BORR (Bunbury Outer Ring Road) Project with Rates Officers providing information to various government departments. It is anticipated that by introducing a fee for this service for government entities, Council will be able to recover part of the costs associated with each property rates enquiry.
- *Item 10.1.2 - Tipping Fees*
A new charge of \$30.00 for Small Trucks delivering waste to Council's Transfer Station has been included in the 2021/22 proposed fees and charges. This charge is on similar scale to the tipping fees for large trailers disposing of waste.
- *10.2.6 – Town Planning Fees*
Council staff seek to expand the fees associated with Structure Plans by including a provisional fee for modifications to Structure Plans 'post approval'. Previously this was captured as part of the Basic Amendments and Complex Amendment Fees for Structure Plan fees which ranged from \$2,000 to \$4,120 however, the newly revised fee is calculated based on one third of the cost of the original fee and is proposed at \$1,666.

A new fee structure for Local Development Plans (\$1,000) and Modifications to Local Development Plans Post Approval (\$333) is included in the draft 2021/22 Fees and Charges. Additionally Council staff seek endorsement to charge for Cancelling Development Approval/Removal of Caveat at a set fee of \$73.00 approval/removal.
- *11.3.1 – Eaton Recreation Centre*
The 2021/22 Recreation Centre fees now include a 50% discounted membership rate on upfront paid memberships for FIFO (Fly in Fly Out) workers. A new Corporate Membership category has also been established which provides a 15% discount on full memberships when 5 or more employees join from the same organisation.

Other new fee initiatives include a Second Class (Back to Back) fee of \$9.00 for Fitness Classes; Youth/Teen Fit 10 Session Pass at \$81.00 to encourage physical activity in the Shire's youth population; and the extension of Personal Training sessions from 30 minutes to 45 minutes.

The final Fees and Charges for 2021/22 have been prepared on this basis, with some minor modifications as follows:

- **3.1.2 – Direct Debit Plan / Payment Arrangement (Annual Fee)**
No charge for Direct Debit Plan / Payment Arrangement Annual Fees for Rates whereby the property owner is a State Government Rebate Recipient (i.e. Pensioner Concession Cardholders, State Concession Cardholder, WA Seniors Cardholders). *The Direct Debit Plan / Payment Arrangement Annual Fee has been in place since 2016 and is based on the same fee amount as the Instalment Fee (\$39.00).*
- **7.7.2 – Annual Food Business Fee (Annual Fee)**
This fee was previously adopted as the ‘Fee for Inspection’ relating to registered Food Premises (i.e. high risk, medium risk, low risk and mobile food premises) within the Shire of Dardanup. Whilst the fee amount has not changed, Council staff reviewed the previously adopted fee structure which implied that the ‘Fee for Inspection’ was based on a ‘physical’ annual inspection by Council’s Environmental Health Officers.

The renaming of the fee from ‘*Fee for Inspection*’ to ‘*Annual Food Business Fee (Annual Fee)*’ is in accordance with the Food Act 2008 and associated Regulations and allows local governments to recover costs of providing food-related services.

It was not intended that the fee covered ‘inspections only’, but was based on a cost-recovery fee that included annual registration and other services provided by Council’s Environmental Health Department including, but not limited to:

- Inspections;
- Assessment of food business proposals and expansions;
- Provision of information pertaining to legislative requirements and food safety;
- Food monitoring and sampling;
- Provision of online food safety training (available to all food businesses within the Shire);
- Provision of support (as required) to ensure food businesses can meet legislative and food safety requirements – e.g. correct labelling of food; and
- Close-out of businesses that have closed.

In addition to the above, inspections of food businesses do not necessarily take place on an annual basis. For example, low risk food businesses (e.g. a business selling bottled water) that is performing well is only required to be inspected once every 24 months (2 years).

- **10.1.1 – Waste Charges**
The introduction of the 3 Bin System now incorporates a fortnightly 140l domestic waste, fortnightly 240l recycling service and a weekly 240l FOGO (Food Organics Garden Organics) and is charged at \$229.70 per annual service.

The limited 2 Bin System comprising of 240l domestic waste service and 240l recycling service is included at \$208.90 per annual service (i.e. Bethanie and Rural).

- **11.2.8 – Cash in Lieu of Public Open Space**
The final 2021/22 Fees and Charges includes contributions for cash in lieu of public open space, as set by the Planning and Development Act 1995.
- **13.1.2 – Building Application / Licence Fees**
The minimum prescribed fees in Division 1 and 2 of the Building Regulations 2012 will increase by approximately 5% on the 1st of July 2021, from \$105.00 per application to \$110.00

\$19,343,238 is to be spent in 2021/22 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings and infrastructure assets. Council will allocate \$9,939,805 from Reserves to fund this expenditure, with \$170,384 received as proceeds from disposal (vehicles) and \$320,000 loan funds for the bin acquisition. It is anticipated that \$8,485,528 will be sourced from external grants and contributions, which if unsuccessful, may not enable the capital works to proceed as planned. The funding balance of \$427,521, which includes wages for asset design staff, minor furniture and fittings, and the unfunded portion of the new bins will be contributed from Council's Municipal Fund.

Of the \$19,343,238 capital expenditure budget, the following is the breakdown based on Asset Category:

- Asset Renewal \$3,722,201 (19%);
- Asset Upgrade \$2,522,956 (13%); and
- New Assets \$13,098,081 (68%).

The capital works program for 2021/22 includes a high number of carried forward projects ranging from Capital Road Upgrades and Renewals, Pathways, Building Construction and Parks and Reserves Upgrades and Renewals. All carried forward projects are listed in their respective budget sections: Transport Construction (from page 91), Building Construction (from page 95), and Parks & Reserves Construction (from page 98), and budgeted through either the Carried Forward Projects Reserve, Unspent Grants Reserve or Grant Revenue.

In addition to the carried forward construction works, the final 2021/22 budget incorporates a number of vehicle changeovers that were budgeted in 2020/21 which are listed from page 100 of the budget document. Due to unavailability of stock, which is outside of Council's control, a number of the Vehicles and Plant are now scheduled for delivery in the 2021/22 financial year. Vehicle and Plant Disposal is included at Appendix H – Disposal of Assets on page 122 of the budget document. All carried forward net Vehicle and Plant changeovers are budgeted from Council's Reserve allocation from the 2020/21 budget.

The 2021/22 budget includes the raising of one new loan during the year of \$320,000. These funds are to be expended on the acquisition of new 140l domestic waste bins that will be utilised for the new 3 Bin System.

The 7 year loan is anticipated to be drawn down in July 2021, which enables the first repayment of principal and interest to occur in January 2022.

Transfers to reserves are expected to total \$10,526,326 for the 2021/22 year. Interest income of \$54,883 is forecast to be earned on cash backed reserves during 2021/22, with 50% of the interest earned to be returned to the municipal fund.

Transfers from reserves (including carried forward projects) totalling \$17,937,355 are primarily used for capital projects.

The expected balance of reserves at 30 June 2022 will be \$13,324,229.

It is expected that Council will receive Local Government Grants Commission General Purpose Grant revenue of \$956,143 and Local Roads Grant revenue of \$541,233, noting that 50% of these grant funds are expected to be received in June 2022, and will be transferred to the Unspent Grants Reserve.

The Commonwealth Roads to Recovery (R2R) Grant program was allocated over 5 years to all Local Governments in Australia; the program was completed in 2018/19 financial year. During this time Council received \$2,020,891. A new round of R2R funding commenced in 2019/20 with a stronger

focus on road safety for Roads to Recovery projects. \$474,025 is allocated in 2021/22 from this funding program.

Council has continued to receive grants related to infrastructure with the following grants anticipated for 2021/22:

- \$940,000 for Black Spot works,
- \$1,580,000 from Regional Road Group, and
- \$31,631 for new Pathways.

There have been a number of minor changes made to the draft budget to reflect some of the areas noted above. These have included updated modelling of revenue and expenditure projections for the waste charges 3 Bin System and specified area rates, together with the inclusion of various carried forward projects.

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit or surplus that does not exceed 10% of its rate revenue.

The current forecast end of year surplus for 2020/21 is \$169,557, which is reflected in the opening surplus at the start of the 2021/22 financial year. This forecast will vary when the final annual financial report is produced for 2020/21 with the final result reflected in the financial statements when the 2021/22 mid-year budget review is conducted in February/March 2022.

A small end of year surplus of \$16,552 has been forecast in the budget. The net result for the 12 month period of the 2021/22 is therefore a deficit of (\$153,005). The small surplus is indicative of a tightly constrained budget for the 2021/22 financial year.

Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan & Long term Financial Plan* notes that each year, with the best endeavours, Council aims to consider a draft budget for adoption by the end of June. This goal will be achieved through the adoption of the 2021/22 Budget at the 30th of June 2021 Ordinary Council meeting.

Risk Assessment

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

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

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

Officer Comment

The budget document follows a similar format to previous years, as there have not been any significant changes to the relevant Australian Accounting Standards.

The Moore Australia (WA) budget model has been utilised to generate the 2021/22 budget report as it is a good benchmark of industry standards and requirements, and is reviewed and updated annually.

The 2021/22 budget document includes the following information:

- Financial statements including the Statement of Comprehensive Income (by Nature or Type), Statement of Comprehensive Income (by Program), Statement of Cash Flows, and Rate Setting Statement.
- Notes to and forming part of the budget, including notes on operating expenditure and revenue, loan borrowings, asset construction / acquisition / disposal, transfers to and from reserves, rating information and grants.
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2021/22 Budget.

The final 2021/22 budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Long Term Financial Plan;
 - Debt Management Plan
 - Reserve Funds
 - Rating Strategy
- Corporate Business Plan;
- Workforce Plan;
- Asset Management Plans:
 - Pathways
 - Roads
 - Parks & Reserves
 - Buildings

- Stormwater Drainage
- Plant & Vehicles
- Compliance & Executive Vehicles
- Information Technology
- Eaton Recreation Centre Equipment
- Elected Member Fees, Expenses & Allowances;
- Community Budget Requests;
- Events, Festivals & Community Services Programs;
- Community Funding Applications;
- Minor & Community Grants;
- Elected Member Budget Requests; and
- Fees & Charges Schedule.

While the 2020/21 financial year has not yet ended, the 2021/22 Budget document presented to Council represents the current forecast to the 30th of June 2021.

- *Materiality Limit*

The *Local Government (Financial Management) Regulations (Reg 34(5))* require that each financial year a Local Government adopts a Materiality percentage or value, calculated in accordance with the Australian Accounting Standards.

This percentage or value is required to guide the users of financial reports regarding variances in actual to budget expenditures and revenues. Specifically the intention is to highlight variances that are important or significant due to their value and possible impact.

Having regard to the fact that the users of these financial reports are primarily management and Council, a value greater than \$50,000 or 10%, whichever is greater with reporting at the Program or Nature/Type level has historically been considered reasonable for highlighting material variances, however in 2020/21 this was changed to a value greater than \$25,000 or 5%, whichever is greater.

Overall the 2021/22 Budget continues to deliver on strategies and actions identified and prioritised by Council in the Strategic Community Plan and Corporate Business Plan. This ensures Council maintains a high level of service across all programs while enabling new asset construction and existing asset upgrade and renewal is undertaken at sustainable levels.

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 'A'**MUNICIPAL FUND BUDGET FOR 2021/22 – CAPITAL EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Transport Infrastructure, Land & Buildings, Parks & Reserves, Plant & Equipment, Vehicles, and Furniture & Fittings Capital Acquisition/Works within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.2A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2021/22 financial, excluding:

Transport Capital Upgrades:

- Annual Budget 2021/22 - J12904 – Pratt Road Modifications;

Transport Capital Expansion:

- Annual Budget 2021/22 - J12629 – Dual Use Path – Bobin St Boardwalk – Collie River Foreshore.

Parks & Reserves Construction Expenditure:

- Annual Budget 2021/22 – J11625 – Millars Creek – Upgrade Lighting; and
- Annual Budget 2021/22 – New – Garry Engel Park Renewals.

Transport Renewals:

- Annual Budget 2021/22 – New – Transport Renewal – Henty Road.

Land Development and Building Construction Expenditure:

- Annual Budget 2021/22 – J14322 and J14325 – New Administration Centre.

* (Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'B'**MUNICIPAL FUND BUDGET FOR 2021/22 – CAPITAL EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Transport Infrastructure Capital Upgrade Works:

- J12904 – Pratt Road Modifications;
-

detailed within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.2A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2021/22 financial.

* (Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'C'**MUNICIPAL FUND BUDGET FOR 2021/22 – CAPITAL EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Transport Infrastructure Capital Expansion Works:

- J12629 – Dual Use Path – Bobin St Boardwalk – Collie River Foreshore;

detailed within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.2A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2021/22 financial.

* (Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'D'**MUNICIPAL FUND BUDGET FOR 2021/22 – CAPITAL EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Parks & Reserves Construction Expenditure:

- J11625 – Millars Creek – Upgrade Lighting;
- New – Garry Engel Park Renewals;

detailed within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.2A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2021/22 financial.

* (Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'E'**MUNICIPAL FUND BUDGET FOR 2021/22 – CAPITAL EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Transport Infrastructure Capital Renewal Works:

- New – Henty Road;

detailed within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.2A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2021/22 financial.

* (Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'F'**MUNICIPAL FUND BUDGET FOR 2021/22 – CAPITAL EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Land Development and Building Construction Capital Expenditure:

- J14322 and J14325 – New Administration Centre;

detailed within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.2A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2021/22 financial.

* (Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'G'**MUNICIPAL FUND BUDGET FOR 2021/22 – RESERVE TRANSFERS & LOANS**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Reserve Transfers and current and proposed loans drawdown and repayments within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.2A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2021/22 financial year, with any variations from budget based on actual expenditure.

* (Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'H'**MUNICIPAL FUND BUDGET FOR 2021/22 – OPERATING INCOME & EXPENDITURE**

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the 2021/22 budget 'Operating Income and Expenditure presented in Schedules 3 to 14' within the Municipal Fund Budget as contained in [Appendix ORD: 12.4.2A – Under Separate Cover] of this Agenda and the Minutes, for the Shire of Dardanup for the 2021/22 financial year which includes the following:

- Statement of Cash Flows;
- Statement of Comprehensive Income by Nature or type showing a net result for 2020
- Revenue generated from the Schedule of Fees and Charges for 2021/22;
- Elected Members Fees, Expenses and Allowances;
- Transfers to and from Reserves;
- Notes to and Forming Part of the Budget; and
- Budget Program Schedules.

* (Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'I'**GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS**

THAT Council:

1. For the purposes of yielding the deficiency disclosed by the Municipal Fund Budget for 2021/22 adopted as Part A above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum rates on Gross Rental and Unimproved Values:

a) **General Rates**

- Gross Rental Value (GRV) Rated Properties = \$0.104016
- Unimproved Value (UV) Rated Properties = \$0.006468

b) **Minimum Payments**

- Gross Rental Value (GRV) Rated Properties = \$1,547.50
- Unimproved Value (UV) Rated Properties = \$1,547.50

	RATE IN THE DOLLAR	\$ RATE YIELD
Gross Rental Value (GRV)	\$0.104016	\$9,653,253
GRV Minimum	\$1,547.50	\$2,438,861
TOTAL GRV		\$12,092,114
Unimproved Value (UV)	\$0.006468	\$1,677,068
UV Minimum	\$1,547.50	\$216,650
TOTAL UV		\$1,893,718
TOTAL GRV & UV YIELD		\$13,985,832

2. Pursuant to Sections 6.37 of the *Local Government Act 1995* impose the following Specified Area Rates:

a) **The Specified Area Rate for "Bulk Waste Collection Levy"**

- Purpose: *Levied on developed residential properties within (and adjoining to) the townsites of Eaton, Dardanup and Burekup that are serviced with Council's bulk and green waste kerbside pickup to meet the cost of the service and to contribute to the refuse site.*
- Residential GRV = \$0.001315 per specified assessment to yield \$103,719.

b) **The Specified Area Rate for "Eaton Landscaping"**

- Purpose: *Levied on properties within the townsites of Eaton for the purpose of upgrading and maintaining parks and reserves in Eaton townsite.*

- Residential GRV = \$0.002925 per specified assessment to yield \$250,882.
3. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following dates for the payment in full by instalments:
 - Full payment and 1st instalment due date 8 September 2021
 - 2nd quarterly instalment due date 8 November 2021
 - 3rd quarterly instalment due date 10 January 2022
 - 4th quarterly instalment due date 14 March 2022
 4. Pursuant to Section 6.46 of the *Local Government Act 1995*, Council offers an incentive for the early payment of rates through a rates prize draw of \$1,500 to those ratepayers who pay their rates in full and have no outstanding balance by 4.00pm on 8 September 2021.
 5. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$13.00 for each instalment after the initial instalment is paid (\$39.00 for four (4) instalment option).
 6. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option.
 7. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 7.0% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

* (Absolute Majority required)
 8. Pursuant to Section 6.47 of the *Local Government Act 1995*, Council:
 - a) Grant in 2021/2022 a concession on the local government uniform rate charge to each of the following assessments, for which Council previously resolved (Ordinary Council Meeting of 24 June 2020, Council Resolution 156-20) to change the method of valuation from UV to GRV (subsequently approved under Ministerial delegation by the Department of Local Government, Sport and Cultural Industries [Government Gazette, 11 September 2020]):

#	Owner	Property Address
A10593	GA and SM Brookes	(Lot 502) Moore Road Dardanup West
A10748	LG and TG Coram	14675 (Lot 78) South Western Highway Picton East
A11342	CPSS Pty Ltd	(Lot 81) Marginata Close Crooked Brook
A8109	EJM Suter	2 (Lot 1) Charlotte Street Dardanup
A8241	J & P Corporation Pty Ltd	(Lot 2) Banksia Road Crooked Brook

#	Owner	Property Address
A8282	GR Ballantyne	14723 (Lot 6) South Western Highway Picton East
A8289	EC and W Garlick	14707 (Lot 5) South Western Highway Picton East
A8297	RW, TR and AL Britza	14677 (Lot 12) South Western Highway Picton East
A8300	SA and PS Graham	14743 (Lot 11) South Western Highway Picton
A8301	SA Clark	(Lot 8) South Western Highway Waterloo
A8304	Twinstorm Pty Ltd	14799 (Lot 1) South Western Highway Picton East
A9427	JD and J Hatch	74 (Lot 1) Nyleeta Close Ferguson
A9428	PR Barnett and LD Skeers	70 (Lot 2) Nyleeta Close Ferguson

; and

b) Calculate the aforementioned 2021/2022 concession as follows:

- i) where the 2021/2022 rating charge levied at rate billing (based on the GRV in force at 1 July 2021) less that which would have been charged in 2021/2022 based on the UV in force before the change of method of valuation is:
- less than, or equal to, \$0.00, then no concession be calculated; or,
 - greater than \$0.00, then 33% of the difference is to be granted as a concession; and,
- ii) where an interim valuation impacts the total 2021/2022 rating charge levied, then recalculate clause 8(b)(i) using the total 2021/2022 rating charge levied.

* (Absolute Majority required – Part 7)

OFFICER RECOMMENDED RESOLUTION 'J'

GENERAL FEES AND CHARGES FOR 2021/22

THAT Council pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the Fees & Charges as contained in the 2021/22 Budget included as [Appendix ORD: 12.4.2A – Under Separate Cover] of the Agenda and Minutes.

(Absolute Majority required)

OFFICER RECOMMENDED RESOLUTION 'K'**OTHER STATUTORY FEES FOR 2021/22**

THAT Council:

1. Pursuant to Section 53 of the *Cemeteries 1986*, Council adopts the Fees & Charges for the Dardanup and Ferguson Cemetery as contained in the 2021/22 Budget included as [Appendix ORD; 12.4.2 – Under Separate Cover] of the Agenda and Minutes.
2. Pursuant to Section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960*, Council adopts the swimming pool inspection fee as contained in the 2021/22 Budget included as [Appendix ORD; 12.4.2 – Under Separate Cover] of the Agenda and Minutes.
3. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, Council adopts the Fees & Charges for the removal and deposit of domestic and commercial waste as contained in the 2021/22 Budget included as [Appendix ORD; 12.4.2 – Under Separate Cover] of the Agenda and Minutes.
* (Simple Majority required)
4. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* and Section 6.16 of the *Local Government Act 1995*, Council adopts the Fees & Charges for the deposit of domestic and commercial waste as contained in the 2021/22 Budget included as [Appendix ORD; 12.4.2 – Under Separate Cover] of the Agenda and Minutes.

* (Absolute Majority required – Parts 1, 2 & 4)

OFFICER RECOMMENDED RESOLUTION 'L'**MATERIAL VARIANCE REPORTING FOR 2021/22**

THAT Council In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 101 Presentation of Financial Statements*, the level to be used in statements of financial activity in 2021/22 for reporting material variances shall be 5% or \$25,000, whichever is greater.

(Simple Majority required)

OFFICER RECOMMENDED RESOLUTION 'M'

THAT Council notes that expenditure associated with the proposed new ERP system outlined in the IT Asset Management Plan adopted by Council, and the corresponding transfer from Reserve for this expenditure, not occur until Council has received and endorsed the ERP Report.

12.4.3 Title: CnG CP098 - COVID19 Financial Hardship Policy for Rates and Sundry Debtors – Policy Update

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.3A – CnG CP098 – COVID19 Financial Hardship Policy for Rates and Sundry Debtors (Revised Policy)</i> <i>Appendix ORD: 12.4.3B – CnG CP098 - COVID19 Financial Hardship Policy for Rates and Sundry Debtors (Current Adopted Policy)</i> <i>Appendix ORD: 12.4.3C – Risk Assessment</i>

Overview

The Shire of Dardanup Council Policy Manual containing all Council policies is reviewed biennially, however, throughout the year some policies are required to be reviewed within an earlier time frame, pursuant to regulation.

This report is provided to Council to consider and adopt the reviewed policy *CnG CP098 – COVID19 Financial Hardship Policy for Rates and Sundry Debtors* [Appendix ORD: 12.4.3A], which has been updated to reflect recent changes to legislation that impacts the 2021/22 rates billing cycle.

Background

At the Ordinary Council meeting dated the 27th of May 2020 Council resolved to adopt Council Policy *CP098 – COVID-19 Financial Hardship Policy for Rates and Sundry Debtors* [Res 126-20] which was aimed specifically at Council's ratepayers and sundry debtors who were experiencing financial hardship as a direct result of the COVID-19 pandemic. This policy was again reviewed and adopted at the Ordinary Council Meeting of 30th of September 2020 as part of the full Council Policy Manual review process [Res 270-20].

Council Policy *CnG CP098 COVID19 Financial Hardship Policy for Rates and Sundry Debtors* was designed to assist and support the community to meet the financial challenges arising from the COVID-19 pandemic.

Although the WA economy has largely recovered from the impact of COVID-19, in part to the mining economy and continued lower unemployment rates, other sectors of the economy are still significantly affected by COVID-19 and affected by travel restrictions.

As part of the reviewed policy, Council will continue to support those ratepayers experiencing financial hardship due to the COVID-19 pandemic. In doing so Council has applied a practical approach in responding to the COVID-19 crisis by adopting a number of financial relief measures including:

- The implementation of deferred payment plans on overdue rates and sundry debtor accounts;
- Reduced interest rates on 'rates arrears' which has recently been adjusted to 7% for the 2021/22 financial year; and
- Waiving of penalty interest on rates where a ratepayer has suffered financial hardship due to the pandemic.

Since the adoption of the policy in May 2020, Council has approved twenty-two (22) Financial Hardship Applications. Whilst the number of applications received to date is low, it is in part, due to past practices

whereby Council has taken a proactive approach to support ratepayers and sundry debtors by offering 'special payment arrangements' to enable a flexible payment options for overdue debts, and reduce the debt recovery action taken by officers.

Legal Implications

Local Government Act 1995

2.7. Role of Council

(1) *The Council —*

- (a) *governs the local government's affairs; and*
- (b) *is responsible for the performance of the local government's functions.*

(2) *Without limiting subsection (1), the Council is to —*

- (a) *oversee the allocation of the local government's finances and resources; and*
- (b) *determine the local government's policies.*

6.12. Power to defer, grant discounts, waive or write off debts

(1) *Subject to subsection (2) and any other written law, a local government may —*

- (a) *when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or*
 - (b) *wave or grant concessions in relation to any amount of money; or*
 - (c) *write off any amount of money, which is owed to the local government.*
- * Absolute majority required.*

(2) *Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.*

(3) *The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.*

(4) *Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.*

6.49. Agreement as to payment of rates and service charges

A local government may accept payment of a rate or service charge due and payable by a person in accordance with an agreement made with the person.

Strategic Community Plan

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

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

Strategy 1.4.2 - Maintain, review and ensure relevance of Council's policies and local laws. (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

Over the last 12 months WALGA, the Department of Local Government and the Office of Auditor General (OAG) have strongly supported local governments in the adoption of Financial Hardship Policies, and in particularly, COVID-19 related policies.

Council's original policy adopted in May 2020 CP 098 - COVID19 Financial Hardship Policy for Rates and Sundry Debtors [Appendix ORD: 12.4.3B] was based on a modified version of WALGA's Financial Hardship Policy Template.

Budget Implications

The revised policy CnG CP098 – COVID19 Financial Hardship Policy for Rates and Sundry Debtors is designed to assist rates debtors and sundry debtors by offering some relief measures around the payment of rates and sundry debtor accounts.

Based on the low number of applications processed to date (22) during the 2020/21 financial year, there has been minimal impact to the budget. Most of the applications have resulted in the waiving of interest charges on rates levied during the 2020/21 financial year.

The adopted draft 2021/22 annual budget includes a provision for Rates Written Off budgeted at \$4,000.

Budget – Whole of Life Cost

The economic impact of the CnG CP098 – COVID19 Financial Hardship Policy for Rates and Sundry Debtors is based on the annual adoption of the policy. Although the full impact cannot be measured at present, it is likely consideration for Financial Hardship applications pursuant to this policy will have a negative impact on Council's operations. However, in recognition of the challenge in the delivery of future budgets, potential savings may also be established across all directorates.

Council Policy Compliance

CnG CP098 - Financial Hardship Policy for Rates and Sundry Debtors.

Risk Assessment

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

TIER 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	CnG CP098 – COVID19 Financial Hardship Policy For Rates And Sundry Debtors – Policy Update
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Risk of Council not receiving 2021/22 Rates Revenue in a timely manner may affect operational budget requirements for next financial year.
	Reputational Council may be perceived as uncompassionate, uncaring or indifferent if no policy is in place for ratepayers and sundry debtors affected by extreme or severe financial hardship due to the COVID19 pandemic.

Officer Comment

In recent years, there has been a high number of ratepayers and/or sundry debtors that have contacted finance staff in relation to overdue accounts. This has seen a large increase in the number of direct debit applications, or 'special payment arrangements' which have enabled the debts to be reduced over time with a flexible payment plan.

With the adoption of the COVID-19 related financial hardship policy in May 2020, Council staff anticipated a higher number of applications than it actually received. This may be in part to government incentives provided to the community throughout the pandemic, recovery in the WA mining sector, and West Australians continuing to spend in the economy. However, the policy is a reminder that the COVID19 pandemic has caused (and continues to do so) severe financial hardship to ratepayers and sundry debtors within the local community.

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 revised Council Policy CnG CP098 – COVID19 Financial Hardship Policy for Rates and Sundry Debtors as follows:



POLICY NO:-

CnG CP098 – COVID19 FINANCIAL HARDSHIP POLICY FOR RATES AND SUNDRY DEBTORS

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
History:							
Version:	1		OCM	27/05/20	Res: 126-20	Synopsis:	Policy Created
Version	2	CnG CP002	OCM	30/09/20	Res: 270-20	Synopsis	Reviewed and Adopted by Council
Version	3	CnG CP098	OCM	30/06/21	Res:	Synopsis:	Amended and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

To give effect to our commitment to support the whole community to meet the unprecedented challenges arising from the COVID19 pandemic, the Shire of Dardanup recognises that these challenges will result in financial hardship for our ratepayers and sundry debtors.

The COVID-19 Financial Hardship Policy outlines how the Shire will assist residential ratepayers and sundry debtors experiencing financial hardship. The Policy is intended to ensure that we offer fair, equitable, consistent and dignified support to ratepayers and sundry debtors suffering hardship, while treating all members of the community with respect and understanding at this difficult time.

The purpose of this policy is to:

- a. Enable a ratepayer liable for rates and service charges, who is experiencing financial hardship, to make application for assistance relating to any unpaid rates or service charges levied on their residential property under the Local Government Act 1995;
- b. Enable a person liable for outstanding sundry debtor charges, who are experiencing financial hardship, to make application for assistance relating to any unpaid charged billed through the Shire's sundry debtor system; and
- c. Ensure all rates and sundry debtors are treated fairly and consistently with respect and compassion when the Shire is considering their circumstances in recognising financial hardship.

3. DEFINITIONS

In the context of this Policy, the following terms shall be used.

TERM	DEFINITION
Financial Hardship	Where a change in a person's circumstances results in them being unable to pay rates and service charges, or a sundry debtor account, and if paying their rates or debtors account will affect their ability to meet their basic living needs - in short, if the debtor has the intention but not the financial capacity to pay.
Outstanding Rates and Service Charges	A rate or service charge that becomes due and payable as determined by the Local Government, but not earlier than 35 days after the date noted on the rates notice as the date the rates notice was issued.
Overdue Rates	Rates that remain unpaid after they are due and payable are referred to as 'overdue rates' in this policy.
Payment Difficulties, Hardship and Vulnerability	Adapted from the Ombudsman Western Australia publication, Local government collection of overdue rates for people in situations of vulnerability: Good Practice Guidance: http://www.ombudsman.wa.gov.au/
Rates Debtor	A rates debtor is defined as a ratepayer of the Shire.
Sundry Debtor	A sundry debtor is a person, corporation, business or other entity owing money to the Shire.

4. POLICY

This policy applies to:

- a. Outstanding rates and service charges (overdue rates) as at the date of adoption of this policy;
- b. Rates and service charges levied for the 2021/22 financial year; and
- c. Outstanding sundry debtor accounts as at the date of adoption of this policy.

It is a reasonable community expectation, as we deal with the effects of the pandemic that those with the capacity to pay rates will continue to do so. For this reason the Policy is not intended to provide rate relief to ratepayers or sundry debtors who are not able to evidence financial hardship and the statutory provisions of the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996* will apply.

4.1 Payment difficulties, hardship and vulnerability

Payment difficulties, or short-term financial hardship, occur where a change in a person's circumstances result in an inability to pay a rates or service charge debt.

Financial hardship occurs where a person is unable to pay rates and service charges without affecting their ability to meet their basic living needs, or the basic living needs of their dependants. The Shire of Dardanup recognises that the COVID19 pandemic has increased the occurrence of payment difficulties, financial hardship and vulnerability in our community. This policy is intended to apply to all ratepayers and sundry debtors experiencing financial hardship regardless of their status, be they a property owner, tenant, business owner etc.

4.2 Anticipated Financial Hardship due to COVID19

We recognise that some ratepayers are experiencing financial hardship due to COVID-19. We respect and anticipate the probability that additional financial difficulties may arise when their rates are received in the 2021/22 financial year.

We will write to ratepayers at the time their account falls into arrears, to advise them of the terms of this policy and encourage eligible ratepayers to apply for hardship consideration. Where possible and appropriate, we will also provide contact information for a recognised financial counsellor and/or other relevant support services.

4.3 Financial Hardship Criteria

While evidence of hardship will be required, we recognise that not all circumstances are alike. We will take a flexible approach to a range of individual circumstances including, but not limited to, the following situations:

- Recent unemployment or under-employment;
- Sickness or recovery from sickness;
- Low income or loss of income; and
- Unanticipated circumstances such as caring for and supporting extended family

Ratepayers and sundry debtors are encouraged to provide any information about their individual circumstances that may be relevant for assessment. This may include demonstrating a capacity to make some payment and where possible, entering into a payment proposal. We will consider all circumstances, applying the principles of fairness, integrity and confidentiality whilst complying our statutory responsibilities.

4.4 Payment Arrangements

Payment arrangements facilitated in accordance with Section 6.49 of the Act are of an agreed frequency and amount. These arrangements will consider the following:

- That a ratepayer has made genuine effort to meet rate and service charge obligations in the past;
- The payment arrangement will establish a known end date that is realistic and achievable; and
- The ratepayer will be responsible for informing the Shire of Dardanup of any change in circumstance that jeopardises the agreed payment schedule.

In the case of severe financial hardship, we reserve the right to consider waiving additional charges or interest (excluding the late payment interest applicable to the Emergency Services Levy).

4.5 Interest Charges

A ratepayer that meets the Financial Hardship Criteria and enters into a payment arrangement may request a suspension or waiver of interest charges. Applications will be assessed on a case by case basis.

4.6 Deferment of Rates

Deferment of rates may apply for ratepayers who have a Pensioner Card, State Concession Card or Seniors Card and Commonwealth Seniors Health Care Card registered on their property; eligible pensioners must hold 100%

equity in the property as per the *Rates and Charges (Rebates and Deferments) Act 1992*. The deferred rates balance:

- Remains as a debt on the property until paid;
- Becomes payable in full upon the passing of the pensioner or if the property is sold or if the pensioner ceases to reside in the property;
- May be paid at any time, BUT the concession will not apply when the rates debt is subsequently paid (deferral forfeits the right to any concession entitlement); and
- Does not incur penalty interest charges.

4.7 Debt recovery

We will suspend our debt recovery processes whilst negotiating a suitable payment arrangement with a debtor. Where a debtor is unable to make payments in accordance with the agreed payment plan and the debtor advises us and makes an alternative plan before defaulting on the 3rd due payment, then we will continue to suspend debt recovery processes.

Where a ratepayer has not reasonably adhered to the agreed payment plan, then for any Rates and Service Charge debts that remain outstanding on 1 July 2022, we will offer the ratepayer further opportunity of adhering to a payment plan that will clear the total debt by the end of the 2022/2023 financial year.

Rates and service charge debts that remain outstanding at the end of the 2022/23 financial year, will then be subject to the rates debt recovery procedures prescribed in the *Local Government Act 1995*.

4.8 Review

The Shire will establish a mechanism for review of decisions made under this Policy, and advise the applicant of their right to seek review and the procedure to be followed.

4.9 Communication and Confidentiality

The Shire will maintain confidential communications at all times and we undertake to communicate with a nominated support person or other third party at your request.

The Shire will advise ratepayers of this policy and its application, when communicating in any format (i.e. verbal or written) with a ratepayer that has an outstanding rates or service charge debt.

The Shire recognises that applicants for hardship consideration are experiencing additional stressors, and may have complex needs. The Shire will provide additional time to respond to communication and will communicate in alternative formats where appropriate. We will ensure all communication with applicants is clear and respectful.

5. REFERENCE DOCUMENTS

Local Government Act 1995 – s6.44

Local Government (Financial Management) Regulations 1996

Rates and Charges (Rebates and Deferments) Act 1992

Ombudsman WA Report – Local Government Collection of Overdue Rates for People in Situations of Vulnerability: Good Practice Guide.

12.4.4 Title: CnG CP128 Significant Accounting Policy - Policy Update

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix ORD: 12.4.4A – CnG CP128 Significant Accounting Policies (Current Adopted Policy)</i> <i>Appendix ORD: 12.4.4B – Risk Assessment</i>

Overview

The Shire of Dardanup Council Policy Manual containing all Council policies is reviewed biennially, however, throughout the year some policies are required to be reviewed within an earlier time frame, pursuant to regulation.

This report is provided to Council to consider and adopt the reviewed policy *CnG CP128 – Significant Accounting Policies*, which provides disclosure of the specific accounting principles and methods that are to be used in the preparation of the annual budget. This policy applies from the 1st of July 2021 (2021/22 financial year).

Background

Council has endorsed a process of regularly reviewing all Council policies at least once every two years. While Council considered this policy *CnG CP128 - Significant Accounting Policies* at the Ordinary Council Meeting dated the 30th of September 2020 [Res 270-20], changes to the *Local Government (Financial Management) Regulations 1996* and relevant *Australian Accounting Standards* now requires the policy to be updated as part of next year's annual budget preparation. These changes are provided for in [Appendix ORD: 12.4.4A].

As part of the production of the Annual Financial Statements (looking backward) and Annual Budget (looking forward), two statements appear in those reports which outline the "Basis of Preparation" and the "Significant Accounting Policies" impacting on the preparation of the financial statements.

The annual budget and annual financial statements comprise of general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (and related pronouncements) and the Local Government Act 1995 and accompanying Regulations.

The ***Basis of Preparation*** refers to the following:

- The general purpose financial statements being prepared on an accrual basis in accordance with the Australian Accounting Standards and the *Local Government Act 1995*;
- Local Government Reporting Entity;
- Initial Application of Accounting Standards;
- New Accounting Standards for Application in Future Years; and
- Critical Accounting Estimates.

The ***Significant Accounting Policies*** refers to the following:

- Grants, subsidies and contributions;
- Fees and charges;
- Interest earnings;
- Cash and cash equivalents;

- Restricted assets;
- Other financial assets at amortised cost;
- Financial assets at fair value through profit and loss;
- Impairment and risk;
- Trade and other receivables;
- Impairment and risk exposure;
- Classification and subsequent measurement;
- General inventories;
- Land held for resale;
- Other current assets;
- Non-current assets held for sale;
- Fixed assets;
 - Initial recognition and measurement between mandatory revaluation dates;
 - Revaluation;
 - Australian Accounting Standards – inconsistency – revaluation;
 - Land under roads from 1 July 2019;
 - Vested improvements from 1 July 2019;
- Depreciation;
 - Depreciation rates
 - Asset classes
 - Depreciation on revaluation;
 - Amortisation;
- Leases;
 - Right-of-use assets – valuation;
 - Right-of-use assets – depreciation;
- The Shire as Lessor;
- Computer software;
- Trade and other payables;
- Prepaid Rates
- Contract liabilities;
- Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity;
- Financial liabilities;
- Borrowing costs;
- Risk;
- Employee benefits
 - Short-term employee benefits;
 - Other long-term employee benefits;
 - Provisions
- Leases;
- Interests in joint arrangements;
- Investment in associates;
- Rates;
- Goods and services tax (GST);
- Current and non-current classification;

- Rounding off figures;
- Comparative figures;
- Budget comparative figures;
- Superannuation;
- Fair value of assets and liabilities; and
- Fair value hierarchy;
 - Level 1;
 - Level 2;
 - Level 3;
 - Valuation techniques;
 - Market approach;
 - Income approach;
 - Cost approach.

While these statements have been included in previous year's financial statements, they do vary from year to year based on changes to Australian or International Accounting Standards or the *Local Government Act 1995* or regulations.

This creation of a formal *Significant Accounting Policies* policy will enable Council to formally recognise and endorse the policies and principles that form the basis of financial accounting and financial reporting for the Shire of Dardanup.

Legal Implications

Local Government Act 1995

2.7. *Role of council*

- (1) *The council —*
- (a) *governs the local government's affairs; and*
 - (b) *is responsible for the performance of the local government's functions.*
- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

Local Government (Financial Management) Regulations 1996

17A. *Valuation of certain assets for financial reports*

(1) *In this regulation —*

carrying amount, in relation to a non-financial asset, means the carrying amount of the non-financial asset determined in accordance with the AAS;

fair value, in relation to a non-financial asset, means the fair value of the non-financial asset measured in accordance with the AAS;

right-of-use asset, of a local government, includes the local government's right to use —

- (a) *Crown land; or*
- (b) *other land that is not owned by the local government,*

that is vested in the local government at nil or nominal cost for an indefinite period for the purpose of roads or for any other purpose;

vested improvement, in relation to a local government, means a pre-existing improvement on land of which the care, control or management is vested in the local government at nil or nominal cost for an indefinite period.

- (2) *A local government must show in each financial report for a financial year ending on or after 30 June 2020 —*
- (a) *the fair value of all of the non-financial assets of the local government that are —*
 - (i) *land and buildings that are classified as property, plant and equipment; or*
 - (ii) *investment properties; or*
 - (iii) *infrastructure; or*
 - (iv) *vested improvements that the local government controls;**and*
 - (b) *the carrying amount of all of the non-financial assets of the local government that are plant and equipment type assets measured using the cost model in accordance with the AAS; and*
 - (c) *the carrying amount of all of the right-of-use assets of the local government (other than vested improvements referred to in paragraph (a)(iv)) measured using the cost model in accordance with the AAS.*
- [(3) *deleted*]
- (4) *A local government must revalue a non-financial asset of the local government referred to in subregulation (2)(a) —*
- (a) *whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and*
 - (b) *in any event, within a period of no more than 5 years after the day on which the asset was last valued or revalued.*
- (5) *A non-financial asset is to be excluded from the assets of a local government if the fair value of the asset as at the date of acquisition by the local government is under \$5 000.*

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

Environment - None.

Precedents - None.

The policy manual is reviewed regularly to ensure compliance with laws and regulations, and to maintain best practice governance systems.

Budget Implications

There are no direct budget implications associated with this new policy.

Budget – Whole of Life Cost

As no new assets have been created, there are no whole of life or ongoing cost implications.

Council Policy Compliance

Current Council Policy *Infr CP074 – Asset Management*.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	CnG CP128 Significant Accounting Policy- Policy Update
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 Ad-hoc financial management practices lead to non-compliance with Australian Accounting Standards, Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.
	Reputational Non-compliance will impact on the Shire’s business reputation.

Officer Comment

This Policy has been developed utilising the industry best practice standards and the template developed through Moore Australia (WA) accountants. Moore Australia (WA) provide ongoing and annual training on changes to accounting standards and legislation that will impact on financial management and reporting by local governments.

The consideration of asset useful lives and depreciation rates have also been considered by the Asset Management Working Group, which the outcomes from that process reflected in the depreciation rates and classes included in the revised Policy. These depreciation rates will be established to reflect the useful life of assets and estimated consumption patterns, and have a considerable impact on the financial statements and financial ratio calculations.

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 revised Council Policy ‘CP128 – Significant Accounting Policies’ effective from the 1st of July 2021:



POLICY NO:-

CP128 – SIGNIFICANT ACCOUNTING POLICIES**GOVERNANCE INFORMATION**

Procedure Link:	NA	Council Policy Link:	NA
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ADMINISTRATION INFORMATION

History:							
Version:	1	CP128	OCM	27/11/19	Res: 348-19	Synopsis:	Council Policy Document endorsed
Version:	2	CnG CP128	OCM	30/09/20	Res: 270-20	Synopsis:	Reviewed and Adopted by Council
Version:	2	CnG CP128	OCM	30/06/21	Res:		

1. RESPONSIBLE DIRECTORATE

Corporate & Governance

2. PURPOSE OR OBJECTIVE

The purpose of this policy is summarise the significant accounting policies that form part of the notes that accompany the Shire of Dardanup's statutory budgets and financial statements, describing the key policies being followed by financial and asset management services.

The Policy summary is mandated by the applicable accounting framework (such as AASB or LG Act). These frameworks require an entity to disclose its most important or significant accounting policies, the appropriateness of those policies, and how they impact the reported financial position of the entity.

3. REFERENCE DOCUMENTS

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Generally Accepted Accounting Principles (GAAP) - is a framework of accounting standards, rules and procedures defined by the professional accounting industry.

International Financial Reporting Standards (IFRS) - are a set of international accounting standards stating how particular types of transactions and other events should be reported in financial statements.

Australian Accounting Standards Board (AASB) – Australian Accounting Standards

4. POLICY**4.1 Basis of Preparation**

The financial report comprises general purpose financial statements which have been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards where they are inconsistent. The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost.

All right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost rather than at fair value. The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land

which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

- **The Local Government Reporting Entity**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the Local Government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies appears in the Notes of the financial statements.

- **Initial Application of Accounting Standards**

During the current year, the Shire adopted all of the new and revised Australian Accounting Standards and Interpretations which were compiled, became mandatory and which were applicable to its operations. These were:

- *AASB 1059 Service Concession Arrangements: Grantors*
- *AASB 2018-7 Amendments to Australian Accounting Standards – Definition of Materiality*

The adoption of these standards had no material impact on the financial report.

- **New Accounting Standards for Application in Future Years**

The following new accounting standards will have application to local government in future years:

- *AASB 2020-1 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-Current*
- *AASB 2020-3 Amendments to Australian Accounting Standards – Annual Improvements 2018-2020 and Other Amendments*
- *AASB 2021-2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies or Definition of Accounting Estimates*

It is not expected these standards will have an impact on the financial report.

- **Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

4.2 SIGNIFICANT ACCOUNTING POLICIES

(a) Grants, subsidies and contributions

Operating grants, subsidies and contributions are grants, subsidies or contributions that are not non-operating in nature. Non-operating grants, subsidies and contributions are amounts received for the acquisition or construction of recognisable non-financial assets to be controlled by the local government.

(b) Fees and charges

Revenue (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees.

(c) Interest earnings

Interest income is calculated by applying the effective interest rate to the gross carrying amount of a financial asset except for financial assets that subsequently become credit-impaired. For credit-impaired financial assets the effective interest rate is applied to the net carrying amount of the financial asset (after deduction of the loss allowance). Interest income is presented as finance income where it is earned from financial assets that are held for cash management purposes.

(d) Cash and cash equivalents

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

(e) Restricted assets

Restricted asset balances are not available for general use by the local government due to externally imposed restrictions. Externally imposed restrictions are specified in an agreement, contract or legislation. This applies to reserves, unspent grants, subsidies and contributions and unspent loans that have not been fully expended in the manner specified by the contributor, legislation or loan agreement.

(f) Other financial assets at amortised cost

The Shire classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

(g) Financial assets at fair value through profit and loss

The Shire classifies the following financial assets at fair value through profit and loss:

- debt investments which do not qualify for measurement at either amortised cost or fair value through other comprehensive income.
- equity investments which the Shire has not elected to recognise at fair value gains and losses through other comprehensive income.

(h) Impairment and risk

Information regarding impairment and exposure to risk can be found in the Notes.

(i) Trade and other receivables

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

(j) Impairment and risk exposure

Information about the impairment of trade receivables and their exposure to credit risk and interest rate risk can be found in the Notes.

(k) Classification and subsequent measurement

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Trade receivables are held with the objective to collect the contractual cashflows and therefore measures them subsequently at amortised cost using the effective interest rate method.

Due to the short term nature of current receivables, their carrying amount is considered to be the same as their fair value. Non-current receivables are indexed to inflation, any difference between the face value and fair value is considered immaterial.

(l) General - Inventories

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

(m) Land held for resale

Land held for development and resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development.

(n) Other current assets

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

(o) Non-current assets held for sale

Assets are classified as held for sale where the carrying amount will be recovered through a sale rather than continuing use and the asset is available for immediate sale with a sale being highly probable.

Non-current assets classified as held for sale are valued at the lower of the carrying amount and fair value less costs to sell.

(p) Fixed assets

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

(q) Initial recognition and measurement between mandatory revaluation dates

Assets for which the fair value as the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulations 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Individual assets that are land, buildings, infrastructure and investment properties acquired between initial recognition and the next revaluation of the asset class in accordance with the mandatory measurement framework, are recognised at cost and disclosed as being at fair value as management believes cost approximates fair value. They are subject to subsequent revaluation at the next anniversary date in accordance with the mandatory measurement framework.

(r) Revaluation

The fair value of land, buildings, infrastructure and investment properties is determined at least every five years in accordance with the regulatory framework. This includes buildings and infrastructure items which were pre-existing improvements (i.e. vested improvements) on vested land acquired by the Shire.

(s) Australian Accounting Standards – inconsistency - revaluation

At the end of each period the valuation is reviewed and where appropriate the fair value is updated to reflect current market conditions. This process is considered to be in accordance with *Local Government (Financial Management) Regulation 17A (2)* which requires land, buildings, infrastructure, investment properties and vested improvements to be shown at fair value.

Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same class of asset are recognised against revaluation surplus directly in equity. All other decreases are recognised in profit or loss.

(t) Land under roads from 1 July 2019

As a result of amendments to the *Local Government (Financial Management) Regulations 1996*, effective 1 July 2019, vested land, including land under roads, is treated as right-of-use assets measured at zero cost. Therefore, the previous inconsistency with AASB 1051 in respect of non-recognition of land under roads acquired on or after 1 July 2008 has been removed, even though measurement at zero cost means that land under roads is still not included in the statement of financial position.

(u) Vested improvements from 1 July 2019

The measurement of vested improvements at fair value in accordance with the *Local Government (Financial Management) Regulation 17A(2)(iv)* is a departure from AASB 16 which would have required the Shire to measure the vested improvements as part of the related right-of-use assets at zero cost.

Refer to the Notes that details the significant accounting policies applying to leases (including right-of-use assets).

(v) Depreciation

The depreciable amount of all fixed assets including buildings but excluding freehold land and vested land, are depreciated on a straight-line basis over the individual asset's useful life from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired period of the lease or the estimated useful life of the improvements.

The assets residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period.

An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains and losses are included in the statement of comprehensive income in the period in which they arise.

(w) Depreciation rates

Typical estimated useful lives for the different asset classes for the current and prior years are included in the table below:

<u>Asset Class</u>	<u>Useful Life</u>
Buildings:	
- Sub-structure	18 to 90 years
- Super-structure	15 to 75 years
- Roof	14 to 68 years
- Finishing & Fittings	8 to 38 years
- Services (mechanical, hydraulic, electrical, fire)	11 to 53 years
- Site surround works	30 years
Land:	Not depreciated
Furniture and Equipment:	4 to 10 years
Plant and Equipment:	5 to 10 years
Motor Vehicles:	4 to 5 years
Works in Progress	Not depreciated
Infrastructure Assets:	
<u>Sealed Roads and Streets</u>	
- Roads – Formation	Not depreciated
- Roads – Pavement	30 to 80 years
- Roads – Seal: Bitumen	20 years
- Roads – Seal: Asphalt	40 years
- Roads – Seal: Brick Paving	40 years
- Roads – Kerbing	60 years
- Roads – Drainage	40 years
<u>Gravel Roads</u>	
- Roads – Formation	Not depreciated
- Roads – Pavement	10 to 20 years
<u>Parks and Reserves</u>	
- Playgrounds	15 years
- Furniture	15 years
- Turf	20 years
- Gardens	15 years
- Irrigation	12 to 40 years
- Sporting infrastructure	15 to 25 years
- Rubbish bin enclosures	15 years

- Marine structures	20 years
- Other Structures	15 to 80 years

Bridges

- Timber	80 years
- Other	100 years

Pathways

- Concrete	50 years
- Limestone	15 years
- Paving	25 years
- Asphalt	20 years
- Timber	30 years

Stormwater Drainage 50 to 75 years.

Car Parks*Based on Sealed Roads*

- Roads – Formation	Not depreciated
- Roads – Pavement	30 to 80 years
- Roads – Seal: Bitumen	20 years
- Roads – Seal: Asphalt	40 years
- Roads – Seal: Brick Paving	40 years
- Roads – Kerbing	60 years
- Roads – Drainage	40 years

Lighting 5 to 25 years.

(x) Depreciation on revaluation

When an item of property, plant and equipment is revalued, any accumulated depreciation at the date of the revaluation is treated in one of the following ways:

- (a) The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. For example, the gross carrying amount may be restated by reference to observable market data or it may be restated proportionately to the change in the carrying amount. The accumulated depreciation at the date of the revaluation is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses; or
- (b) Eliminated against the gross carrying amount of the asset and the net amount restated to the revalued amount of the asset.

(y) Amortisation

All intangible assets with a finite useful life, are amortised on a straight-line basis over the individual asset's useful life from the time the asset is held for use.

The residual value of intangible assets is considered to be zero and the useful life and amortisation method are reviewed at the end of each financial year.

Amortisation is included within Depreciation on non-current assets in the Statement of Comprehensive Income and in the note above.

(z) Leases

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration.

At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts that are classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

Leases for the right of use assets are secured over the asset being leased.

(aa) Right-of-use assets - valuation

Right-of-use assets are measured at cost. This means that all right-of-use assets (other than vested improvements) under zero cost concessionary leases are measured at zero cost (i.e. not included in the statement of financial position). The exception is vested improvements on concessionary land leases such as roads, buildings or other infrastructure which are reported at fair value.

Refer to the Notes for details on the significant accounting policies applying to vested improvements.

(ab) Right-of-use assets - depreciation

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset, or the cost of the right-of-use asset reflects that the Shire anticipates to exercise a purchased option, the specific asset is amortised over the useful life of the underlying asset.

(ac) The Shire as Lessor

Upon entering into each contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

The contract is classified as a finance lease when the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases not within this definition are classified as operating leases. Rental income received from operating leases is recognised on a straight-line basis over the term of the specific lease.

Initial direct costs incurred in entering into an operating lease (e.g. legal cost, cost to setup) are included in the carrying amount of the leased asset and recognised as an expense on a straight-line basis over the lease term.

When a contract is determined to include lease and non-lease components, the Entity applies AASB 15 to allocate consideration under the contract to each component.

(ad) Computer software

Costs associated with maintaining software programmes are recognised as an expense as incurred. Development costs that are directly attributable to the design and testing of identifiable and unique software products controlled by the Shire are recognised as intangible assets where the following criteria are met:

- it is technically feasible to complete the software so that it will be available for use;
- management intends to complete the software and use or sell it;
- there is an ability to use or sell the software;
- it can be demonstrated how the software will generate probably future economic benefits;
- adequate technical, financial and other resources to complete the development and to use or sell the software are available; and
- the expenditure attributable to the software during its development can be reliably measured.

Direct attributable costs that are capitalised as part of the software include employee costs and an appropriate portion of relevant overheads.

Capitalised development costs are recorded as intangible assets and amortised from the point at which the asset is ready for use.

(ae) Trade and other payables

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

(af) Prepaid rates

Prepaid rates are, until the taxable event has occurred (start of financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

(ag) Contract liabilities

Contract liabilities represent the Shire's obligation to transfer goods or services to a customer for which the Shire has received consideration from the customer.

With respect to transfers for recognisable non-financial assets, contract liabilities represent performance obligations which are not yet satisfied.

Contract liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

(ah) Liabilities under transfers to acquire or construct non-financial assets to be controlled by the entity

Grant liabilities represent the Shire's performance obligations to construct recognisable non-financial assets to identified specifications which are yet to be satisfied.

Grant liabilities are recognised as revenue when the performance obligations in the contract are satisfied.

(ai) Financial liabilities

Financial liabilities are recognised at fair value when the Shire becomes a party to the contractual provisions to the instrument.

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost. Gains or losses are recognised in profit or loss.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

(aj) Borrowing costs

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

(ak) Risk

Information regarding exposure to risk can be found in the Notes.

(al) Employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as provisions in the statement of financial activity.

- **Short-term employee benefits**

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the statement of financial position.

- **Other long-term employee benefits**

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any re-measurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur.

The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

- **Provisions**

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(am) Leases

Leases of fixed assets where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the Shire, are classified as finance leases.

Finance leases are capitalised recording an asset and a liability at the lower of the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term.

Lease incentives under operating leases are recognised as a liability and amortised on a straight line basis over the life of the lease term.

(an) Interests in joint arrangements

Joint arrangements represent the contractual sharing of control between parties in a business venture where unanimous decisions about relevant activities are required.

Separate joint arrangements providing joint ventures with an interest to net assets are classified as a joint venture and accounted for using the equity method. The equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

Joint operations represent arrangements whereby joint operators maintain direct interests in each asset and exposure to each liability of the arrangement. The Shire's interests in the assets, liabilities, revenue and expenses of joint operations are included in the respective line items of the financial statements.

(ao) Investment in associates

An associate is an entity over which the Shire has significant influence. Significant influence is the power to participate in the financial operating policy decisions of that entity but is not control or joint control of those policies. Investments in associates are accounted for in the financial statements by applying the equity method of accounting, whereby the investment is initially recognised at cost and adjusted thereafter for the post-acquisition change in the Shire's share of net assets of the associate. In addition, the Shire's share of the profit or loss of the associate is included in the Shire's profit or loss.

The carrying amount of the investment includes, where applicable, goodwill relating to the associate. Any discount on acquisition, whereby the Shire's share of the net fair value of the associate exceeds the cost of investment, is recognised in profit or loss in the period in which the investment is acquired.

Profits and losses resulting from transactions between the Shire and the associate are eliminated to the extent of the Shire's interest in the associate. When the Shire's share of losses in an associate equals or exceeds its interest in the associate, the Shire discontinues recognising its share of further losses unless it has incurred legal or constructive obligations or made payments on behalf of the associate. When the associate subsequently makes profits, the Shire will resume recognising its share of those profits once its share of the profits equals the share of the losses not recognised.

(ap) Rates

Control over assets acquired from rates is obtained at the commencement of the rating period.

Prepaid rates are, until the taxable event occurred (start of the next financial year), refundable at the request of the ratepayer. Rates received in advance are initially recognised as a financial liability. When the taxable event occurs, the financial liability is extinguished and the Shire recognises revenue for the prepaid rates that have not been refunded.

(aq) Goods and services tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

(ar) Current and non-current classification

The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Shire's operational cycle. In the case of liabilities where the Shire does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current or non-current based on the Shire's intentions to release for sale.

(as) Rounding off figures

All figures shown in this annual financial report, other than a rate in the dollar, are rounded to the nearest dollar. Amounts are presented in Australian Dollars.

(at) Comparative figures

Where required, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

When the Shire applies an accounting policy retrospectively, makes a retrospective restatement or reclassifies items in its financial statements that has a material effect on the statement of financial position, an additional (third) statement of financial position as at the beginning of the preceding period in addition to the minimum comparative financial statements is presented.

(au) Budget comparative figures

Unless otherwise stated, the budget comparative figures shown in this annual financial report relate to the original budget estimate for the relevant item of disclosure.

(av) Superannuation

The Shire contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Shire contributes are defined contribution plans.

(aw) Fair value of assets and liabilities

Fair value is the price that the Shire would receive to sell the asset or would have to pay to transfer a liability, in an orderly (i.e. unforced) transaction between independent, knowledgeable and willing market participants at the measurement date.

As fair value is a market-based measure, the closest equivalent observable market pricing information is used to determine fair value. Adjustments to market values may be made having regard to the characteristics of the specific asset or liability. The fair values of assets that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data.

To the extent possible, market information is extracted from either the principal market for the asset or liability (i.e. the market with the greatest volume and level of activity for the asset or liability) or, in the absence of such a market, the most advantageous market available to the entity at the end of the reporting period (i.e. the market that maximises the receipts from the sale of the asset after taking into account transaction costs and transport costs).

For non-financial assets, the fair value measurement also takes into account a market participant's ability to use the asset in its highest and best use or to sell it to another market participant that would use the asset in its highest and best use.

(ax) Fair value hierarchy

AASB 13 requires the disclosure of fair value information by level of the fair value hierarchy, which categorises fair value measurement into one of three possible levels based on the lowest level that an input that is significant to the measurement can be categorised into as follows:

– **Level 1**

Measurements based on quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date.

– **Level 2**

Measurements based on inputs other than quoted prices included in Level 1 that are observable for the asset or liability, either directly or indirectly.

– **Level 3**

Measurements based on unobservable inputs for the asset or liability.

The fair values of assets and liabilities that are not traded in an active market are determined using one or more valuation techniques. These valuation techniques maximise, to the extent possible, the use of observable market data. If all significant inputs required to measure fair value are observable, the asset or liability is included in Level 2. If one or more significant inputs are not based on observable market data, the asset or liability is included in Level 3.

• **Valuation techniques**

The Shire selects a valuation technique that is appropriate in the circumstances and for which sufficient data is available to measure fair value. The availability of sufficient and relevant data primarily depends on the specific characteristics of the asset or liability being measured. The valuation techniques selected by the Shire are consistent with one or more of the following valuation approaches:

• **Market approach**

Valuation techniques that use prices and other relevant information generated by market transactions for identical or similar assets or liabilities.

• **Income approach**

Valuation techniques that convert estimated future cash flows or income and expenses into a single discounted present value.

• **Cost approach**

Valuation techniques that reflect the current replacement cost of the service capacity of an asset.

Each valuation technique requires inputs that reflect the assumptions that buyers and sellers would use when pricing the asset or liability, including assumptions about risks. When selecting a valuation technique, the Shire gives priority to those techniques that maximise the use of observable inputs and minimise the use of unobservable inputs. Inputs that are developed using market data (such as publicly available information on actual transactions) and reflect the assumptions that buyers and sellers would generally use when pricing the asset or liability are considered observable, whereas inputs for which market data is not available and therefore are developed using the best information available about such assumptions are considered unobservable.

(ay) Impairment of assets

In accordance with Australian Accounting Standards the Shire's cash generating non-specialised assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired.

Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another Standard (e.g. AASB 116) whereby any impairment loss of a revalued asset is treated as a revaluation decrease in accordance with that other Standard.

For non-cash generating specialised assets that are measured under the revaluation model, such as roads, drains, public buildings and the like, no annual assessment of impairment is required. Rather AASB 116.31 applies and revaluations need only be made with sufficient regulatory to ensure the carrying value does not differ materially from that which would be determined using fair value at the ends of the reporting period.

12.4.5 Title: Monthly Statement of Financial Activity for the Period Ended on the 31st of May 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 – Finance Report – May 2021

Overview

This report presents the monthly Financial Statements for the period ended on the 31st of May 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 May 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 May 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 2019/20 of \$474,501, with a forecast surplus at the 30th of June 2021 of \$169,558 based on current officer estimates of annual operations.

Note 2 – Explanation of material variances. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2020/21 for reporting material variances is 5% or \$25,000, whichever is greater.

At the 31st of May 2021, the net current position (closing funds) shows a surplus of \$3,241,075 as opposed to the year-to-date budget estimate surplus of \$1,282,847. Although there are numerous variances, the difference is substantially due to the timing of acquisition and construction of Council assets and associated revenues from grants, contributions and reserve transfers. Generally, the budget is prepared on the basis of an even spread of grant revenue and asset acquisition costs across the year. However, most of the capital works are being carried out in the latter part of this year and the timing of receipt of some associated grants is linked to the construction timing. Officers expect that some asset acquisition and construction projects may not be completed by 30 June 2021 and need to be carried over to the 2021/22 budget. Details of these are currently being collated and will be reported in the 2021/22 Draft Budget.

Additional details are provided in Note 2 with the reasons for revenue or expenditure variances 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 \$22,611,665 consists of \$4,000,000 unrestricted municipal funds and \$18,611,665 Reserve Account funds. It is mainly invested with AA rated Australian banks (86% of the portfolio). Yield return on bank term deposit investments remain at record lows. Ongoing Government and Reserve Bank stimulus measures in place to assist with economic stability and recovery amid the Covid-19 pandemic are contributing to the low interest rate regime.

Council Role - 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 May 2021.

12.4.6 Title: Schedule of Paid Accounts as at the 11th of June 2021

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Jasmine Sillifant – Accounts Payable Officer</i>
<i>Legislation:</i>	<i>Local Government (Financial Management) Regulations 1996</i>
<i>Attachments</i>	<i>Appendix ORD: 12.4.6 – Risk Assessment</i>

Overview

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

Background

Council delegates authority to the Chief Executive Officer annually:

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

Legal Implications

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

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

- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires council authorisation in that month —*
- (i) *the payee's name; and*
- (ii) *the amount of the payment; and*
- (iii) *sufficient information to identify the transaction; and*
- (b) *the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- (a) *presented to the council at the next ordinary meeting of the council after the list is prepared; and*
- (b) *recorded in the minutes of that meeting.*

Strategic Community Plan

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

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

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

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.6] for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at the 11 th of June 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 8/05/2021 to 11/06/2021 as follows:

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT42609	13/05/2021	21 Graphic Design Pty Ltd	Monthly Graphic Design and Creation of Artwork for Community News - April 2021	MUNI	198.00
EFT42610	13/05/2021	Advanced Cleaning South West	Cleaning of Shire Facilities - April 2021	MUNI	3,646.50
EFT42611	13/05/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion - 13/04/2021 - 4/05/2021, Harris Road 4/05/2021	MUNI	12,801.40
EFT42612	13/05/2021	Ampol Australia Petroleum Pty Ltd	Fuel for Shire Vehicles - April 2021	MUNI	12,982.13
EFT42613	13/05/2021	Angela Winter	First Aid Training x 6 and Cpr Refresher x 1	MUNI	745.00
EFT42614	13/05/2021	Australind Premix & S & J Excavations	18m3 of 8% Stabilised Sand - Eaton Drive Extension	MUNI	2,772.00
EFT42615	13/05/2021	Australind Tyre Service	4 x 265/70 16 At Tyres - DA8673	MUNI	990.00
EFT42616	13/05/2021	B Watts Panel & Paint Repairs	Repairs To DA9287 - Excess Only On Insurance Claim	MUNI	500.00
EFT42617	13/05/2021	BCE Surveying Pty Limited	Survey Services - Harris Road & Pile Road	MUNI	6,091.51
EFT42618	13/05/2021	Blackwoods	Sticker - Caution Low Head Room for ERC Grandstand	MUNI	150.11
EFT42619	13/05/2021	Brett Hodgson	Umpire Recoup 12/05/2021	MUNI	88.00
EFT42620	13/05/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	81.37
EFT42621	13/05/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	232.00
EFT42622	13/05/2021	Bunbury Geographe Chamber of Commerce and Industry	2021 South West Water Breakfast - CEO & Shire President	MUNI	80.00
EFT42623	13/05/2021	Bunbury Harvey Regional Council	Hook Bin Hire, Waste & Organics Disposal - April 2021	MUNI	6,185.99

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42624	13/05/2021	Bunbury Holden	Repairs To DA9287 - Air Intact Hose Turbo Inter Cooler	MUNI	324.41
EFT42625	13/05/2021	Bunbury Machinery	Laser Level Hire - Eaton Drive - 3 Weeks	MUNI	289.65
EFT42626	13/05/2021	Bunbury Psychological Services	Counselling Services - Employee Assistance Program	MUNI	154.00
EFT42627	13/05/2021	Bunbury Subaru	37 500km Service - Subaru Forester - DA 9605	MUNI	346.39
EFT42628	13/05/2021	Bunnings Group Limited	Masonry Drill Bits and Plugs, Door Knob Set Dardanup Hall, Builders Wedges & Polypropylene Rope	MUNI	187.72
EFT42629	13/05/2021	Cameron Baker	Umpire Recoup 12/05/2021	MUNI	44.00
EFT42630	13/05/2021	Castledine Gregory	Legal Advice - Objection To Kula Gold E70/5073 - Exploration Licences	MUNI	5,373.50
EFT42631	13/05/2021	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point To Point Microwave Service - April 2021	MUNI	2,893.00
EFT42632	13/05/2021	City of Bunbury	Dog Pound Sustenance Fees - April 2021	MUNI	451.10
EFT42633	13/05/2021	Civitest Pty Ltd	Base course compaction Testing - Eaton Drive Extension	MUNI	880.00
EFT42634	13/05/2021	Cleanaway	Waste, Recycle, Park & Street Bin Servicing, Skip Bin Hire ERC- April 2021	MUNI	45,269.09
EFT42635	13/05/2021	Cleanaway Solid Waste Pty Ltd	Landfill Waste & Kerbside Collection - 29/04/2021 - 5/05/2021	MUNI	6,341.92
EFT42636	13/05/2021	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	202.88
EFT42637	13/05/2021	Dardanup General Store	Groceries for Dardanup Office and Depot & Lunch for Councillor Bus Trip 31/03/2021	MUNI	254.24
EFT42638	13/05/2021	Dell Financial Services Pty Ltd	Leasing Dell Desktop and Laptop Refresh 1/03/2021 - 31/05/2021	MUNI	1,290.75

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42639	13/05/2021	Deputec Pty Ltd	ERC - Deputy Roster Software - April 2021	MUNI	88.83
EFT42640	13/05/2021	Donna Bastow	Umpire Recoup 12/05/2021	MUNI	154.00
EFT42641	13/05/2021	Donna Nicholls	Umpire Recoup 10/05/2021 & 11/05/2021	MUNI	180.00
EFT42642	13/05/2021	Eaton Senior Citizens Association	Community Grant Funding R2 2020/21	MUNI	4,578.50
EFT42643	13/05/2021	Ebony Gene Jones	Umpire Recoup 11/05/2021	MUNI	45.00
EFT42644	13/05/2021	Emma Woollams	Partial Reimbursement for Summer Season September 2020 - March 2021 - Paid In Full At ERC	MUNI	108.00
EFT42645	13/05/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 28/04/2021, 30/04/2021 & 1/05/2021	MUNI	360.00
EFT42646	13/05/2021	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - May 2021	MUNI	1,250.00
EFT42647	13/05/2021	Gas - It Pipe Contracting	Location of Underground Services for Walk On the Wild Side 2021 - Risk Assessment Control Measure	MUNI	704.00
EFT42648	13/05/2021	Gissa International Pty Ltd	Annual License To Use A-Spec Standard Specification for 25/3/2021-30/6/2021(R Spec & D Spec)	MUNI	3,169.10
EFT42649	13/05/2021	Grace Records Management	Records Management & Bin Exchange - April 2021	MUNI	683.39
EFT42650	13/05/2021	Howson Technical	Level 1 Bridge Inspections 2020/2021	MUNI	7,210.50
EFT42651	13/05/2021	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Fees - April 2021 - Rft-F0210147 Tip Truck & Rft-F0209848 Admin Building	MUNI	264.00
EFT42652	13/05/2021	Jason Cartledge	Umpire Recoup 12/05/2021	MUNI	66.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42653	13/05/2021	JCW Electrical Pty Ltd	Investigate Flickering Lights and Smoke From Electrical Box - Dardanup Hall	MUNI	354.53
EFT42654	13/05/2021	Jenni Gordon	Reimbursement for Day 2 of Flex Virtual Summit	MUNI	149.00
EFT42655	13/05/2021	Jim's Test and Tag	Electrical Test and Tag 2020/21 - Various Sites	MUNI	1,339.41
EFT42656	13/05/2021	Jo Jingles South West	Jo Jingles Sessions for the Eaton Library, Dardanup Hall & Burekup Hall for April 2021	MUNI	1,056.00
EFT42657	13/05/2021	Justine Eichner	Umpire Recoup 12/05/2021	MUNI	44.00
EFT42658	13/05/2021	Kings Tree Care	Japonica View Fire Access - Remove Marri Overhanging Access Track To Ground Level and Grind Stump	MUNI	1,650.00
EFT42659	13/05/2021	Landgate	Online Transaction Summary - April 2021	MUNI	53.40
EFT42660	13/05/2021	Lisa Joseph	Partial Refund for Summer Season Sept 2020 - March 2021 - Paid In Full At ERC	MUNI	96.00
EFT42661	13/05/2021	Lomax Media	Videography for Youthfest 2021	MUNI	770.00
EFT42662	13/05/2021	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	130.00
EFT42663	13/05/2021	Madison Hancock	Umpire Recoup 11/05/2021	MUNI	67.50
EFT42664	13/05/2021	Mainline Plumbing	Repairs to public toilet at Burekup Hall	MUNI	258.39
EFT42665	13/05/2021	Mantrac	Slash Bridle Trail and Reduce Adjacent Fuels Via Mulching - Padbury Rd, West Dardanup	MUNI	2,997.50
EFT42666	13/05/2021	Margaret Joyce Heseltine	Refund of Upfront Membership Fees Overcharged	MUNI	40.40
EFT42667	13/05/2021	Marketforce	Public Notices and Advertising - April 2021	MUNI	3,441.95

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42668	13/05/2021	Mary-Rose Denise Mitchell	Rates Refund - Refund Due at Settlement	MUNI	291.00
EFT42669	13/05/2021	Matchbox Eaton Fair	ERC - New Knife Set x 2	MUNI	199.85
EFT42670	13/05/2021	Mckayhla Pomare	Umpire Recoup 12/05/2021	MUNI	110.00
EFT42671	13/05/2021	Mcleods Barristers and Solicitors	Legal Advice - Prosecution To First Mention	MUNI	935.72
EFT42672	13/05/2021	Megan Nicole Pettersen	Rates Refund - Refund Due at Settlement	MUNI	473.52
EFT42673	13/05/2021	MJB Industries Pty Ltd	Junction Pit Cover To Suit 1200mm Liner (Square, Concrete Insert) - Eaton Drive Extension	MUNI	323.97
EFT42674	13/05/2021	Naturaliste Hygiene	Sharps Disposal Service May 2021 - Eaton Foreshore & Watson Reserve Public Toilets	MUNI	165.00
EFT42675	13/05/2021	Nightguard Security Service	Security Call Out Service - Shire Sites - April 2021	MUNI	297.00
EFT42676	13/05/2021	Pauline Bowlden	Rates Refund - Rates in Credit	MUNI	800.00
EFT42677	13/05/2021	Peter John Ryan	Rates Refund - Refund Due at Settlement	MUNI	192.84
EFT42678	13/05/2021	PFI Supplies	Cleaning Supplies Dardanup Hall & Office	MUNI	306.25
EFT42679	13/05/2021	Phillippe Stephen Rowe	Rates Refund - Refund Due at Settlement	MUNI	690.25
EFT42680	13/05/2021	Promote You	Embroidery of Staff Uniforms	MUNI	46.20
EFT42681	13/05/2021	Regional Media Specialists P/L	Monthly Purchase of Newspaper Advertising Space for Community News	MUNI	821.48
EFT42682	13/05/2021	Roldan Tomas	Umpire Recoup 12/05/2021	MUNI	66.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42683	13/05/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	374.00
EFT42684	13/05/2021	Sophie Hart	Umpire Recoup 11/05/2021	MUNI	22.50
EFT42685	13/05/2021	SOS Office Equipment	Photocopying & Printing Costs - April 2021	MUNI	3,867.83
EFT42686	13/05/2021	South West Mechanical & Fleet Services	Tow DA9287 From Picton To Shire Depot	MUNI	125.40
EFT42687	13/05/2021	South West Tree Safe	Hard Prune Large Trees Lining Fire Access Way - Seaview Heights, Henty	MUNI	3,850.00
EFT42688	13/05/2021	Spotlight Pty Ltd	Products for Craft Workshops At the Library 20/21	MUNI	125.80
EFT42689	13/05/2021	Steann Pty Ltd	Bi-Annual Greenwaste Collection - April 2021 - Contract F0152853	MUNI	23,957.45
EFT42690	13/05/2021	Stewart and Heaton Clothing Company Pty Ltd	Ferguson BFB - PPE Trousers	MUNI	90.79
EFT42691	13/05/2021	Synergy	Electricity Accounts for 18 x Shire Sites (including Townsite Lighting)	MUNI	32,103.12
EFT42692	13/05/2021	South West Autism Network Inc	Low Sensory Tent At Youthfest 2021	MUNI	200.00
EFT42693	13/05/2021	Teapot Farm Trust - Gabriel Evans	Gabriel Evans 120 Minute Picture Book Workshop - Eaton Community Library	MUNI	450.00
EFT42694	13/05/2021	Telstra	Dardanup Office Telstra Accounts	MUNI	119.09
EFT42695	13/05/2021	The Cafe Merchant	Fruit Platter - 20 People - Ranger Meeting	MUNI	485.00
EFT42696	13/05/2021	The Organising School	Workshop: Digital Photo Sorting at the Eaton Library May 2021	MUNI	350.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42697	13/05/2021	Therese Price	Umpire Recoup 7/05/2021, 10/05/2021 & 11/05/2021	MUNI	210.00
EFT42698	13/05/2021	Tiffany Jay Green	Rates Refund - Refund Due at Settlement	MUNI	270.00
EFT42699	13/05/2021	Toll Transport	Postage & Freight - Health Samples	MUNI	12.71
EFT42700	13/05/2021	Tradelink	Toilet Cistern & Button Panel Kit for Eaton Foreshore Toilets	MUNI	700.69
EFT42701	13/05/2021	Tutt Bryant Hire	Hire of Multi Tyre Roller & Smooth Drum Roller - 31/03/2021 - 30/04/2021 - Eaton Drive Extension	MUNI	6,729.29
EFT42702	13/05/2021	Urban Development Institute of Australia (WA)	UDIA WA Membership Subscription for Period 1/7/2021 To 30/6/2022	MUNI	2,625.00
EFT42703	13/05/2021	Vanessa Rose Black	Umpire Recoup 7/05/2021 & 10/05/2021	MUNI	120.00
EFT42704	13/05/2021	Vestone Capital Pty Limited	Executive Laptops Lease 1/04/2021 - 30/04/2021	MUNI	1,505.24
EFT42705	13/05/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	958.09
EFT42706	13/05/2021	Woolworths Group Limited	School Holiday Program - Cupcake Decorating Supplies	MUNI	46.90
EFT42707	13/05/2021	Zoe Hill	Umpire Recoup 10/05/2021 & 11/05/2021	MUNI	112.50
EFT42708	19/05/2021	A1 Sign Shop	No Stopping On Footpath With Dual Arrows To Be Installed At the Front of the Dardanup Bakery In Charlotte Street	MUNI	84.59
EFT42709	19/05/2021	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	374.00
EFT42710	19/05/2021	Advanced Traffic Management WA P/L	Traffic Management - Eaton Drive, Harris Road & Peppermint Way	MUNI	1,303.23
EFT42711	19/05/2021	Amity Signs	Rural Street Number Signs x 2	MUNI	53.90

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42712	19/05/2021	Arbor Guy	Undertake Pruning for Safety and Tree Health At Gnomesville	MUNI	8,283.00
EFT42713	19/05/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 14/05/2021 & Interim PAYG 21/05/2021	MUNI	81,867.00
EFT42714	19/05/2021	Australind Landscaping Supplies	Karri & Peat Mulch - Eaton Drive Islands	MUNI	423.00
EFT42715	19/05/2021	Australind Tyre Service	Repair Bobcat Tyre	MUNI	55.00
EFT42716	19/05/2021	Bark Busters Home Dog Training	Walk On the Wild Side - Patron Free Dog Service - 3 hours x 10 Minute Pet Consultations	MUNI	550.00
EFT42717	19/05/2021	BCE Surveying Pty Limited	Survey Services - Eaton Drive & Pile Road	MUNI	9,853.52
EFT42718	19/05/2021	Belinda Jansen Van Vuuren	2020/21 Uniform Reimbursement	MUNI	129.40
EFT42719	19/05/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	374.50
EFT42720	19/05/2021	Bunbury Subaru	Vehicle Servicing - 008DA & DA955	MUNI	837.59
EFT42721	19/05/2021	Bunbury Truck Sales and Service Centre	116,000 Service - DA9219	MUNI	1,801.69
EFT42722	19/05/2021	Castledine Gregory	Council Representation With SAT - Stage 1 - 6/04/2021 - 30/04/2021	MUNI	3,520.00
EFT42723	19/05/2021	Cathy Lee	Reimbursement for Purchase of iPhone Battery Replacement	MUNI	70.00
EFT42724	19/05/2021	Cineads Australia Pty Ltd	Scheduled Media Screening April 2021	MUNI	1,100.00
EFT42725	19/05/2021	Cleanaway	Walk On the Wild side - 3 General 240L Bins + 3 Recycling 240L Bins	MUNI	83.34

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42726	19/05/2021	Cleanaway Solid Waste Pty Ltd	Landfill Waste & Kerbside Collection 6/05/2021 - 12/05/2021	MUNI	4,746.23
EFT42727	19/05/2021	Connect Call Centre Services	After Hours Call Centre Service - April 2021	MUNI	595.60
EFT42728	19/05/2021	Construction Training Fund : BCITF	BCITF Remittance - April 2021	MUNI	109.47
EFT42729	19/05/2021	Country Landscaping Pty Ltd	Repairs to Water Hammer Leaking Backwash Pipes - Gary Engel Park & Assessment of Faults for Pump at Eaton Oval	MUNI	1,057.91
EFT42730	19/05/2021	Dapco Tyre and Auto Centre	Repairs To DA9406 - ECU Test & EGR Valve	MUNI	765.00
EFT42731	19/05/2021	Dardanup Community Playgroup	Community Grant Funding R2 2020/21	MUNI	954.00
EFT42732	19/05/2021	Dardanup Horse and Pony Club	Community Grant Funding R2 2020/21	MUNI	4,000.00
EFT42733	19/05/2021	David Lanigan	Reimbursement for Working With Children Check	MUNI	87.00
EFT42734	19/05/2021	Delphine Edna Pretoria Clements	Refund of Animal Cage Bond	MUNI	150.00
EFT42735	19/05/2021	Department of Mines, Industry, Regulations & Safety (Dmirs) - BSL	BSL Remittance - May 2021	MUNI	10,661.05
EFT42736	19/05/2021	Donna Nicholls	Umpire Recoup 17/05/2021 & 18/05/2021	MUNI	180.00
EFT42737	19/05/2021	DX Print Group Pty Ltd	Dix Window Faced Envelopes x 5000 & Business Cards 4 x 250	MUNI	1,254.00
EFT42738	19/05/2021	Eaton Family Centre	Community Grant Funding R2 2020/21	MUNI	1,100.00
EFT42739	19/05/2021	Eaton Primary School	Community Grant Funding R2 2020/21	MUNI	1,047.20
EFT42740	19/05/2021	Eaton Senior Citizens Association	Community Grant Funding R2 2020/21	MUNI	4,578.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42741	19/05/2021	Ebony Gene Jones	Umpire Recoup 18/05/2021	MUNI	22.50
EFT42742	19/05/2021	Engie Mechanical Services WA Pty Ltd	Replacement of Noisy Toilet Exhaust Fan (Including Call Out and Diagnosis Charge)	MUNI	1,194.60
EFT42743	19/05/2021	Environmental and Agricultural Testing Services	Groundwater Analysis - Various Locations	MUNI	2,970.00
EFT42744	19/05/2021	Heatleys	Coveralls - 4-5-6 - 2XI	MUNI	683.10
EFT42745	19/05/2021	Herbert Smith Freehill	Legal Expenses for the Period up to 23/04/2021 I- New Civic Centre	MUNI	1,078.00
EFT42746	19/05/2021	Jason Peter Young	2020/21 Uniform Reimbursement	MUNI	315.66
EFT42747	19/05/2021	JCW Electrical Pty Ltd	Repairs of 3 x Poles & 12 x Lights on Walkway Between Gascoyne Circle and Ord Park	MUNI	330.00
EFT42748	19/05/2021	Jim's Test and Tag	Electrical Test and Tag 2020/21 - Depot & Events Equipment	MUNI	860.97
EFT42749	19/05/2021	Kal Jarred Falcone	2020/21 Uniform Reimbursement	MUNI	199.90
EFT42750	19/05/2021	Karyn Rowe	Umpire Recoup 14/05/2021, 17/05/2021 & 18/05/2021	MUNI	221.25
EFT42751	19/05/2021	Landgate	Rural UV General Valuations x 594	MUNI	11,130.10
EFT42752	19/05/2021	Lions Club of Dardanup	Community Grant Funding R2 2020/21	MUNI	1,000.00
EFT42753	19/05/2021	Lions Club of Eaton	Community Grant Funding R2 2020/21	MUNI	993.75
EFT42754	19/05/2021	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	130.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42755	19/05/2021	Mantrac	Mulching Machine Hire - Illawarra Park	MUNI	1,144.00
EFT42756	19/05/2021	Mark Atherton	Reimbursement of Purchase of 4 x Basketball Nets for Lofthouse Reserve	MUNI	79.96
EFT42757	19/05/2021	Marketforce	Recruitment Advertising - Senior Rates Officer - West Australian 27/04/2021	MUNI	1,059.97
EFT42758	19/05/2021	Melanie May Ring	2020/21 Uniform Reimbursement	MUNI	174.90
EFT42759	19/05/2021	Michael Gulielmus Jackson	Rates Refund - Rates in Credit	MUNI	843.62
EFT42760	19/05/2021	Murray Halden	Reimbursement for Working With Children Check	MUNI	87.00
EFT42761	19/05/2021	Perfect Landscapes	Mowing Week Commencing 27/04/2021	MUNI	8,943.00
EFT42762	19/05/2021	Peter Robinson	Travel Reimbursement - 1944Kms At \$0.68 Per Kilometre	MUNI	1,321.92
EFT42763	19/05/2021	PFI Supplies	Cleaning Supplies Eaton Admin Centre	MUNI	447.85
EFT42764	19/05/2021	Plumbers & Gasfitters Bunbury	Repair of Rupture and Leaking Hot Water System Eaton Senior Citizens Centre	MUNI	305.00
EFT42765	19/05/2021	Scout About Pet Care	Walk On the Wild side -15 Free Dog Washers for Event Patrons	MUNI	150.00
EFT42766	19/05/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	187.00
EFT42767	19/05/2021	South West Mechanical & Fleet Services	Trailer Repairs - Da15309	MUNI	434.66
EFT42768	19/05/2021	South West Mountain Bike Club	Community Grant Funding R2 2020/21	MUNI	4,400.00
EFT42769	19/05/2021	South West Rose Society	Community Grant Funding R2 2020/21	MUNI	1,000.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42770	19/05/2021	Southern Lock and Security	Replacing Lock To Ensure That Western Power Is Able To Access Board for Maintenance Purposes	MUNI	83.15
EFT42771	19/05/2021	Spraymow Services	Weed Control - Harris Road Including Drains	MUNI	561.00
EFT42772	19/05/2021	St John Ambulance Western Australia Ltd	Walk On the Wild Side 2021 - St John Event Crew and Ambulance	MUNI	308.00
EFT42773	19/05/2021	Stephen Delane	Reimbursement for Working With Children Check	MUNI	87.00
EFT42774	19/05/2021	Survey South	Provision of Survey Works for Garvey Road, Crooked Brook	MUNI	3,300.00
EFT42775	19/05/2021	Synergy	Electricity Account for 16 x Shire Sites	MUNI	6,171.00
EFT42776	19/05/2021	Telstra	Shire Mobile Accounts and Satellite Phones	MUNI	4,144.14
EFT42777	19/05/2021	Terrywhite Chemmart Eaton	2021 Annual Flu Vaccinations	MUNI	19.95
EFT42778	19/05/2021	The Cafe Merchant	Catering for Citizenship Ceremony 6/05/2021	MUNI	310.00
EFT42779	19/05/2021	Therese Price	Umpire Recoup 14/05/2021 & 18/05/2021	MUNI	120.00
EFT42780	19/05/2021	Tiana Fraser	Umpire Recoup 18/05/2021	MUNI	45.00
EFT42781	19/05/2021	Toll Transport	Postage & Freight - T-Quip Mower Parts	MUNI	18.10
EFT42782	19/05/2021	Toni Hotchin	Umpire Recoup 17/05/2021 & 18/05/2021	MUNI	157.50
EFT42783	19/05/2021	Water Corporation	Water Use and Service Charges for 18 x Shire Sites	MUNI	15,279.25
EFT42784	19/05/2021	West Dardanup Bush Fire Brigade	Controlled Burn - Garvey Road	MUNI	880.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42785	19/05/2021	Woodlands	Dog Waste Disposal Bags 10 Cartons	MUNI	1,164.90
EFT42786	19/05/2021	Woolworths Group Limited	Groceries for Eaton Admin Office and Council Chambers Stock	MUNI	693.78
EFT42787	19/05/2021	Zoe Hill	Umpire Recoup 17/05/2021	MUNI	78.75
EFT42788	27/05/2021	A & R Machinery	Repair To Barrett Slasher	MUNI	904.64
EFT42789	27/05/2021	Action Kerbing	Supply and Construct SM-2 Semi-Mountable Concrete Kerbing To MRWA Specification - Eaton Drive Expansion	MUNI	32,598.39
EFT42790	27/05/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - 5/05/2021 - 12/05/2021 - Eaton Drive Extension	MUNI	13,073.24
EFT42791	27/05/2021	Amity Signs	No Through Road Signs - Richards Road & 4 Street Signs & Rural Street Signs x 5	MUNI	726.55
EFT42792	27/05/2021	Antonio Delle Donne	Rates Refund - Rates in Credit	MUNI	5,000.00
EFT42793	27/05/2021	Ardross Estates (SA) Pty Ltd	Refund of Road Maintenance Bond - Millbridge Stage 1	MUNI	45,590.02
EFT42794	27/05/2021	AUSQ Training	Worksite Traffic Management Reaccreditation - Jaime Anderton & Nigel Lyon	MUNI	1,124.00
EFT42795	27/05/2021	Australind Premix & S & J Excavations	10m3 of 8% Stab Sand for Monday 10/05/2021 - Eaton Drive Extension	MUNI	1,540.00
EFT42796	27/05/2021	Bluesteel Enterprises Pty Ltd	PPE - Brigades - Respirators x 6, Face Masks x 7 & Replacement Cartridges x 10	MUNI	2,579.91
EFT42797	27/05/2021	Brad Goode and Associates Pty Ltd	Collie River Historic Walk Trail - Aboriginal Signage Project - Workshop March 2021 & Story of the Collie River Production	MUNI	9,956.83
EFT42798	27/05/2021	Breakaway Aboriginal Corporation	Community Grant Funding R2 2020-2021	MUNI	4,448.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42799	27/05/2021	Brett Hodgson	Umpire Recoup Basketball 19-05-2021	MUNI	110.00
EFT42800	27/05/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	370.33
EFT42801	27/05/2021	Built Right Approvals	Contract Relief - Building	MUNI	4,540.25
EFT42802	27/05/2021	Bullivants Pty Ltd - Sling Rig	Lifting Chains - Depot Maintenance	MUNI	324.50
EFT42803	27/05/2021	Bunbury Machinery	3 Air Filters for EY20 Engines	MUNI	182.23
EFT42804	27/05/2021	Bunbury Mower Service	Parts for MEY Edger and 193T Chainsaw	MUNI	206.50
EFT42805	27/05/2021	Bunbury Truck Sales and Service Centre	116,000 Service - DA9219	MUNI	214.50
EFT42806	27/05/2021	Bunnings Group Limited	Assorted Items for Various Maintenance Projects - Eaton Admin & Eaton Recreation Centre	MUNI	623.40
EFT42807	27/05/2021	Burekup and District Country Club	Community Grant R2 2020-2021	MUNI	6,068.76
EFT42808	27/05/2021	Cameron Baker	Umpire Recoup Basketball 26-05-2021	MUNI	44.00
EFT42809	27/05/2021	Cathy Lee	Refund Telstra Dongle 0408 013 732 April - May 21 Account and Transfer of Plan To Shire	MUNI	469.00
EFT42810	27/05/2021	CFM - Myzone	Switch Replacement Straps and Heart Monitors	MUNI	572.55
EFT42811	27/05/2021	City of Busselton	Alternate Waste Project for the Financial Year 2020/21 - Jan - June 2021	MUNI	5,133.70
EFT42812	27/05/2021	Citygate Properties Ptd Ltd	Staff Gift - Council Contribution for Brooke Harmer & Katie Tilbee	MUNI	200.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42813	27/05/2021	Cleanaway	New, Replacement and Repairs To Waste & Recycle Bins - April 2021	MUNI	2,013.13
EFT42814	27/05/2021	Cleanaway Solid Waste Pty Ltd	Landfill & Kerbside Collection - 13/05/2021 - 19/05/2021	MUNI	5,065.90
EFT42815	27/05/2021	Craven Foods	ERC - Stock Purchases	MUNI	272.15
EFT42816	27/05/2021	Daryl Fishwick	Umpire Recoup Basketball 26-05-2021	MUNI	154.00
EFT42817	27/05/2021	Department of Fire and Emergency Services	2020/21 ESL Quarter 4 Contribution	MUNI	68,529.83
EFT42818	27/05/2021	Department of Premier and Cabinet	Special Gazette - Bushfire Brigade Local Law	MUNI	1,739.20
EFT42819	27/05/2021	Diesel Force	Vehicle Service - DA8200	MUNI	757.13
EFT42820	27/05/2021	Donna Bastow	Umpire Recoup Basketball 19-05-2021	MUNI	264.00
EFT42821	27/05/2021	Donna Nicholls	Umpire Recoup Netball 25-05-2021	MUNI	67.50
EFT42822	27/05/2021	Ebony Buck	Sports Reimbursement for Summer Season September 2020 - March 2021	MUNI	273.00
EFT42823	27/05/2021	Eugene Mario Tagliaferri	Refund of Upfront Membership Fees	MUNI	40.40
EFT42824	27/05/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 12/05/2021, 14/05/2021 & 15/05/2021	MUNI	180.00
EFT42825	27/05/2021	Evolt Ioh Pty Ltd	Evolt Insights Software 12 Months - Analytic & Challenge Portal	MUNI	1,320.00
EFT42826	27/05/2021	Ferguson Hall Management Committee Inc	Budget Allocation - Ferguson Hall Management Committee - 2021 Budget	MUNI	2,891.00
EFT42827	27/05/2021	Flexi Staff Pty Ltd	Civil Labourer/Operator - General Hand for Temporary Contract	MUNI	3,118.23

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42828	27/05/2021	Fencing Unlimited	Bar Gate 6M x 1.15M, 2 Posts for Fire Access Track	MUNI	2,091.00
EFT42829	27/05/2021	Genesis Accounting Pty Ltd	GST Tax Ruling On Contributions To Road Upgrades At the Request of Landowners Whereby Deed of Agreement Is In Force	MUNI	1,650.00
EFT42830	27/05/2021	Gresley Abas Pty Ltd	Digital DWG Files for the Eaton Recreation Centre Revitalisation Project - Ground Floor Plans x 2	MUNI	3,575.00
EFT42831	27/05/2021	Harvey Water	Water Take consumption Charge - Eaton Drive Expansion	MUNI	325.19
EFT42832	27/05/2021	Heatleys	Respirators x 5 & Barrier Mesh x 2	MUNI	332.84
EFT42833	27/05/2021	Holland Loop Pty Ltd	Refund of Defects Liability Bond Plus Interest - Lot 5 Holland Loop Stage 1B WAPC 147914	MUNI	17,644.12
EFT42834	27/05/2021	Holly Marie Kings	Crossover Rebate - 53 Hazelgrove Crescent Millbridge	MUNI	408.10
EFT42835	27/05/2021	IPWEA - WA Division	IPWEA - Professional Development Breakfast - Brad Batrick & Luke Botica	MUNI	160.00
EFT42836	27/05/2021	Isabella Francis	Umpire Recoup Netball 25-05-2021	MUNI	67.50
EFT42837	27/05/2021	Iris Consulting Group	Records Training - Sentencing, Disposal and Archiving Ecourse	MUNI	220.00
EFT42838	27/05/2021	J A K Civil Pty Ltd	Orchard Road Upgrade - Progress Claim #1	MUNI	47,491.31
EFT42839	27/05/2021	Jackie Nichol	Reimbursement - Working With Children Check	MUNI	87.00
EFT42840	27/05/2021	Jason Cartledge	Umpire Recoup Basketball 26-05-2021	MUNI	132.00
EFT42841	27/05/2021	John Thompson	Umpire Recoup Basketball 26-05-2021	MUNI	66.00
EFT42842	27/05/2021	Justine Eichner	Sports Reimbursement for Summer Season September 2020 - March 2021	MUNI	142.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42843	27/05/2021	Kaelimjohn Manauri Trevelyan	Reimbursement for Milk Purchased for Cafe and Reusable Bags	MUNI	38.84
EFT42844	27/05/2021	Karyn Rowe	Umpire Recoup Netball 24-05-2021	MUNI	210.00
EFT42845	27/05/2021	Kenny Pomare	Umpire Recoup Basketball 19-05-2021	MUNI	88.00
EFT42846	27/05/2021	Kings Tree Care	Burekaup Church, Hutchinson Road & 11 Stanton St - Hazard Reduction Pruning Works	MUNI	5,940.00
EFT42847	27/05/2021	Lions Club of Millbridge	Community Grant Funding R2 2020-2021	MUNI	954.65
EFT42848	27/05/2021	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	130.00
EFT42849	27/05/2021	Mainspray	Duck Pond Reserve, Millard Street Eaton - As Per Requirements Outlined In Rfq	MUNI	2,156.00
EFT42850	27/05/2021	Market Creations	Consultant Service for Waste Management Community Engagement and Education Campaign to 30/06/2021	MUNI	28,956.40
EFT42851	27/05/2021	Matthew Charles Wells	Crossover Rebate - 3 Hewison St Dardanup	MUNI	249.10
EFT42852	27/05/2021	Mckayhla Pomare	Umpire Recoup Basketball 26-05-2021	MUNI	198.00
EFT42853	27/05/2021	MJB Industries Pty Ltd	Supply and Deliver Drainage Items - Harris Road	MUNI	2,617.16
EFT42854	27/05/2021	Moore Australia (WA) Pty Ltd	2021 Local Government Finance Governance Workshop - Thursday 27-04-2021	MUNI	990.00
EFT42855	27/05/2021	Morgan Stanford	Zoom Attendance - Corporate and Governance Staff	MUNI	67.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42856	27/05/2021	Nicole Lisa Samuels	Refund Upfront Membership Fees	MUNI	73.60
EFT42857	27/05/2021	Nutrien Ag Solutions	Antex - Ant Dust - Eustace Fowler Park	MUNI	112.33
EFT42858	27/05/2021	Perfect Landscapes	mowing - Weeks Commencing 10/05/2021 & 17/05/2021	MUNI	8,943.00
EFT42859	27/05/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	896.95
EFT42860	27/05/2021	Planning Institute Australia WA Division	PIAWA21 Regional Forum - Margaret River - 18/06/2021 - Cecilia M, Suzanne O, Gareth W	MUNI	795.00
EFT42861	27/05/2021	Renouf Fitness Equipment	Bar Cradle Power Band Jump Rope Bar Cushion and Freight	MUNI	202.20
EFT42862	27/05/2021	Risk Management Technologies Pty Ltd	Chemalert Annual Subscription Renewal for MSDS Management 2021/22	MUNI	4,086.50
EFT42863	27/05/2021	Rochelle Louise Dodds	Reimbursement Working With Children Check	MUNI	87.00
EFT42864	27/05/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	545.73
EFT42865	27/05/2021	Shire of Harvey	Bridge Maintenance - Repairs To Vandalism Damage As Per Joint Maintenance Agreement	MUNI	693.08
EFT42866	27/05/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	561.00
EFT42867	27/05/2021	South West Sand Cleaning	Sand Cleaning At Gascoyne Circle Playground	MUNI	275.00
EFT42868	27/05/2021	Southwest Vehicle Group (Svg) T/A Bunbury Nissan	Service of DA329 - 50,000 Km Service	MUNI	259.93
EFT42869	27/05/2021	Spraymow Services	Weeds Spraying - Eaton Drive	MUNI	396.00
EFT42870	27/05/2021	Statewide Cleaning Supplies Pty Ltd	Wow Fit Wipes Carton of 4 Rolls x 6	MUNI	1,291.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42871	27/05/2021	Stratagreen	EZR85 Litter Tool, Turf Doctor & Enviro Dye for Ovals	MUNI	1,975.19
EFT42872	27/05/2021	Synergy	Electricity Account for 6 x Shire Sites	MUNI	8,728.22
EFT42873	27/05/2021	Te Wairimu Elinor Pomare	Umpire Recoup Basketball 26-05-2021	MUNI	88.00
EFT42874	27/05/2021	Telstra	Telephone and Various Lines for Eaton Admin Centre - Includes Directory Charges and Link To Library	MUNI	6,027.48
EFT42875	27/05/2021	Teresa Maree Partridge	Uniform Reimbursement	MUNI	137.91
EFT42876	27/05/2021	The Cafe Merchant	Catering for Workshops	MUNI	552.50
EFT42877	27/05/2021	The Print Shop	Printing of Fogo Promotional Flyers	MUNI	203.50
EFT42878	27/05/2021	The Workwear Group	Longline Jacket - Claire Lee Charcoal	MUNI	119.20
EFT42879	27/05/2021	Therese Price	Umpire Recoup Netball 24-05-2021	MUNI	210.00
EFT42880	27/05/2021	Thomas Fields Pty Ltd	Refund - Bonded Works - Planting of Basin Lot 76 Roseland Estate Dp404215 Wapc 144241 Stage 2 & Original Lot 9501 Roselands Estate Wapc 153036 Stage 3	MUNI	8,104.65
EFT42881	27/05/2021	Toll Transport	Postage & Freight - Upper Ferguson VBFB	MUNI	33.11
EFT42882	27/05/2021	Toni Hotchin	Umpire Recoup Netball 25-05-2021	MUNI	67.50
EFT42883	27/05/2021	Total Eden Pty Ltd	Sprinkler Gear Drive x 2	MUNI	1,191.04
EFT42884	27/05/2021	Totally Workwear	Elmarie Mienie - 1 Pair Safety Boots, 1 Hi-Vis Jacket, 1 Hi-Vis Wet Weather Jacket	MUNI	295.35

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42885	27/05/2021	Tyrepower Limited	4 New Tyres - 225/60/R17 & Wheel Alignment DA10091	MUNI	975.00
EFT42886	27/05/2021	Tennis Warehouse Australia	Oxley Crank Handle Net Winder	MUNI	150.00
EFT42887	27/05/2021	Water Corporation	Development Application & Sewer Connection Fee - Eaton Bowling Club & Water Account for Lot 123 Swan Ave	MUNI	2,803.19
EFT42888	27/05/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	348.27
EFT42889	27/05/2021	Woolworths Group Limited	ERC - Cafe Stock & Groceries for Eaton Admin	MUNI	614.97
EFT42890	27/05/2021	Zoe Hill	Umpire Recoup Netball 24-05-2021	MUNI	135.00
EFT42891	03/06/2021	Acromat	Servicing of Eaton Recreation Centre Retractable Grandstands and Wheel Replacement of All Units.	MUNI	29,978.96
EFT42892	03/06/2021	Advanced Cleaning South West	Cleaning of Shire Facilities - May 2021	MUNI	3,646.50
EFT42893	03/06/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion 13/05/2021 - 20/05/2021, Pile Road & Cudliss Street	MUNI	17,421.96
EFT42894	03/06/2021	All Aussie Truck and Bobcat Services	Transfer Station Clean-up x 3 - May 2021	MUNI	880.00
EFT42895	03/06/2021	Amelia Kaitani	Umpire Recoup 31/05/2021	MUNI	22.50
EFT42896	03/06/2021	Amity Signs	6 x white Steelflex Guide Post	MUNI	267.30
EFT42897	03/06/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 28/05/2021	MUNI	81,091.00
EFT42898	03/06/2021	Australind Landscaping Supplies	Karri and Peat Mulch - Eaton Drive Islands	MUNI	231.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42899	03/06/2021	Australind Premix & S & J Excavations	3.4M3 of 8% Stabilised Sand for Eaton Drive - 15/05/2021	MUNI	523.60
EFT42900	03/06/2021	BGC Construction	Eaton Bowling Club Redevelopment - Design & Construct - Progress Claim #6	MUNI	209,549.02
EFT42901	03/06/2021	Blackwoods	Eye Protection Box of Glasses x 2	MUNI	238.81
EFT42902	03/06/2021	Boyles Plumbing and Gas	Repairs and Replacement of Pratt Road Stand Pipe Due To Vandalism and Theft	MUNI	1,917.75
EFT42903	03/06/2021	Brady Australia Pty Ltd Ta Seton Australia	ERC - Boot Scrubber for ERC plus Delivery	MUNI	161.92
EFT42904	03/06/2021	Brandicoot	Monthly Web Hosting for Shire Sites	MUNI	907.00
EFT42905	03/06/2021	Bree Roberts	Umpire Recoup 1/06/2021	MUNI	135.00
EFT42906	03/06/2021	Brett Hodgson	Umpire Recoup 2/06/2021	MUNI	88.00
EFT42907	03/06/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	134.37
EFT42908	03/06/2021	Bunbury Machinery	Hire of Slasher for Dowdells Line and Ferguson Road	MUNI	1,199.88
EFT42909	03/06/2021	Bunbury Mower Service	Mower - Prewound Spool	MUNI	87.00
EFT42910	03/06/2021	Cameron Baker	Umpire Recoup 2/06/2021	MUNI	44.00
EFT42911	03/06/2021	Carbone Brothers Pty Ltd	Harris Road Upgrade - Drainage - Claim #01	MUNI	62,689.33
EFT42912	03/06/2021	Civil Projects Southwest	3 Days Truck Hire for Clean Up Works	MUNI	2,612.50
EFT42913	03/06/2021	Cleanaway Solid Waste Pty Ltd	Landfill Waste & Kerbside Collection - 20/05/2021 - 26/05/2021	MUNI	4,958.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42914	03/06/2021	Craneford Plumbing	Service Agreement for ATU At Depot - Fourth Quarterly Payment	MUNI	143.00
EFT42915	03/06/2021	Craven Foods	ERC - Cafe Order	MUNI	812.31
EFT42916	03/06/2021	Csstech Group Pty Ltd	Mitel Telephone Handsets x 6 and Jabra Link Adapters x 3	MUNI	3,538.70
EFT42917	03/06/2021	Dardanup Heritage Collective	Community Grant Funding R2 2020/21	MUNI	3,286.00
EFT42918	03/06/2021	Daryl Fishwick	Umpire Recoup 2/06/2021	MUNI	88.00
EFT42919	03/06/2021	Data #3 Limited	Techsmith Government/Non-Profit Snagit-21/Camtasia-20 Maintenance Renewal 5-9 Users	MUNI	444.73
EFT42920	03/06/2021	David Lovett	2020/21 Uniform Reimbursement	MUNI	129.55
EFT42921	03/06/2021	Diesel Force	Windscreen Replacement - DA9513	MUNI	1,711.73
EFT42922	03/06/2021	Donna Bastow	Umpire Recoup 2/06/2021	MUNI	110.00
EFT42923	03/06/2021	Ebony Gene Jones	Umpire Recoup 31/05/2021 & 1/06/2021	MUNI	90.00
EFT42924	03/06/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 19/05/2021 - 29/05/2021	MUNI	360.00
EFT42925	03/06/2021	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - June 2021	MUNI	1,250.00
EFT42926	03/06/2021	Fiona Jane Moriarty	Reimbursement for Purchase of Microsoft Office 365 Subscription - Upper Ferguson Brigade	MUNI	99.00
EFT42927	03/06/2021	Flexi Staff Pty Ltd	Civil Labourer/Operator - 3 x Crew for Eaton Drive Project - 17/05/2021 - 21/05/2021	MUNI	5,682.53

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42928	03/06/2021	Fulton Hogan Industries WA	1 x Tonne Bulker Bag - Red EZ Street	MUNI	968.00
EFT42929	03/06/2021	Gareth Webber	2020/21 Uniform Reimbursement	MUNI	376.90
EFT42930	03/06/2021	Geographe Underground Services	Supply and Lay Streetlight Conduits - Eaton Drive Expansion	MUNI	8,454.60
EFT42931	03/06/2021	Go Electrical Contracting	ERC - Lighting Maintenance & Repairs	MUNI	1,919.50
EFT42932	03/06/2021	Halifax Crane Hire Pty Ltd	Hire of Crane and Dogman to Lift Body Back Onto Truck - DA325 Damaged Tipping Truck Insurance Claim	MUNI	484.00
EFT42933	03/06/2021	Hays Tree Lopping	Tree Lopping at Shire Depot	MUNI	1,430.00
EFT42934	03/06/2021	Howson Technical	Project Management Services 1/05/2021 - 15/05/2021 - Various Projects	MUNI	6,611.00
EFT42935	03/06/2021	Isabella Francis	Umpire Recoup 1/06/2021	MUNI	67.50
EFT42936	03/06/2021	JCW Electrical Pty Ltd	New Power Point At Depot for Fuel Pod	MUNI	494.46
EFT42937	03/06/2021	John Thompson	Umpire Recoup 2/06/2021	MUNI	66.00
EFT42938	03/06/2021	Jordy O'Hara	Reimbursement for Working With Children Check	MUNI	87.00
EFT42939	03/06/2021	Justine Eichner	Umpire Recoup 2/06/2021	MUNI	66.00
EFT42940	03/06/2021	K9 Connections	Walk On the Wild Side - 2 x 30 Minute Demo - K9 Connection Show Group	MUNI	200.00
EFT42941	03/06/2021	Karyn Rowe	Umpire Recoup 28/05/2021, 31/05/2021 & 1/06/2021	MUNI	172.50
EFT42942	03/06/2021	Kent Lyon Architect	Contract Administration - Eaton Bowling Club Redevelopment - April 2021	MUNI	6,204.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42943	03/06/2021	Kirstie Pupazzoni - Kids Nature Club	Walk On the Wild Side - Children and Families Activity - 3 Hours Mini Beast Meet and Greet	MUNI	975.00
EFT42944	03/06/2021	Kmart	Craft Items for ERC Crèche	MUNI	25.00
EFT42945	03/06/2021	Landgate	Valuation Roll & Mining Tenements	MUNI	272.30
EFT42946	03/06/2021	Les Mills Asia Pacific	ERC - Monthly Licence Fees - June 2021	MUNI	1,384.68
EFT42947	03/06/2021	Local Government Professionals Australia WA	2020/2021 Membership Upgrade To Full Membership Status - Luke Botica	MUNI	80.51
EFT42948	03/06/2021	Machinery West	Purchase Cat New Holland T5.90S Ec Cab Tractor As Per RFT-F0173679 - DA9781 Less Trade In	MUNI	59,581.45
EFT42949	03/06/2021	Madison Hancock	Umpire Recoup 1/06/2021	MUNI	67.50
EFT42950	03/06/2021	Mantrac	Slashing Wetland At Shier Reserve	MUNI	495.00
EFT42951	03/06/2021	Mckayhla Pomare	Umpire Recoup 2/06/2021	MUNI	44.00
EFT42952	03/06/2021	MJ Goods	Cleaning Supplies Dardanup Hall	MUNI	164.95
EFT42953	03/06/2021	MJB Industries Pty Ltd	Concrete Pipes x 3, Rubber Ring x 3 & Single Pipe Headwall x 2 - Crooked Brook Road	MUNI	1,036.74
EFT42954	03/06/2021	Moore Australia (WA) Pty Ltd	2020-2021 WA Local Government Rates Comparison Report	MUNI	385.00
EFT42955	03/06/2021	Morgan Stamford	Umpire Recoup 1/06/2021	MUNI	67.50
EFT42956	03/06/2021	NSCO Consulting	Leadership Team - Values Workshop - 27/05/2021	MUNI	825.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42957	03/06/2021	Onsite Rental Group	Hire of Temporary Office Behind Eaton Admin Centre - 1/05/2021 - 31/05/2021	MUNI	1,397.55
EFT42958	03/06/2021	Perfect Landscapes	Mowing Week Commencing 24/05/2021	MUNI	2,387.00
EFT42959	03/06/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	496.45
EFT42960	03/06/2021	PFI Supplies	240L Bin Bags - 100 Roll & Cleaning Supplies for Depot and Eaton Foreshore Toilets	MUNI	844.95
EFT42961	03/06/2021	Plan-It Consulting	AWP - Context Scoping Workshop and Validation Desktop Exercise	MUNI	4,800.00
EFT42962	03/06/2021	Promote You	Embroidery of Staff Uniforms	MUNI	61.60
EFT42963	03/06/2021	Roldan Tomas	Umpire Recoup 2/06/2021	MUNI	66.00
EFT42964	03/06/2021	Shadewest	First Instalment Payment - Design, Construct and Install Shade Sails for River Valley Primary School Playground	MUNI	14,210.00
EFT42965	03/06/2021	Signs Plus	Name Badges for Shire Staff As Required	MUNI	141.00
EFT42966	03/06/2021	South West Mechanical & Fleet Services	Labour To Carry Out Check Over and Remove and Replace Wheel Bearing On Single Axle Trailer DA15303	MUNI	211.24
EFT42967	03/06/2021	South West Tree Safe	Prune Trees Along Side of Road for Line of Sight - Harris Road & Waterloo Road	MUNI	3,080.00
EFT42968	03/06/2021	Southern Lock and Security	Shire Keys x 6	MUNI	99.00
EFT42969	03/06/2021	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	40,000km Service for DA004	MUNI	435.00
EFT42970	03/06/2021	Successful Projects	Project Management and Superintendent Services - Shire Administration and Library Project - April 2021	MUNI	6,875.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42971	03/06/2021	Synergy	Townsite Street Lights - 3/05/2021 - 1/06/2021, Wellington Mill Toilets & Auxiliary Lighting and Irrigation Control	MUNI	27,778.48
EFT42972	03/06/2021	Samantha and Ryan Foxon	Rates Refund - Refund Due at Settlement	MUNI	60.00
EFT42973	03/06/2021	Te Wairimu Elinor Pomare	Umpire Recoup 2/06/2021	MUNI	44.00
EFT42974	03/06/2021	Therese Price	Umpire Recoup 28/05/2021 & 31/05/2021	MUNI	105.00
EFT42975	03/06/2021	Tiana Fraser	Umpire Recoup 1/06/2021	MUNI	45.00
EFT42976	03/06/2021	Tutt Bryant Hire	Bobcat Hire - 3/05/2021 - 11/05/2021 - Shier Reserve Pathway & Machinery for Eaton Drive Extension May 2021	MUNI	1,936.00
EFT42977	03/06/2021	Vogue Furniture	ERC - New Office Chair for Reception	MUNI	260.00
EFT42978	03/06/2021	Wellington Mill Community Association	Community Grant Funding R2 2020/21	MUNI	986.00
EFT42979	03/06/2021	Wheelchair Sports South West Inc	Community Grant Funding R2 2020/21	MUNI	1,000.00
EFT42980	03/06/2021	Woolworths Group Limited	Items for Staff Farewell Morning Tea & General Groceries for Eaton Admin	MUNI	372.98
EFT42981	03/06/2021	Work Clobber	PPE - 6 x Pants & 5 x Polo Shirts	MUNI	553.20
EFT42982	03/06/2021	WSP Australia Pty Ltd	Banksia Rd Landfill - Groundwater Monitoring Plus Variation for Additional Sampling - Mw2S and Leachate Pond	MUNI	5,949.90
EFT42983	03/06/2021	Zoe Hill	Umpire Recoup 31/05/2021	MUNI	90.00
EFT42984	10/06/2021	Advanced Traffic Management WA P/L	5 x Traffic Controllers - Waterloo and Harris Road - Tree Pruning 28/05/2021	MUNI	2,192.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT42985	10/06/2021	All Aussie Truck and Bobcat Services	Transfer Station Clean Up 23/04/2021	MUNI	330.00
EFT42986	10/06/2021	Aquila Food Forest	Sustainable Living - May	MUNI	230.00
EFT42987	10/06/2021	Australia Day Council of WA Inc	2021/2022 Annual Subscription for Citizen of the Year Awards, Presented On Australia Day	MUNI	650.00
EFT42988	10/06/2021	Australia Post	Monthly Invoice of Mail and Postage - May 2021	MUNI	1,014.52
EFT42989	10/06/2021	Australind Landscaping Supplies	27 x Scoops of Lawn Mix - Watson Reserve & Burekup Oval	MUNI	918.00
EFT42990	10/06/2021	Australind Premix & S & J Excavations	2m3 of 8% Stabilised Sand - Eaton Drive Road Works	MUNI	418.00
EFT42991	10/06/2021	B & B Street Sweeping Pty Ltd	Street Sweeping 12/05/2021 - Orchard Road & Street Sweeping 7/05/2021 & Sump Sucker 11/05/2021 - Shenton Road	MUNI	1,914.00
EFT42992	10/06/2021	Baileys Fertilisers	NPK Blue Mini Pril Fertiliser 5 x Pallets - Glen Huon and Eaton Oval	MUNI	6,800.00
EFT42993	10/06/2021	Blackwoods	PPE - Eye Protection Box of Glasses	MUNI	309.68
EFT42994	10/06/2021	Boyanup Botanical	Plants for 2020/21 Planting	MUNI	10,719.78
EFT42995	10/06/2021	Boyles Plumbing and Gas	Call-Out - Watson Reserve Water Leak Repairs	MUNI	278.85
EFT42996	10/06/2021	Bree Roberts	Umpire Recoup 8/06/2021	MUNI	67.50
EFT42997	10/06/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	83.78
EFT42998	10/06/2021	Bruce Mapstone	2020/21 Uniform Reimbursement	MUNI	264.95
EFT42999	10/06/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	481.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43000	10/06/2021	Bunbury Machinery	4 x Tractor Slasher Safety Travel Pins & 2 x Slip Clutch Plates for Slasher	MUNI	70.40
EFT43001	10/06/2021	Bunbury Mower Service	6 Chainsaw Sharpening Kits and Whippersnipper Repair Parts & Parts for Chainsaw and Pole Saw Repairs	MUNI	572.60
EFT43002	10/06/2021	Bunbury Regional Toy Library	Grant Funding - Toys and Advertising	MUNI	842.51
EFT43003	10/06/2021	Bunnings Group Limited	Various Invoices for Hardware and Maintenance Items for Shire Sites	MUNI	1,022.81
EFT43004	10/06/2021	C.E.M. Alliance Pty Ltd	RFT F0185303 - Dardanup Central Bushfire Station - Progress Claim 40%	MUNI	117,502.00
EFT43005	10/06/2021	Cadgroup Australia Pty Ltd	Bluebeam Licensing for 2021/22	MUNI	9,444.60
EFT43006	10/06/2021	Cameron Baker	Umpire Recoup 9/06/2021	MUNI	44.00
EFT43007	10/06/2021	Capel Crane Hire	Relocation of Leaning Concrete Table - Gnomesville	MUNI	759.00
EFT43008	10/06/2021	CB Traffic Solutions	Supply Traffic Management To Pratt Road	MUNI	965.80
EFT43009	10/06/2021	Citygate Properties Ptd Ltd	Eaton Fair Gift Voucher - Farewell Gift Council Contribution Briohny Dean	MUNI	100.00
EFT43010	10/06/2021	Civil Projects Southwest	Truck & Bobcat Hire for Pile Road & Richards Road Repairs	MUNI	4,980.25
EFT43011	10/06/2021	Civitest Pty Ltd	Subbase & Base course Compaction Testing - Eaton Drive Expansion	MUNI	1,760.00
EFT43012	10/06/2021	Coates Hire Ltd	Hire Road Saw - Eaton Drive Extension - 31/05/2021 - 4/06/2021	MUNI	125.00
EFT43013	10/06/2021	Coca-Cola Amatil Australia Pty Ltd	ERC - Stock Purchases	MUNI	202.88

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43014	10/06/2021	Country Landscaping Pty Ltd	Duncan Loop Pump Station Irrigation Controller Upgrade	MUNI	2,473.53
EFT43015	10/06/2021	Craven Foods	ERC - Cafe Order	MUNI	339.04
EFT43016	10/06/2021	Dapco Tyre and Auto Centre	Nexen Tyre - DA9136 & Replace Head Light Globe - DA9279	MUNI	226.95
EFT43017	10/06/2021	Daryl Fishwick	Umpire Recoup 9/06/2021	MUNI	66.00
EFT43018	10/06/2021	Deputec Pty Ltd	ERC - Deputy Roster Software - May 2021	MUNI	81.40
EFT43019	10/06/2021	Donna Bastow	Umpire Recoup 9/06/2021	MUNI	132.00
EFT43020	10/06/2021	Donna Nicholls	Umpire Recoup 8/06/2021	MUNI	90.00
EFT43021	10/06/2021	Eaton Community Pharmacy	ERC - Cafe Stock and First Aid	MUNI	378.83
EFT43022	10/06/2021	Evan Mills	Umpire Recoup 9/06/2021	MUNI	22.00
EFT43023	10/06/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - June 2021	MUNI	180.00
EFT43024	10/06/2021	Fit2Work	Monthly Invoice for Australian Employee Police Checks - May 2021	MUNI	76.78
EFT43025	10/06/2021	Fulton Hogan Industries WA	12 x Bags of Ez Street Asphalt - Pile Road & 250L of Emulsion to Dardanup West Road	MUNI	880.83
EFT43026	10/06/2021	Gas - It Pipe Contracting	Service Detection of Existing Gas Service Located Within the Pratt Road Seal Between Bobin Street and Foster Street.	MUNI	1,386.00
EFT43027	10/06/2021	Grace Records Management	Records Management - May 2021	MUNI	630.71
EFT43028	10/06/2021	Hooleys Catering Company	Catering for the 26 May 2021 Ordinary Council Meeting Meal	MUNI	742.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43029	10/06/2021	Howson Technical	Aboriginal Heritage Monitoring - Harris Road - 16/05/2021 - 1/06/2021	MUNI	8,167.50
EFT43030	10/06/2021	Hynes Contracting	Prepare Sites for Tank Installation Wellington Mills VBFB & Joshua Crooked Brook VBFB & Relocate Playground Rocks for Swing Installation	MUNI	4,110.00
EFT43031	10/06/2021	Isabella Francis	Umpire Recoup 8/06/2021	MUNI	90.00
EFT43032	10/06/2021	Jayne Lee Performance & Entertainment	Simultaneous Story Time 19/05/2021 Eaton Library	MUNI	180.00
EFT43033	10/06/2021	JCW Electrical Pty Ltd	Check/Repair Plug Socket In Donga At Tip Site	MUNI	156.75
EFT43034	10/06/2021	John Thompson	Umpire Recoup 9/06/2021	MUNI	44.00
EFT43035	10/06/2021	JR & A Hersey Pty Ltd	Depot Stores and Supplies and Emergency Equipment	MUNI	1,026.68
EFT43036	10/06/2021	Justine Eichner	Umpire Recoup 9/06/2021	MUNI	66.00
EFT43037	10/06/2021	K's Home Kitchen	Catering for YAG Presentation Afternoon	MUNI	295.00
EFT43038	10/06/2021	Karyn Rowe	Umpire Recoup 4/06/2021	MUNI	60.00
EFT43039	10/06/2021	Kenny Pomare	Umpire Recoup 9/06/2021	MUNI	110.00
EFT43040	10/06/2021	Living Springs	Springwater Bottles - 15L - Transfer Station	MUNI	92.00
EFT43041	10/06/2021	M & J Essential Solutions Pty Ltd	Counselling Services - Employee Assistance Program	MUNI	130.00
EFT43042	10/06/2021	Madison Hancock	Umpire Recoup 8/06/2021	MUNI	67.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43043	10/06/2021	Mantrac	Busher Rd - Reduce Fuel On Verg Slash/ Mulch, Separate Canopy From Ground Fuels	MUNI	2,200.00
EFT43044	10/06/2021	Marketforce	Public Notices and Advertising - May 2021	MUNI	1,773.27
EFT43045	10/06/2021	Mckayhla Pomare	Umpire Recoup 9/06/2021	MUNI	44.00
EFT43046	10/06/2021	Mcleods Barristers and Solicitors	Legal Advice - Prosecution To First Mention - Lot 2 Banksia Road, Crooked Brook	MUNI	1,772.40
EFT43047	10/06/2021	Naturaliste Hygiene	Sharps Disposal Service 2020/2021 - Eaton Foreshore & Watson Street Reserve Public Toilets	MUNI	165.00
EFT43048	10/06/2021	Pamela Jane Mccafferty	Rates Refund - Rates in Credit	MUNI	1,045.76
EFT43049	10/06/2021	Perfect Landscapes	Mowing Week Commencing 31/05/2021	MUNI	2,222.00
EFT43050	10/06/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	594.20
EFT43051	10/06/2021	PFI Supplies	Cleaning Products for the Eaton Administration Office	MUNI	362.50
EFT43052	10/06/2021	Price Consulting Group Pty Ltd	CEO Annual Review Process	MUNI	5,211.25
EFT43053	10/06/2021	Prime Supplies	2 Boxes of Heavy Duty Wipes for DA8457	MUNI	382.80
EFT43054	10/06/2021	Promote You	Embroidery of Staff Uniforms x 8	MUNI	72.60
EFT43055	10/06/2021	Qmani Pty Ltd	2020-21 Qmani Sms Monthly Charges - Bush Fire Brigades	MUNI	66.00
EFT43056	10/06/2021	Regional Media Specialists P/L	Bulk Purchase of Newspaper Advertising Space for Community News - Bunbury Herald 18/05/2021	MUNI	1,368.38
EFT43057	10/06/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	852.09

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43058	10/06/2021	Securepay Pty Ltd	Bank Fees - 2020-2021 Securepay Web & IVR Credit Card Payments - May 2021	MUNI	3.56
EFT43059	10/06/2021	Shire of Cranbrook	Accommodation At Cranbrook Caravan Park - 18/05/2021 - Ben Anderson - BRPC Shire of Cranbrook	MUNI	90.00
EFT43060	10/06/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	374.00
EFT43061	10/06/2021	SOS Office Equipment	Printers Monthly Rental - 11/05/2021 - 11/06/2021 & Photocopying Costs for May 2021	MUNI	8,344.39
EFT43062	10/06/2021	South West Autism Network Inc	Walk On the Wild Side - 3 Hours Low Sensory Zone	MUNI	200.00
EFT43063	10/06/2021	South West Fire	Upper Ferguson 2.4R Repairs - Labour	MUNI	395.40
EFT43064	10/06/2021	St Aidan Wines	St. Aidan Sauvignon Blanc Semillon 2020 x 6 Bottles - Council Chambers Stock	MUNI	96.00
EFT43065	10/06/2021	St John Ambulance Western Australia Ltd	First Aid Training - Jackie Nichol - 26/05/2021	MUNI	160.00
EFT43066	10/06/2021	Stacey Gillespie	Childcare Reimbursement for Council Meetings and Workshops - 10/03/2021, 14/04/2021, 27/04/2021 & 12/05/2021	MUNI	420.00
EFT43067	10/06/2021	Stratagreen	Bamboo Canes x 30 & Planting Bags x 2	MUNI	1,636.16
EFT43068	10/06/2021	Te Wairimu Elinor Pomare	Umpire Recoup 9/06/2021	MUNI	88.00
EFT43069	10/06/2021	Telstra	Satellite Phone Account May 2021 & West Dardanup Bush Fire Brigade Telephones May 2021	MUNI	175.00
EFT43070	10/06/2021	The Workwear Group	Uniform Order - Suzette Sutton	MUNI	249.52

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT43071	10/06/2021	Theona Christine Sloan	Library Workshops x 2	MUNI	447.00
EFT43072	10/06/2021	Toll Transport	Postage & Freight - Stratagreen	MUNI	21.56
EFT43073	10/06/2021	Toni Hotchin	Umpire Recoup 8/06/2021	MUNI	90.00
EFT43074	10/06/2021	Totally Sound	ERC - Group Fitness Speaker Service With Totally Sound Call Out and Service	MUNI	259.05
EFT43075	10/06/2021	Totally Workwear	PPE for Rangers - Pants x 5 and Boots x 1	MUNI	544.50
EFT43076	10/06/2021	Tutt Bryant Hire	Bobcat Hire for Eaton Drive Extension - 13/05/2021 - 31/05/2021	MUNI	2,055.90
EFT43077	10/06/2021	Wheelchair Sports South West Inc	Community Grant Funding R2 2020/21	MUNI	1,000.00
EFT43078	10/06/2021	Wicked Strategies	Every Club - Strategic Planning Workshop (Eaton) 1/06/2021	MUNI	1,089.00
EFT43079	10/06/2021	Woolworths Group Limited	ERC - Cafe Order	MUNI	305.74
EFT43080	10/06/2021	Work Clobber	ERC Jackets x 7	MUNI	399.00
CHEQUES					
TRUST					
PAYROLL					
DD15740.1	14/05/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	36,166.84
DD15740.2	14/05/2021	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	167.02
DD15740.3	14/05/2021	MLC Super Fund	Superannuation Contributions	MUNI	567.97


PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15740.4	14/05/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15740.5	14/05/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	232.56
DD15740.6	14/05/2021	One Path Masterfund	Superannuation Contributions	MUNI	98.47
DD15740.7	14/05/2021	Hostplus	Superannuation Contributions	MUNI	221.87
DD15740.8	14/05/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15740.9	14/05/2021	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	60.06
DD15740.10	14/05/2021	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15740.11	14/05/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	257.93
DD15740.12	14/05/2021	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15740.13	14/05/2021	Hesta Super Fund	Superannuation Contributions	MUNI	331.62
DD15740.14	14/05/2021	Unisuper	Superannuation Contributions	MUNI	160.26
DD15740.15	14/05/2021	Rest Superannuation	Payroll Deductions	MUNI	1,114.59
DD15740.16	14/05/2021	The Bro Code Super Fund	Payroll Deductions	MUNI	5.77
DD15740.17	14/05/2021	Anz Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15740.18	14/05/2021	Media Super	Superannuation Contributions	MUNI	616.74
DD15740.19	14/05/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,402.74

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15740.20	14/05/2021	Australiansuper	Superannuation Contributions	MUNI	3,349.06
DD15740.21	14/05/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15740.22	14/05/2021	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	306.03
DD15749.1	21/05/2021	Aware Super Pty Limited	Superannuation Contributions	MUNI	162.09
DD15766.1	28/05/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	35,450.43
DD15766.2	28/05/2021	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	306.01
DD15766.3	28/05/2021	Hughes Superannuation Fund	Superannuation Contributions	MUNI	170.86
DD15766.4	28/05/2021	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15766.5	28/05/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15766.6	28/05/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	229.80
DD15766.7	28/05/2021	One Path Masterfund	Superannuation Contributions	MUNI	118.30
DD15766.8	28/05/2021	Hostplus	Superannuation Contributions	MUNI	267.12
DD15766.9	28/05/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15766.10	28/05/2021	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	63.43
DD15766.11	28/05/2021	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15766.12	28/05/2021	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15766.13	28/05/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	257.93
DD15766.14	28/05/2021	Hesta Super Fund	Superannuation Contributions	MUNI	376.95

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15766.15	28/05/2021	Unisuper	Superannuation Contributions	MUNI	57.82
DD15766.16	28/05/2021	Rest Superannuation	Payroll Deductions	MUNI	937.77
DD15766.17	28/05/2021	The Bro Code Super Fund	Payroll Deductions	MUNI	17.32
DD15766.18	28/05/2021	Anz Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15766.19	28/05/2021	Media Super	Superannuation Contributions	MUNI	543.57
DD15766.20	28/05/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	2,968.74
DD15766.21	28/05/2021	Australiansuper	Superannuation Contributions	MUNI	3,413.02
DD15766.22	28/05/2021	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	54.83
DD15766.23	28/05/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15783.1	11/06/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	35,196.52
DD15783.2	11/06/2021	Hughes Superannuation Fund	Superannuation Contributions	MUNI	164.55
DD15783.3	11/06/2021	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15783.4	11/06/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15783.5	11/06/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	290.71
DD15783.6	11/06/2021	One Path Masterfund	Superannuation Contributions	MUNI	130.75
DD15783.7	11/06/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15783.8	11/06/2021	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	53.33

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15783.9	11/06/2021	Hostplus	Superannuation Contributions	MUNI	162.75
DD15783.10	11/06/2021	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15783.11	11/06/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	257.93
DD15783.12	11/06/2021	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15783.13	11/06/2021	Hesta Super Fund	Payroll Deductions	MUNI	541.06
DD15783.14	11/06/2021	Unisuper	Superannuation Contributions	MUNI	120.97
DD15783.15	11/06/2021	Rest Superannuation	Payroll Deductions	MUNI	1,034.33
DD15783.16	11/06/2021	The Bro Code Super Fund	Payroll Deductions	MUNI	23.09
DD15783.17	11/06/2021	Anz Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15783.18	11/06/2021	Media Super	Superannuation Contributions	MUNI	522.66
DD15783.19	11/06/2021	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,402.74
DD15783.20	11/06/2021	Australiansuper	Superannuation Contributions	MUNI	3,442.17
DD15783.21	11/06/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15783.22	11/06/2021	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	306.03
CREDIT CARD					
DD15778.1	31/05/2021	Commonwealth Bank of Australia	Refund from Commonwealth Bank for Disputed Transactions	MUNI	-73.54
DD15778.2	31/05/2021	Lumen 5	Online Software Subscription for Creation of Social Media Video Clips	MUNI	783.99
DD15778.3	31/05/2021	Mailchimp	Monthly Subscription and Charge for Electronic Newsletters July 20 - June 21	MUNI	103.81
DD15778.4	31/05/2021	Facebook Ireland Limited	ERC - Facebook Advertising Campaigns	MUNI	15.07

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD15778.5	31/05/2021	Surveymonkey Europe	Subscription To Survey Service - Survey Monkey Online July 20 - June 21	MUNI	111.00
DD15778.6	31/05/2021	Transperth	Train Fare - Mandurah To Perth City (And Return) 20/05/2021 - Management Reporting Workshop - N Hopkins	MUNI	22.60
DIRECT DEBIT					
DD15754.1	17/05/2021	Sgfleet	Vehicle Lease 2020/21 - Bushfire Risk Planning Coordinator - 2020/2021	MUNI	564.04
DD15788.1	01/06/2021	Fitness On Demand	Fitness On Demand - License Fee - June 2021	MUNI	148.45
INTERNATIONAL					
BPAY					
DD15733.1	11/05/2021	Western Power	Eaton Bowling Club - WP Design Fee WS-127603G9L9	MUNI	6,600.00
DD15756.1	19/05/2021	Water Corporation	Eaton Bowling Club - Hydrant Relocation Design Fee	MUNI	1,492.26
DD15774.1	03/06/2021	Alinta	Electricity Account ERC - 20/04/2021 - 3/05/2021	MUNI	1,481.95
DD15774.2	03/06/2021	linet Ltd	Monthly Charge for Business-4 Service Sod@Westenet.Com.Au - 1/06/2021 - 1/07/2021	MUNI	174.94

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<u>REPORT TOTALS</u>					
EFT	1,665,485.20		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		1,817,518.54
Muni Cheque	0.00				
Trust	0.00				
Payroll	140,608.77				
Credit Card	962.93				
Direct Debit	712.49				
International	0.00				
BPAY	9,749.15				
TOTAL	1,817,518.54				

12.5 COMMITTEES

12.5.1 Title: Audit & Risk Committee Meeting Minutes Held 16th of June 2021

<i>Reporting Department:</i>	<i>Corporate & Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Donna Bailye – PA-DCEO</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>
<i>Attachments:</i>	<i>Appendix 12.5.1 – Audit & Risk Minutes</i> <i>Appendix 12.5.2 – OAG Letter</i>

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, THE 16th OF JUNE 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 16th of June 2021 are attached [Appendix ORD: 12.5.1A].

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Audit & Risk Committee Meeting held on the 16th of June 2021 [Appendix ORD: 12.5.1A].

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION ‘A’

THAT Council:

- 1. Receives the letter from the Office of the Auditor General (OAG) – [Appendix ORD: 12.5.1B]; and**
- 2. Acknowledges that the Office of the Auditor General (OAG) has appointed audit firm Moore Australia (WA) to perform the audit of Council’s annual financial statements for a three (3) year period commencing audit year ending:**
 - 30 June 2021 (2020/21 financial year);**
 - 30 June 2022 (2021/22 financial year); and**
 - 30 June 2023 (2022/23 financial year).**

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION ‘B’

THAT Council support and acknowledge the Audit Strategy Memorandum produced by the Office of the Auditor General, and OAG’s sub-contractors Moore Australia (WA), for the 2020/21 annual financial report and accounts [Confidential Document – Under Separate Cover], which outlines the audit scope and approach, and key audit risk areas that will be a focus of audit procedures.

AUDIT & RISK COMMITTEE RECOMMENDED RESOLUTION 'C'

THAT Council:

- 1. Receives the 2021 Interim Audit Update report.**
- 2. Acknowledges that the 'Interim Management Report', which details the final audit results of the Interim Audit, has not yet been issued by the Office of the Auditors General and Moore Australia (WA).**

12.5.2 Title: Bushfire Advisory Committee Meeting Minutes Held 16th of June 2021

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Donna Bailye – PA-DCEO
Legislation: Local Government Act 1995
Attachments: Appendix 12.5.2 – Bushfire Advisory Minutes

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, THE 16th OF JUNE 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 7.00PM.

Officer Comment

The Minutes of the Bushfire Advisory Committee Meeting held on the 16th of June 2021 are attached [Appendix ORD: 12.5.2].

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Bushfire Advisory Committee Meeting held on the 16th of June 2021 [Appendix ORD: 12.5.2].

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'A'

THAT Council endorses the following persons as Bushfire Control Officers for the period 30/06/2021 – 01/07/2022 pursuant to Section 38(1) of the Bush Fires Act 1954 and the persons to be advertised pursuant to Section 38(2a) of the Bush Fires Act 1954:-

DISTRICT	OFFICER
Burekup District	Clay Rose
Dardanup Central District	Brendan Putt
Eaton Townsite/District	Chris Hynes
Ferguson District	Lyndon Skeers
Joshua/Crooked Brook District	Peter Robinson
Upper Ferguson District	Max Kerr
Waterloo District	Rob Drennan
Wellington Mills District	Ian Bridge
West Dardanup District	Neil Dyer

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'B'

THAT Council endorses Mr Allan Charlton as Fire Weather Officer for the period 30/06/2021 – 01/07/2022 pursuant to Section 38(8) of the Bush Fires Act 1954 and this to be advertised pursuant to Section 38(13) of the Bush Fires Act 1954.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'C'

THAT Council endorses the following person as Chief Bushfire Control Officer for the period 30/06/2021 – 01/07/2022:

- Mr Chris Hynes.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'D'

THAT Council endorses the following person as Deputy Chief Bushfire Control Officer (North) for the period 30/06/2021 – 01/07/2022:

- Mr Clay Rose

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'E'

THAT Council endorses the following person as Deputy Chief Bushfire Control Officer (South) for the period 30/06/2021 – 01/07/2022:

- **Mr Rob Drennan**

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'F'

THAT Council endorses Mr Alan Charlton to the Bushfire Advisory Committee in the position of Fire Weather Officer [Note: Term expires in October 2021].

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'G'

THAT Council repeals the May 2014 Shire of Dardanup Bush Fire Brigade Constitution, formally adopted by Council at the 21 May 2014 Ordinary Council Meeting [156-14].

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'H'

THAT Council requests that the Chief Executive Officer formally write to Rodney Bailey thanking him for his service as Fire Control Officer for Upper Ferguson Bush Fire Brigade and Training Coordinator for the Shire of Dardanup.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'I'

THAT Council requests that the Chief Executive Officer formally write to Richard Stacey thanking him for his service as Fire Control Officer for Ferguson Bush Fire Brigade.

BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION 'J'

THAT Council adopts and advertises the 2021/22 Shire of Dardanup Fire Prevention Order pursuant to Section 33(1) of the Bush Fires Act 1954.



FIRE PREVENTION ORDER

FIRST AND FINAL NOTICE

With reference to Section 33 of the Bush Fires Act 1954, you are required to carry out fire prevention work on land owned or occupied by you, in accordance with the provisions of this order.

This order is valid for the period 1 July – 30 June annually.

Work must be completed by the 30 November annually and maintained until the close of the entire Restricted and Prohibited Burning Periods.

PLEASE READ THIS NOTICE CAREFULLY

If you do not fully understand this notice, please contact Emergency & Ranger Services during office hours on 9724 0000 or your local Fire Control Officer to discuss.

PERSONS WHO FAIL TO COMPLY WITH THE REQUIREMENTS OF THE ORDER MAY BE ISSUED WITH AN INFRINGEMENT NOTICE PENALTY (\$250.00) OR PROSECUTED WITH AN INCREASED PENALTY (MAXIMUM PENALTY \$5,000). ADDITIONALLY THE SHIRE OF DARDANUP MAY CARRY OUT THE REQUIRED WORK AT COST TO THE OWNER/OCCUPIER.

RESTRICTED BURNING PERIOD

Burning Permits Required

2 November
to
14 December
annually

PROHIBITED BURNING PERIOD

NO FIRES PERMITTED

15 December
to
14 March
annually
(subject to extension)

RESTRICTED BURNING PERIOD

Burning Permits Required

15 March
to
26 April annually
(subject to extension)

RESIDENTIAL, INDUSTRIAL, DEVELOPMENT, RESTRICTED USE, MIXED BUSINESS AND COMMERCIAL ZONES*

- All flammable material/vegetation (except living trees) **MUST** be slashed or grazed to a height that does not exceed 100 millimetres.
- Removal of isolated flammable material (dead tree and tree branches) **MUST** be removed.

SMALL HOLDINGS ZONE*

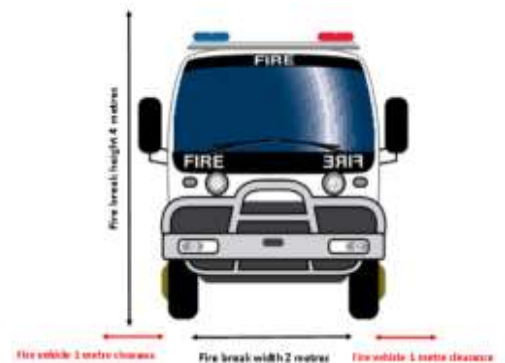
- A firebreak (as defined), must be installed immediately inside and along all property boundaries, 2 metres in width and 4 metres in height. The firebreak may only deviate from a boundary up to 6 metres, to avoid established trees and /or other natural features that would make it impractical to be installed on the boundary.
- A 20 metre Asset Protection Zone (as defined) **MUST** be slashed to a height that does not exceed 100 millimetres surrounding dwellings, sheds and all haystacks.
- All flammable material/vegetation (dead trees and branches) **MUST** be removed from the 20 metre Asset Protection Zone.
- Where slashing is not possible, material/vegetation must be burnt back or sprayed with a suitable herbicide to prevent growth throughout the entire restricted and prohibited burning periods.
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres from any structure.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.



[Minimum clearance for fire break in small holdings](#)

GENERAL FARMING, RESTRICTED USE AND TOURIST ZONES*

- **Non Irrigated lots** – a vehicle access track, 4 metre in width and 4 metre in height that **MUST** include a 2 metre wide firebreak (as defined), must be installed immediately inside and along the lot boundary where it adjoins a road and/or rail reserve. The firebreak may only deviate from the boundary, up to 6 metres, to avoid established trees/or other natural features, that would make it impractical to install a firebreak at that location.
- **Irrigated land** (as defined) is to be maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.



[Minimum clearance for fire break in general farming, restricted use and tourist zones](#)

- Firebreaks are **NOT** required on irrigated land that is being **actively and regularly irrigated throughout the entire restricted and prohibited burning periods.**
- Irrigation channels that are situated **inside and along** a lot boundary will be accepted as a firebreak provided the irrigation channel is utilised on that property throughout the **entire restricted and prohibited burning periods.**
- Burn piles can be kept and are approved under the following conditions:
 - a burn pile is to be no closer than 20 metres to any structure; and
 - a 2 metre wide and 4 metre in height firebreak is to be placed around the perimeter of any burn pile.
- All fire wood piles must be stored away from a dwelling during the restricted and prohibited burning periods.

PLANTATIONS

- **BARE EARTH** firebreaks of 15 metres in width and 4 metres in height must be maintained inside and along all boundaries of a plantation with 6-10 metre wide internal firebreaks between compartments.
- Where power lines pass through plantation areas, firebreaks must be in accordance with Western Power specifications.

** Zones defined by the Shire of Dardanup Town Planning Scheme No.3.*

WHERE AND HOW TO OBTAIN BURNING PERMITS

Applications for burning permits are available from your local Bush Fire Control Officer at no cost. The local Bush Fire Control Officer will note the relevant conditions you must comply with on your burning permit.

You are advised that Burning Permits are automatically invalidated on days of “very high” “severe”, “extreme” or “catastrophic” fire danger.

To minimise the use of resources on unnecessary call outs, burns conducted outside the restricted burning period are encouraged to be registered with the Department of Fire & Emergency Service (DFES) Communications Centre on 9395 9209, immediately prior to commencing the burn.

Garden Refuse Urban Areas (town sites): No garden refuse is permitted to be burnt on the ground, in the open air or in an outdoor incinerator within the urban areas of Dardanup, Eaton and Burekup town sites **at any time of the year unless a permit to burn has first been obtained** from a Fire Control Officer for special circumstances such as a large block that needs hazard reduction.

All Other Areas in Shire of Dardanup: Pursuant to section 24G(2) and section 25(1a) of the Bush Fires Act 1954, the burning of garden refuse and camp and cooking fires is prohibited in all areas within the Shire of Dardanup during the **Prohibited Burning Period**. Furthermore, pursuant to section 24G(2) the burning of garden refuse and camp and cooking fires are prohibited within the Shire of Dardanup during the **Restricted Burning Period unless a permit to burn has first been obtained** from a Fire Control Officer.

Solid Fuel Cooking Appliances (e.g.: pizza oven/outdoor barbeque, outdoor stove and fire pits): The use of solid fuel cooking appliances is prohibited in all areas within the Shire of Dardanup during the **Prohibited and Restricted Burning Period UNLESS;**

- the fire rating is below VERY HIGH;
- is fitted with an effective spark arrestor to pizza oven & outdoor stove;
- an area of 2m surrounding the appliance is cleared from flammable materials;
- running water is on site and is accessible;
- a responsible able body adult is in attendance throughout; and
- the fire is completely extinguished when cooking is complete.

FIREBREAK VARIATIONS/EXEMPTIONS

If it is considered impractical for any reason to install a firebreaks or remove flammable materials from any land as required by this Order, you are required to make written application to the Shire of Dardanup **no later than 30 September each year**. **This application shall** include a plan detailing the alternative fire prevention measures taken on the land. Prescribed Firebreak Variation/Exemption Forms are available from the Shire of Dardanup offices or by visiting the Shire of Dardanup website. If your request for a variation/exemption is not granted, you **must** comply with the requirements of this Order.

DEFINITIONS

For the purpose of this notice the following definitions apply:

ASSET PROTECTION ZONE (APZ)

Asset protection zones must be a minimum of 20 metres. An asset protection zone is a low fuel area immediately surround a building and is designed to minimise the likelihood of flame contact with buildings and the effect of radiant heat. It is important to maintain the asset protection zones and from flammable material. If there are large trees in the asset protection zone, consideration of having the trees pruned by a professional contactor. There should be no trees overhanging buildings or assess within the asset protection zone.

BUSH FIRE MANAGEMENT PLANS

A “Bush Fire Management Plan” means a plan that has been developed and approved by the Shire of Dardanup to reduce and mitigate fire hazards within a subdivision, lot or other area of land within the district. Where the property has an approved Bush Fire Management Plan, compliance **MUST** be achieved in accordance with the conditions stipulated in the Bush Fire Management Plan, in addition to the requirement of this notice.

IRRIGATED LAND

Irrigated land is defined as agriculture land that is watered, kept fully watered and is maintained in a non-flammable state for the whole of the restricted and prohibited burning periods.

FIREBREAK

A firebreak is an area of land that has been cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth. Firebreaks must be constructed immediately inside and along all property boundaries. Firebreaks provide safer access for land owners and fire appliances to conduct fire suppression activities.

PLANTATION

Means a stand of trees of 10 hectare or larger, that has been established by sowing or planting of either native or exotic tree species and managed intensively for their commercial and/or environmental value. A plantation includes roads, tracks, firebreaks and small areas of native vegetation surrounded by plantations. Implicit in this definition is the recognition that plantations will be harvested.

AUTHORISED OFFICER

A person appointed by the Shire of Dardanup as a Bush Fire Control Officer.

For further information please call the Shire of Dardanup 9724 0000 or your local Fire Control Officer.

For all fire emergencies, please dial



Would you like to become involved in a volunteer bush fire brigade?

Why not join a Shire of Dardanup Volunteer Bush Fire Brigade and learn how to prevent fires and be trained in firefighting!

Male and Female volunteers are very welcome.

There are many dimensions to being a volunteer bush fire brigade member and cadets (11-16 years of age), as all are encouraged to choose the type of activities that best suit their capabilities and interest.

Being a volunteer is a rewarding experience. It is an opportunity to meet new people, learn new skills and provide assistance in protecting your community. Respecting others, working together as a team and acting with honesty and integrity are the values embraced by members.

If you are interested in being a volunteer bush fire fighter please contact the Shire of Dardanup Emergency Management Officer 9724 0347 or email brigade@dardanup.wa.gov.au

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

15 PUBLIC QUESTION TIME

16 MATTERS BEHIND CLOSED DOORS

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

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

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

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

OFFICER RECOMMENDED RESOLUTION

THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) and section (2)(e)(iii) Council goes Behind Closed Doors [.....pm] to discuss a matter affecting an employee or employees and information about the business, professional, commercial or financial affairs of a person.

16.1 Title: Eaton Community Library Relocation

Reporting Department: Sustainable Development Directorate
 Reporting Officer: Mr Dean Pitts – Coordinator Library Services
 Legislation: Local Government Act 1995

REPORT UNDER SEPARATE COVER

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

16.2 Title: Eaton Boomers Business Plan

Reporting Department: Sustainable Development Directorate
 Reporting Officer: Mr Phil Anastasakis – Deputy Chief Executive Officer
 Legislation: Local Government Act 1995

REPORT UNDER SEPARATE COVER

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

OFFICER RECOMMENDED RESOLUTION

THAT Council return from Behind Closed Doors [time].

Note: In accordance with Standing Order 5.2(6) the Presiding Officer, may cause the motion passed by Council whilst behind closed doors to be read out.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 28th of July 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.

