



A G E N D A

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 31st of March 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 31st of March 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 "Phil Anastasakis".

MR PHIL ANASTASAKIS
Acting Chief Executive Officer

Date: 24th of March 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

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 31ST OF MARCH 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, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo 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*

Cr. Stacey Gillespie - Elected Member [RES: 19-21]

2.3 Leave of Absence

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

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

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

6.1 Title: e-Petition Requesting the Closure of the Camping Site on Gardiner Reserve in Burekup

Reporting Department: Corporate & Governance Directorate
 Reporting Officer: Ms Cathy Lee - Manager Governance & HR
 Legislation: Local Government Act 1995

Background

An email was received on the 24th of February 2021 from Debbie Staub providing a copy of an e-petition for Council to consider requesting the closure of the overnight camping site on Gardiner Reserve Burekup.

The below information was included with the email:

“We, the community members of Burekup, petition The Shire of Dardanup to close the camping site on the Gardiner Reserve.

At present, the regulations for the camping at Gardiner Reserve are as follows: RV’s and caravans are permitted to stay for up to 3 nights with a maximum capacity of 5 vehicles at any one time.

We put forward that the camping site on Gardiner Reserve be shut down immediately for the reasons as follows:

Under the Caravan Parks and Camping Grounds Regulations 1997, a camper requires a written permit from the local government if:

- A) *There is more than one caravan on the property at one time; or*
- B) *Any camper on the property stays more than three nights.*

Both of these regulations have been. Currently neither of these regulations have been adhered to or monitored.

The Shire rules and regulations on the Gardiner Reserve site do not adhere to the state law requirements contained in the Caravan Parks and Camping Grounds Act 1997. After reviewing the current regulations, if a three-night stay is permitted, under the Caravan Parks and Camping Grounds Act 1997, the reserve would be considered a ‘transit park.’ Under this act, a ‘transit park’ is ‘a facility where an occupier cannot stay more than three consecutive nights.’ If a three-night stay is permitted, the Shire would need to designate ‘a responsible person’ as per the requirements of Section 13 of the Caravan Parks and Camping Ground Act 1995. Section 13 requires that ‘a responsible person’ (i) resides in or near the facility; (ii) is responsible for the supervision of the facility; (iii) is accessible at all times in case of an emergency; and (iv) maintains a register of occupiers. By law this is a requirement for any stays longer than one night.

According to current shire regulations which enables a 72-hour stay, makes this site a ‘transit park’ and in order to comply with Section 7, Clause 21 of the Caravan Parks and Camping Grounds Act 1997, ‘Transit camp sites’ must have at least 1 male and 1 female shower available, which is not currently the case.

Despite community concerns, there is still currently no signage on the reserve outlining the regulations such as maximum vehicle capacity, where to find the login registry etc. The cricket members have taken to making a makeshift sign to show campers which direction to camp. There

is no login in process in place or QR code to ensure we know who is coming and going from the town, ensuring Covid safety.

A licence has not been obtained in relation to a transit camp as required under the Caravan Parks and Camping Grounds Act 1997

The Shire have recommended themselves that the stay be limited to one night and not three, as it would be too problematic to ensure effective long-term management of the facility by a shire employee or community member in accordance with this legislation.

The environmental impacts of having RV's and caravans parked there. There is no RV waste point on the Gardiner Reserve site. There have been numerous reports of faecal waste being illegally dumped down street drains, trees being used as toilets for campers during the night and food scrap littering.

There are no services available e.g., police, medical, rubbish bins, showers etc. There is no authoritative body monitoring the site to ensure regulations are being adhered to. Community members have accumulated photographic evidence of there being more than 5 vehicles parked at the Gardiner site, vehicles that aren't self-contained and vehicles staying longer than 3 nights.

RV's block parents and guardians from being able to park along the oval and use the shade during school carnivals and events.

The aesthetic and ambience of the Burekup community has been lost with the eyesore the camping site creates. Campers have washing hanging on lines, rubbish sitting in bags and recreational equipment scattered across the area. There has been a loss of that serene country feel by the invasion of RVs, four-wheel drives, buses and vans. Community members feel that they might not have brought here knowing a caravan park which hasn't been properly monitored was going to be set up on the outskirts of the oval where our kids play. Parents are nervous and because of this caravan site the town now has a completely different feeling.

When land was purchased by community members in Burekup 10 years ago, it was never in agreement to having campers parked in our town. It is also a major concern that the value of surrounding homes may be affected by this should they decide to ever sell.

Campers are parked over the dog oval, impeding on the enjoyment of facilities by local residents who are rate payers. For example, a couple of residents used to practice golf have stopped, rare to see kids now playing football at the goal posts and just general recreation around the Gardiner Reserve has ceased because of the vehicles parked there.

Having this camp site provides no economic benefit to Burekup. The shop is well supported by locals, community members and workers that stop passed. The country club is a non-for-profit club that is meant to serve the community not themselves. The country club is also not actually open to the public. You have to sign up as a member.

There are plenty of other free camping sites for people including the one in Dardanup less than 15 minutes up the road.

Community members feel as though it is an invasion of their privacy. Strangers camping across the road are able to watch families coming and going from their properties and are able to familiarise themselves with home-owners routines for up to 3 days.

Whilst we the community understand that you can't control people in general, parents are concerned that being located next to the local school and school bus zone it's just another attraction for strangers to come into the town.

Some of these concerns include:

- *Not being able to let their children ride or walk to and from school or the school bus, now without a guardian.*
- *Prior to the campers arriving, their children would use the skate park, oval and other facilities regularly as part of learning to be more independent. They don't feel they can now.*

We, the Burekup community, feel that the Shire has negated its duty of care and legal obligations to the people of Burekup. Despite efforts from the community to find a compromise, the Shire has heard these concerns with a less than satisfactory attitude and some have maintained a lack of professionalism unparalleled to that of what should be held by counsellors. At no time has the Shire taken into account the legalities of properly setting up the Gardiner Reserve camping ground. Legality concerns were hushed (as seen in the minutes of meetings) by counsellors saying it would be looked into. Yet the fact of the matter remains that there have still been no signs, login processes or parameters set to adhere to the Caravan Parks and Camping Grounds Act 1997 requirements.

Should the concerns of the community raised in this petition remain unheard by the Shire, the community will be taking this to local government MP's.

As such, we the community demand the camping site at Gardiner Reserve be closed immediately."

Legal Implications

Shire of Dardanup Standing Orders Local Law 2014 S4.9 reads as follows:

4.9 Petitions

- (1) *A petition received by a member or the CEO is to be presented to the next ordinary Council meeting.*
- (2) *A petition to the Council is—*
 - (a) *as far as practicable to be prepared in the form prescribed in the Schedule;*
 - (b) *to be addressed to the Council and forwarded to a member or the CEO;*
 - (c) *to state the name and address of the person to whom correspondence in respect of the petition may be served; and*
 - (d) *to be respectful and temperate in its language.*
- (3) *The presentation of a petition is to be confined to the reading of the petition.*
- (4) *The only motions in respect of a petition that are in order are that—*
 - (a) *the petition be received;*
 - (b) *a report on the petition be prepared; or*
 - (c) *the petition be referred to a Committee.*

Officer Comment

The e-Petition was provided via the website www.change.org with the wording:

"Greetings, Shut down the camping grounds at Gardiner Reserve in Burekup."

There were 79 signatures (Appendix ORD: 6.1 – Part 1 - Page 1) of which 28 noted their residence was within the Shire of Dardanup (This is not necessarily an accurate representation of locations and therefore there could be more than 28 from within the Shire).

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 petition requesting “The Shire of Dardanup to close the camping site on the Gardiner Reserve.”

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held on the 24th of February 2021

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 24th of February 2021, be confirmed as true and correct subject to no / the following corrections:

7.2 Special Meeting Held on the 15th of March 2021

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Special Meeting of Council held on the 15th of March 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: Tender RFT F0174466 Waste Collection and Processing Services and Updated Waste Management 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)(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.*

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

Note: Shire President, Cr. M T Bennett to ask Councillors and Staff if there are any Declarations of Interest to be made.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 Title: Mobile Black Spot Program Funding

Reporting Department: *Sustainable Development Directorate*
Reporting Officer: *Mr Murray Connell - Manager Development Services*
Legislation: *Local Government Act 1995*

Overview

This report seeks Council endorsement to work with eligible applicants for round 5A (and future rounds) of the Mobile Black Spot Program to identify areas in need of mobile phone coverage improvements and develop effective proposed solutions.

Background

The Mobile Black Spot Program (the Program) is the Australian Government's initiative to extend and improve mobile phone coverage and competition in regional and remote areas of Australia. Up to \$34.5 million is available for round 5A of the Program.

Round 5A will prioritise solutions that will provide new and improved mobile coverage to natural disaster prone areas and designated major regional and remote transport corridors. To be eligible for funding an applicant must be a Mobile Network Operator or a Mobile Network Infrastructure Provider.

Round 5A may also support projects that trial/pilot new technologies and delivery models that provide proof of concept for new ways to extend and improve mobile coverage and competition in less populated and traditionally higher-cost regional and remote areas.

On the 18th of November 2020, the Minister for Communications, Cyber Safety and the Arts, the Hon. Paul Fletcher MP, together with the Minister for Regional Health, Regional Communications and Local Government, The Hon. Mark Coulton MP, announced the opening of applications for round 5A.

Following feedback from registered applicants and other stakeholders, the Government has decided to extend the Round 5A application period. This will give applicants and stakeholders additional time to work together to identify areas in need of coverage improvements and develop effective proposed solutions.

Legal Implications - None.

Strategic Community Plan

Strategy 3.4.2 - Maintain appropriate emergency services and planning. (Service Priority: Very High)

Environment - None.

Precedents

In October 2018 an application for development approval for a telecommunications tower at 1117 Henty Road, Henty was received. The site proposed was included in round 1 of the Program and had an expected build completion date around July 2019, however due to a number of concerns raised during the public consultation phase the application was withdrawn.

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: 12.1A – Part 1 - Page 5) for full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Mobile Black Spot Funding
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Work with eligible applicants for the Mobile Black Spot Program to identify areas in need of mobile phone coverage improvements.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Service Interruption Lack of improved mobile phone coverage.

Officer Comment

In the Shire of Dardanup area there are a number of black spot areas with limited or no mobile network coverage. This is a major risk for the Shire should there be a fire on scale such as the Waroona fires to lives of people and the Emergency, Fire & Rescue services with no or minimum coverage and can affect the rescue operations.

There are several possible areas that could be further investigated for mobile phone tower locations. Please refer to (Appendix ORD: 12.1B – Part 1 - Page 6) for a map indicating possible areas for further investigation by Mobile Network Operator or a Mobile Network Infrastructure Providers Officers have also recently provided this information to the office of the Hon Colin Holt MLC.

Officers are recommending that Council indicatively support the areas for further investigation, which will facilitate officers to meet and/or write to the various Mobile Network Operator or a Mobile Network Infrastructure Providers such as Telstra, Optus, and TPG etc. to request that they consider submitting an application for funding in round 5A (or future rounds).

As round 5A funding applications have been extended it is opportune for Council to work with eligible applicants to identify areas in need of mobile phone coverage improvements.

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 endorses the Chief Executive Officer working with eligible applicants for round 5A (and future rounds) of the Mobile Black Spot Program to identify areas in need of mobile phone coverage improvements.

12.2 Title: Eaton Recreation Centre Peer Review of Concept Plans

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mr Gary Thompson – Manager Recreation Centre
Legislation: Local Government Act 1995

Overview

This report is presented to Council to consider the Eaton Recreation Centre (ERC) Peer Review of Concept Plans (Appendix ORD: 12.2A – Part 1 - Page 7) that has been compiled by Gresley Abas Architects and Owen Consulting Quantity Surveyors and outlines the potential refurbishment and redevelopment of the Eaton Recreation Centre. Officers are recommending that Council endorses the Eaton Recreation Centre Review as a future master plan with the quantitative survey costs within the plans being noted.

Background

The Eaton Recreation Centre Review provides a broad design summary, associated drawings and costings which have been developed in order to provide the Shire of Dardanup with a wide range of options to plan for future re-development at the Eaton Recreation Centre.

The Eaton Recreation Centre Review has been informed by the Dave Lanfear Eaton Recreation Centre Business Plan, the Eaton Recreation Centre Business Implementation Plan and a workshop with officers.

Legal Implications - None.

Strategic Community Plan

Strategy 1.1.4 - Maintain best practice governance systems and practices. (Service Priority: Moderate)
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 3.2.2 - Deliver a high level Sport & Recreational Services that encourages social connectedness by facilitating community participation in positive social networks, integration and events. (Service Priority: Very High)
Strategy 1.6.2 - Promote a positive public image for the Council through appropriate marketing activities and high standards of customer service. (Service Priority: Very High)

Environment - None.

Precedents

The Council in December 2020 noted and received (361-20) the Eaton Recreation Centre Business Implementation Plan.

Budget Implications

Based on the quantity survey conducted on the proposed redevelopment options outlined in the Eaton Recreation Centre Review the total cost in today's terms, would be approximately \$16 million (excl GST). However, there are five (5) work package options which should be noted and can be delivered in a staged manner, further divided and/or altered. The final redevelopment costs can only be determined once the redevelopment objectives has been prioritised for each stage.

The full quantity survey for the proposed five (5) work packages are outlined on pages twenty three (23) to twenty seven (27) of the Eaton Recreation Centre Review (Appendix ORD: 12.2A – Part 1 - Page 7).

The Building Asset Management Plan as adopted in April 2020 and the Eaton Recreation Equipment Asset Management Plan forecasted budget expenditure of \$7,031,993 over the next ten (10) years for the Eaton Recreation Centre. It should be noted that this included significant grant funding towards additional multi-use courts.

If adopted the re-developments outlined in this master plan will have implications for the Asset Management Plans and will result in the plans needing to be updated and considered in future Long Term Financial Plan (LTFP) budgets.

Budget – Whole of Life Cost

Whole of life costs for any future redevelopment/upgrades to the building will need to be updated within the Asset Management Plans and LTFP.

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: 12.2B – Part 1 - Page 34) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Eaton Recreation Centre Peer Review of Concept Plans	
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	Future redevelopment expenditure is currently not contained within LTFP and Asset Management Plans and will need to be updated subject to approval and endorsement.

Officer Comment

The Eaton Recreation Centre Review outlines the following key principal design intents which can be delivered in a staged approach to achieve the Shire of Dardanup's vision of 'providing a diverse and affordable range of sport and recreational opportunities to all members of our community to enable residents to be active and healthy in a safe, friendly and positive social environment':

- Linked Old and New: A new enclosed two (2) court (FIBA standard) facility and associated support spaces connected to the existing centre via an expanded and inviting new glazed link.
- A Renewed and Invigorated Identity: A renewed and invigorated identity and expansion of the gym and fitness facilities.
- Refreshed Interiors: A refreshed, refurbished and replanned interior of support facilities.
- Creative Customer Focused Public Spaces: A new, creative and customer focused refurbishment of public spaces and the café and primary a primary focus on membership services.
- Community Focused Spaces: The transformation of the crèche, new vibrant vacation care centre and a warm and inviting central courtyard focussed on community.
- Increased Commercial Opportunities: The establishment of new facilities which create commercial opportunities.
- Legibility: The upgrade and general refurbishment of internal and external spaces including all toilet and change facilities.
- Amenity: The making of accessible and serviceable areas for building access, waste, AC and service compounds
- Parking and Traffic: Rationalisation of parking and traffic flow and an increase in parking for the future.
- Upgraded Services: Ensuring services are upgraded as required.
- Identity, Branding and Wayfinding: Creating a new refreshed identity, branding, way finding strategy and presence in the community.
- Flexible Staging: Flexible approaches to staging potentials.

All the elements in the plans can be delivered as outlined in the Review or alternatively only key elements can be delivered which makes the delivery of stages flexible and the main priorities can be determined in line with Councils objectives for the Eaton Recreation Centre. Therefore officers recommend to only endorse the master plan whilst noting associated QS costs.

The Eaton Recreation Centre Review provides the Shire with a clear direction in relation to future facility re-development at the Eaton Recreation Centre with proposed re-developments not only meeting the needs and demands of existing Eaton Recreation Centre members and stakeholders but also future members and stakeholders as well.

Officers will prepare a report on the key required works and the associated costs to make the Eaton Recreation Centre more functional to increase patronage to be presented to the 28th of April 2021 Ordinary Council Meeting for consideration.

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. Endorses the Eaton Recreation Centre Peer Review of Concept Plans (Appendix ORD: 12.2A) as a Master Plan.**
- 2. Notes the quantity survey costs within the Eaton Recreation Centre Peer Review of Concept Plans.**
- 3. Incorporates stages 1, 2 and 3 works in the DRAFT 2021/22 Building Asset Management Plan.**
- 4. Acknowledges that the outcomes of the future business case will determine the implementation timing of future stages.**

By Absolute Majority

12.3 Title: Sport and Recreation Plan 2020-2030

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway - Manager Place & Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The purpose of this report is for Council to consider and adopt the Sport and Recreation Plan 2020 – 2030.

Background

The Shire of Dardanup Sport and Recreation Plan 2020-2030 (the Plan) (Appendix ORD: 12.3A – Part 1 - Page 35) has been developed to identify the current and future needs of the Shire in respect of the development of facilities, programs and services. It confirms the short, medium and long term sport and recreation facilities to be considered in the Shire’s integrated planning and reporting process over the next 10 years. It will also assist in applying for State and Federal funding such as the Community Sport and Recreation Facility Funding (CSRFF) program and election promises.

The Shire takes both a central and leadership role in providing for sport and recreation infrastructure, services and programs for its community. The Shire invests in sport and recreation facilities and also facilitates capacity building; the sourcing of necessary funding and development of partnerships to enable the delivery of sport and recreation opportunities for the local community. The Shire needs to determine how to best utilise its resources, both financial and human, to ensure expenditure is efficient and effective. For this reason, it was necessary to develop the Plan which clearly identifies this commitment.

The Plan has been developed in partnership with the Shire’s residents, sports organisations, schools and community groups through a considered consultation process. The recommendations contained within the Plan are balanced against the human and financial resources available whilst having regard to potential partnerships which may be developed with other organisations. The supporting information within the Plan (Under Separate Cover - Appendix ORD: 12.3B) is based on a contemporary planning process which acknowledges current trends and policies and best practice asset management in sport and recreation.

Underpinned by the Strategic Community Plan and Corporate Business Plan, the Plan will form part of a suite of informing strategies including the Place and Community Plan 2020 – 2030, Community Facilities Plans, and future Place Plans and Health Plan which together will guide the future direction and outcomes for our communities.

Legal Implications - None.

Strategic Community Plan

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

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

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

Environment

Environmental concerns will be addressed in the detailed planning phases of the projects identified within the Plan.

Precedents - None.

Budget Implications

Current budget commitments identified through the Shire of Dardanup 2020/21 Asset Management Plans which specifically relate to sport and recreation infrastructure represent a total \$18,338,146 expenditure with \$3,420,991 identified from Council's reserve funds. It is noted that a grant of \$3 million is identified for the bowling club development in 2020/21 and \$310,000 for the Eaton Skate Park in 2020/2021 which would reduce the overall shortfall to \$11,607,155.

Additional grants anticipated through the Asset Management Plans, which are unsecured, include:

- Burekup Skate Park \$17,618
- Burekup Pavilion \$1,932,558
- Eaton Oval (Pratt Road) Sporting Hardcourts \$180,000
- Eaton Recreation Centre \$5,020,855
- Eaton Oval (Pratt Road) Clubrooms \$1,794,573
- Dardanup Skate Park \$17,618
- Wells Recreation Park Clubrooms \$2,200,000
- Wells Recreation Park Sporting Hardcourts \$200,000

Part B of the Plan includes costings prepared by DCWC Quantity Surveyors based on comparable facilities in other Local Governments. This is intended to be used as a guide only for Councils Building Asset Management Plan review. It is important to note that the costs are indicative and are subject to variances depending on detailed design and market factors, and contingencies have been included in the cost tables to reflect this. Where possible, outside funding through grants will be applied for, reducing Council's contribution.

Budget – Whole of Life Cost

The whole of life costs for individual projects included in the Plan is to be considered as part of the planning and evaluation associated with each project, and factored into future maintenance programs.

Council Policy Compliance

Exec CP090 – Community Engagement. Throughout the formation of this plan consultation has been conducted in-line with the policy including with sporting clubs, the broader community, and Sport and Recreation Advisory Group. It is therefore not considered necessary to re-advertise the Plan prior to adoption.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3C – Part 1 - Page 61) for full assessment document.

Tier 3 – ‘High’ or ‘Extreme’ Inherent Risk.	
Risk Event	Sport and Recreation Plan 2020 - 2030
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Endorsement of the Plan, application for State and Federal grant funding, and achievement of immediate, short, medium, and long term projects.
Residual Risk Rating (after treatment or controls)	Moderate (5 – 11)
Risk Category Assessed Against	Financial Inability to secure external funding due to lack of considered Sport and Recreation Plan.
	Service Interruption Ageing and inadequate facilities reducing ability of sporting clubs to operate sustainably.
	Reputational Unstructured and ad hoc approach to sport and recreation facility development, dissatisfied community

Officer Comment

The Plan is informed by an extensive consultation process with user groups and the general community. Consultation included club surveys, workshops with sporting clubs held at Eaton and Dardanup as well as the Sport and Recreation Advisory Group, online survey and Social Pinpoint map, selected consultation with State Sporting Associations, workshops with Shire Officers, and feedback relevant to sport and recreation provision taken from a separate youth consultation.

An audit of existing facilities was conducted including an assessment completed of current facility infrastructure from a functional perspective. This has confirmed many of the areas where investment needs to be targeted. It also includes investment, not just in the sporting facilities, but also in the connectivity and increased opportunity for residents to engage in broader physical activity/recreational pursuits which are also likely to attract visitors to the Shire.

In addition to the current adopted Strategic Community Plan, Corporate Business Plan, and Asset Management Plan, the Sport and Recreation Plan considered and was informed by a number of relevant Shire of Dardanup documents including, but not limited to;

- Disability Access and Inclusion Plan 2018 – 2023;
- Community Safety & Crime Prevention Plan 2018-2023;
- Community Facilities Plans;
- Wanju District Structure Plan – March 2020; and
- Eaton Boomers and Eaton Sport Club Facility Management Plan July 2020.

Additionally, State and Regional Sporting Plans, Parks and Leisure WA Community Facility Guidelines and benchmarks, sport and recreation participation and use data, and trends in the development of sport and recreation facilities and their implications for the Shire informed the Plan.

Consideration has been given to the projected population growth and the need for additional sporting infrastructure to meet these growth requirements (based on an assessment of current provision and future need). It is likely that over the ten years of the plan, the focus will be on improving the functionality, performance, quality and accessibility of existing sporting grounds through the replacement and development of infrastructure to meet contemporary sporting and community facility standards.

The objectives of the Plan are to:

- Articulate the Shire’s approach to community recreation and sport facility and service provision.
- Review and determine the Shire’s role in relation to the provision of sport and recreation facilities and services and explore options for ongoing capital, management and maintenance funding.
- Maximise the community’s opportunities for physical activity.
- Assess facility requirements through an analysis of current and potential future users and club needs for recreation and sporting facilities.
- Determine the Shire’s capacity to meet community need for physical recreation now and into the future through an assessment of the quality, capability and capacity of privately and publicly provided infrastructure and services.
- Provide a robust decision-making guide to assist the Shire with assessing community need, gaps in provision and applying business case rules to prioritise investment.

The Plan includes 10 Shire-wide and 12 town site specific recommendations which are prioritised in accordance with the following:

- Immediate: 1 year in planning and implementation (Year one of the Sport and Recreation Plan 2020 to 2030).
- Short Term: 1-5 years in planning and implementation (Year one to Five of the Sport and Recreation Plan 2020 to 2030).
- Medium Term: 5-10 years in planning and implementation (Year Five and onwards of the Sport and Recreation Plan 2020 to 2030).
- Long Term: 10+ years plus in planning and implementation (Related specifically to the Wanju development evolution and the need to allocate sufficient land to meet the long term needs of the residents within the Shire of Dardanup).

It is envisaged that, once adopted, an abridged version of the Plan will be created for use as a marketing document for use in discussions with State Government funding bodies in an effort to attract funding for the priority projects identified.

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 and endorses the Sport and Recreation Plan 2020 – 2030 Part A - Executive Summary (Appendix ORD: 12.3A).**
2. **Receives and notes the Sport and Recreation Plan 2020 – 2030 Part B – Detailed Plan (provided as an appendices at the 24th of February 2021 Ordinary Council Meeting).**

12.4 Title: Draft Ferguson Valley and Surrounds Community Facilities Plan

Reporting Department: Infrastructure Directorate
Reporting Officer: Mrs Vicki Pretorius – Landscape Design Officer
Legislation: Local Government Act 1995

Overview

The draft Ferguson Valley and Surrounds Community Facilities Plan (The Plan) has been prepared and is presented to Council for endorsement. Subsequently, the Plan will be released for public advertising.

After Council review and public advertising (and effecting any changes that these two processes may dictate), the final Plan will be presented to Council for adoption.

Background

The Plan will provide a visual representation of all current and proposed facilities in the Ferguson Valley and Surrounds, encompassing all rural areas within the Shire that are not covered in the study area of the following townsites facilities plans:

- Burekup Community Facilities Plan – endorsed on the 26th of August 2020 [OCM: 225-20]
- Dardanup Community Facilities Plan – endorsed on the 24th of February 2021 [OCM: 34-21]
- Eaton / Millbridge Community Facilities Plan – draft plan is being presented to Council at the OCM on the 31st of March 2021, for the purposes of approval to proceed with public consultation.

Areas nominated as Wanju future urban expansion or Waterloo / East Picton future industrial development areas are also excluded from this study.

The aim of the study is to produce a plan that provides a visual representation of current facilities and proposed facilities that are the result of research, public and stakeholder consultation. To accompany the plan, a report will be prepared that details the research and consultation performed, together with justification of the proposed facilities.

Please refer to the Draft Ferguson Valley and Surrounds Community Facilities Plan Report (The Plan Report) at (Appendix ORD: 12.4A – Part 1 - Page 62) for the derivative list of proposed and possible future projects.

The Draft Plan is also attached to the Plan Report at (Appendix ORD: 12.4B – Part 1 - Page 76).

Council is being asked to endorse the draft plan for advertising, for the purpose of seeking final community comment. Public comments will be presented to Council for consideration and for finalisation of the Plan.

Legal Implications - None.

Strategic Community Plan

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

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

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

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

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

Environment - None.

Precedents

The Shire undertook community consultation processes and developed both the draft Burekup Community Facilities Plan (BCFP) and Dardanup Community Facilities Plan (DCFP).

The draft Burekup CFP was received by Council and endorsed to proceed to the formal comment period at the Ordinary Council Meeting held on the 25th of March 2020 [Res: 43-20]. The amended BCFP was later brought back to Council together with the public comments received and finally adopted at the Ordinary Council Meeting held on the 26th of August 2020 [Res: 225-20].






The draft Dardanup CFP was received by Council and endorsed to proceed to the formal comment period at the Ordinary Council Meeting held on the 16th of December 2020 [Res: 350-20]. The amended DCFP was later brought back to Council together with the public comments received and finally adopted at the Ordinary Council Meeting held on the 24th of February 2021 [Res: 34-21].

Budget Implications

The facilities and projects identified in the Community Facilities Plan are either already included in the 2020-2021 Budget, identified within the Shire's 10 Year Programs in the various Asset Management Plans or require further feasibility and consideration on where and how the improvements could be included in the Shire's forward capital works plans. As a result, some projects are already funded through Council's reserves, while some others will require further financial consideration by Council, rely on developer contributions and/or will require grant funding to be able to be delivered.

The Community Facilities Plan identifies the possible timeframes for implementation of the various facilities and projects using colour coding as follows:

Possible timeframes for implementation are defined as follows:

	Immediate - within 1 year (Year 1)
	Short term - between 1-4 years (Years 2 to 4)
	Medium term - between 5-10 years (Years 5 to 10)
	Long term - possible future projects (in more than 10 years)
	Projects requiring the cooperation of an external authority or group

Further to this, items that are marked with a "\$" are already included in the Shire's forward plans whether it be in the current financial year or future years within the 10 Year Programs. Items marked with a "#" relate to projects that are currently not included in the 10 Year Programs and will require further consideration including feasibility, external approvals and/or grant funding.

Budget – Whole of Life Cost

The Plan contains projects that have proposed implementation timeframes ranging from within one year, to more than ten years. Therefore, there will be budget implications as Council considers which of the projects can be scheduled into the 10 year Asset Management Plans for implementation. As some of the proposed improvements are still to have feasibility and cost estimates determined, the value of

budget implications for the Plan has not yet been confirmed. This will need to be undertaken on a case by case basis, with the higher priority projects most likely considered first as new projects.

Council Policy Compliance

Council Policy CP090 – Community Engagement and the Community Engagement Framework is applicable to master planning projects such as the Ferguson Valley and Surrounds Community Facilities Plan.

It is important to present the draft Plan to the community for comment prior to it being finalised and considered with respect to the Shire's forward Asset Management Plans and any other opportunities for project funding.

To undertake community consultation, the draft plan will be advertised to the broader community for an approximately four week period for the purposes of seeking public comment. This will be promoted online on the Shire's website and social media pages as well as through public notices and promotion in the 'Community News' section in the local newspapers. An article will also be submitted for inclusion in the 'Dardanup Times' newsletter which includes readership in the Ferguson Valley and surrounds.

The plan will also be referred concurrently to key external stakeholder agencies to allow them to provide feedback where applicable. The Shire's Youth Advisory Group relevant to any of the areas will be encouraged to provide feedback to be considered in any review of the Plan.

The outcomes from the engagement will be collated, reviewed and presented to the Ferguson Valley Advisory Group to seek members' feedback. This will help to guide Shire staff in amending the plan to better meet community needs and aspirations for future facilities provision in the Ferguson Valley and surrounding areas.

Details of the investigation and consultation process will be documented in the report accompanying the final Plan.

The Shire will be seeking final comment on The Plan through the following channels:

- Newspaper advertisement through the 'Community News' section;
- Placement of public notices in locations including both the Dardanup and Eaton Shire offices and any local community noticeboards including in Dardanup, the Ferguson Valley and all rural communities;
- Advertisement in 'The Dardanup Times' publication;
- Website and social media;
- Hard copies, located in both the Eaton and Dardanup Shire offices;
- Online engagement via 'Connect' – the Shire's online tool using the Social Pin Point platform;
- By direct email to community groups;
- Requesting that Ferguson Valley Advisory Group members share the link to the engagement with their networks.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4C – Part 1 - Page 77) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	DRAFT Ferguson Valley and Surrounds Community Facilities Plan t
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 Plan will provide advice on the short, medium and long term community facilities to be considered for the Ferguson Valley and Surrounds in the Shire’s forward plans. For the purposes of this study, the Ferguson Valley and Surrounds encompasses all rural areas of the Shire not covered by other townsite facilities plans. The future Wanju urban expansion area and the Waterloo industrial expansion area are also excluded from this study as they are subject to separate and concurrent Planning considerations.

For the purposes of this project, the term ‘facilities’ is inclusive of all Shire assets and infrastructure, including buildings, formal recreational amenities, community playgrounds, public artworks, tourist amenities, paths, roads, drainage systems, precinct signage, lighting and other public amenities; as well as green spaces such as public open space, environmental corridors, trails and other nature spaces, and streetscapes. The term ‘facilities plan’ and ‘master plan’ can be considered to be interchangeable in this regard.

Projects nominated in the draft Plan as proposed or possible future improvements were derived from a review of projects currently included in the Shire’s ten year Asset Management Plans (AMPs) and are identified as such on the Plan. Any additional improvements included to date have been derived from consultation with Shire staff and through engagement with the Ferguson Valley Advisory Group and from input by Ferguson Valley Marketing.

The list of proposed improvements derived from the draft Plan is included in the Draft Plan Report at (Appendix ORD: 12.4A).

Community facilities are generally funded by a range of sources including but not limited to Council funds, developer contributions and grants from organisations such as the Department for Sport and Recreation. As a result, programming of projects must be flexible to reflect the variable nature of funding.

When the final plan is adopted by Council, the Plan will inform future Development and Planning decisions and the Asset Management Plan 10 Year Programs. It will be important to consider not only the cost of implementation of any proposed improvements, but also the potential implications on the Shire’s ongoing maintenance plans and associated costs.

The Plan will effectively become the masterplan for provision of community facilities in the Ferguson Valley and surrounds. It should be noted, however, that changes are to be expected, as a result of, but not limited to:

- Possible changes in community expectations and priorities in the future;
- Change in rate of development;
- ‘One off’ type funding opportunities (i.e. fulfilment of election promises); and

- Success or otherwise of routine funding applications (e.g. Black Spot Road Funding).

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:

- 1. Council endorses the draft Ferguson Valley and Surrounds Community Facilities Plan to proceed to the formal comment period (Appendix ORD: 12.4A).**
- 2. In the case of comments being received seeking changes to the Plan, the comments are to be brought back to Council for consideration and finalisation of the Plan, otherwise the Plan is deemed to be endorsed.**

12.5 Title: Draft Eaton/Millbridge Community Facilities Plan

Reporting Department: Infrastructure Directorate
Reporting Officer: Mrs Vicki Pretorius – Landscape Design Officer
Legislation: Local Government Act 1995

Overview

The draft Eaton-Millbridge Community Facilities Plan (The Plan) has been prepared and is presented to Council for endorsement. Subsequently, the Plan will be released for public advertising.

After Council review and public advertising (and effecting any changes that these two processes may dictate), the final Plan will be presented to Council for adoption.

Background

The Plan will provide a visual representation of all current and proposed facilities in Eaton and Millbridge.

The aim of the study is to produce a plan that provides a visual representation of current facilities and proposed facilities that are the result of research, public and stakeholder consultation. To accompany the plan, a report will be prepared that details the research and consultation performed, together with justification of the proposed facilities.

Please refer to the Draft Eaton-Millbridge Community Facilities Plan Report (The Plan Report) at (Appendix ORD: 12.5A – Part 1 - Page 78) for the derivative list of proposed and possible future projects.

The Draft Plan is also attached to the Plan Report at (Appendix ORD: 12.5B – Part 1 - Page 93).

Council is being asked to endorse the draft Plan for advertising, for the purpose of seeking final community comment. Public comments will be presented to Council for consideration and for finalisation of the Plan.

Legal Implications - None.

Strategic Community Plan

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

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

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

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

Environment - None.

Precedents

The Shire undertook community consultation processes and developed both the draft Burekup Community Facilities Plan (BCFP) and Dardanup Community Facilities Plan (DCFP).

The draft Burekup CFP was received by Council and endorsed to proceed to the formal comment period at the Ordinary Council Meeting held on the 25th of March 2020 [OCM: 43-20]. The amended BCFP was

later brought back to Council together with the public comments received and finally adopted at the Ordinary Council Meeting held on the 26th of August 2020 [Res: 225-20].

The draft Dardanup CFP was received by Council and endorsed to proceed to the formal comment period at the Ordinary Council Meeting held on the 16th of December 2020 [Res: 350-20]. The amended DCFP was later brought back to Council together with the public comments received and finally adopted at the Ordinary Council Meeting held on the 24th of February 2021 [Res: 34-21].

Budget Implications

The facilities and projects identified in the Community Facilities Plan are either already included in the 2020-2021 Budget, identified within the Shire's 10 Year Programs in the various Asset Management Plans or require further feasibility and consideration on where and how the improvements could be included in the Shire's forward capital works plans. As a result, some projects are already funded through Council's reserves, while some others will require further financial consideration by Council, rely on developer contributions and/or will require grant funding to be able to be delivered.

The Community Facilities Plan identifies the possible timeframes for implementation of the various facilities and projects using colour coding as follows:

Possible timeframes for implementation are defined as follows:	
	Immediate - within 1 year (Year 1)
	Short term - between 1-4 years (Years 2 to 4)
	Medium term - between 5-10 years (Years 5 to 10)
	Long term - possible future projects (in more than 10 years)
	Projects requiring the cooperation of an external authority or group

Further to this, items that are marked with a "\$" are already included in the Shire's forward plans whether it be in the current financial year or future years within the 10 Year Programs. Items marked with a "#" relate to projects that are currently not included in the 10 Year Programs and will require further consideration including feasibility, external approvals and/or grant funding.

Budget – Whole of Life Cost

The Plan contains projects that have proposed implementation timeframes ranging from within one year, to more than ten years. Therefore, there will be budget implications as Council considers which of the projects can be scheduled into the 10 year Asset Management Plans for implementation. As many of the proposed improvements are still to have feasibility and cost estimates determined, the value of budget implications for the Plan has not yet been confirmed. This will need to be undertaken on a case by case basis, with the higher priority projects most likely considered first as new projects.

Council Policy Compliance

Council Policy CP090 – Community Engagement and the Community Engagement Framework is applicable to master planning projects such as the Eaton-Millbridge Community Facilities Plan.

It is important to present the draft Plan to the community for comment prior to it being finalised and considered with respect to the Shire's forward Asset Management Plans and any other opportunities for project funding.

To undertake community consultation, the draft plan will be advertised to the broader community for a four week period for the purposes of seeking public comment. This will be promoted online on the Shire's

website and social media pages as well as through public notices and promotion in the 'Community News' section in the local newspapers.

The plan will also be referred concurrently to key external stakeholder agencies to allow them to provide feedback where applicable. The Shire's Youth Advisory Group for Eaton-Millbridge will also be invited to review the plans and to provide direct feedback to Shire staff for consideration in any review of the Plan.

The outcomes from the engagement will be collated, reviewed and presented to the Eaton Advisory Group to seek members' feedback. This will help to guide Shire staff in amending the plan to better meet community needs and aspirations for future facilities provision in the Eaton-Millbridge area.

Details of the investigation and consultation process will be documented in the report accompanying the final Plan.

The Shire will seek comment on the draft plan through the following channels:

- Newspaper advertisement through the 'Community News' section;
- Placement of public notices in locations including both the Dardanup and Eaton Shire offices and any local community noticeboards including in Eaton, Millbridge, Dardanup, Burekup and in all rural communities, in acknowledgement that residents in all of the Shire localities utilise the facilities in the Eaton-Millbridge townsite area;
- Website and social media;
- Hard copies, located in both the Eaton and Dardanup Shire offices;
- Online engagement via 'Connect' – the Shire's online tool using the Social Pin Point platform;
- Direct correspondence with identified key external stakeholder agencies;
- Direct engagement with the local Youth Advisory Group for Eaton-Millbridge;
- By direct email to community groups;
- Requesting that Eaton Advisory Group members share the link to the engagement with their networks.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.5C – Part 1 - Page 97) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Eaton-Millbridge Community Facilities Plan – Endorse for Advertising and Seek Public Comment
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 Plan will provide advice on the short, medium and long term community facilities to be considered for Eaton and Millbridge in the Shire's forward plans. A map of the geographical study area is shown below, outlined in red. This is bounded to the north by the Collie River, to the east and south by the Forrest Highway and to the west by the Old Coast Road. Detailed statistical and other relevant information for the study area will be included in the final Plan Report.



For the purposes of this project, the term 'facilities' is inclusive of all Shire assets and infrastructure, including buildings, formal recreational amenities, community playgrounds, public artworks, tourist amenities, paths, roads, drainage systems, precinct signage, lighting and other public amenities; as well as green spaces such as public open space, environmental corridors, trails and other nature spaces, and streetscapes. The term 'facilities plan' and 'master plan' can be considered to be interchangeable in this regard.

Projects nominated in the draft Plan as proposed or possible future improvements were derived from a review of projects currently included in the Shire's ten year Asset Management Plans (AMP's) and are identified as such on the Plan. Any additional improvements included to date have been derived from consultation with Shire staff and through engagement with the Eaton Advisory Group.

The list of proposed improvements derived from the draft Plan is included in the Draft Plan Report at (Appendix ORD: 12.5A).

Community facilities are generally funded by a range of sources including but not limited to Council funds, developer contributions and grants from organisations such as the Department for Sport and Recreation. As a result, programming of projects must be flexible to reflect the variable nature of funding.

When the final plan is adopted by Council, the Plan will inform future Development and Planning decisions and the Asset Management Plan 10 Year Programs. It will be important to consider not only the cost of implementation of any proposed improvements, but also the potential implications on the Shire's ongoing maintenance plans and associated costs.

The Plan will effectively become the masterplan for provision of community facilities in Eaton and Millbridge. It should be noted, however, that changes are to be expected, as a result of, but not limited to:

- Possible changes in community expectations and priorities in the future;
- Change in rate of development;
- 'One off' type funding opportunities (i.e. fulfilment of election promises); and
- Success or otherwise of routine funding applications (e.g. Black Spot Road Funding).

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:

- 1. Council endorses the draft Eaton-Millbridge Community Facilities Plan to proceed to the formal comment period (Appendix ORD: 12.5A).**
- 2. In the case of comments being received seeking changes to the Plan, the comments are to be brought back to Council for consideration and finalisation of the Plan, otherwise the Plan is deemed to be endorsed.**

12.6 Title: Reticulated Gas to Burekup and Dardanup - Business Case Assessment

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

Overview

The Shire engaged Paxon Consultants to prepare a Business Case for the delivery of reticulated gas services to Burekup and Dardanup (Appendix ORD: 12.6A – Part 1 - Page 98).

The Project intends to deliver reticulated gas services to residential and commercial customers in Burekup and Dardanup. It also facilitates the provision of reticulated gas to the Waterloo Industrial Development Area (1,350 hectares) and a section of the Wanju development.

Background

The Shire was provided with funding of \$20K from the Department of Primary Industries and Regional Development (DPIRD) through the South West Development Commission to undertake a feasibility study and business case into the delivery of reticulated gas to Burekup and Dardanup. Using these funds the Shire engaged Paxon to investigate the feasibility and prepare a business case for the project. Currently ATCO is the owner and operator of the States gas network.

Legal Implications - None.

Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding received by the Shire. (Service Priority: Flagship)
Strategy 4.1.4 - Facilitate the provision of essential services and infrastructure to support the growing community and local economy. (Service Priority: High)

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to Reticulated Gas to Burekup and Dardanup - Business Case (Appendix ORD: 12.6B – Part 1 - Page 123) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Reticulated Gas to Burekup and Dardanup – Business Case Assessment
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 There is a risk that the Shire of Dardanup will not receive allocated grant funding.

Officer Comment

The Shire is not intending to engage ATCO to implement the business case, and believes this will be more appropriate to be led by the State Government. In this regard, the Shire only prepared this business case to bring the feasibility and benefits to the State Government’s attention.

As outlined in the business case it is expected that the Project will deliver a Benefit Cost Ratio (BCR) of 1.42, through consumer savings.

To deliver the project the Business Case seeks government funding of \$6,326,745 as per the below table.

Table 1: Funding Requirement

Item of Expenditure	Budget (\$)	Source of Funds	Quality of Estimates	Has the Funding been Secured?
4.4km of Mains Extension to Dardanup and 5.8km of internal reticulation	\$2,481,067	State Government	Request for Desktop Estimate from ATCO Gas and is an indicative, non-binding estimate only.	No
7.5km of Mains Extension to Burekup, HPR and 8.2km of internal reticulation	\$2,396,678	State Government	Request for Desktop Estimate from ATCO Gas and is an indicative, non-binding estimate only.	No
Connection of gas to residences – Dardanup	\$661,500	State Government	Based on \$5,000 per residence for 189 existing residences (at 70% take up rate)	No
Connection of gas to residences - Burekup	\$787,500	State Government	Based on \$5,000 per residence for 225 existing residences (at 70% take up rate)	No
Total Budget	\$6,326,745			

The business case in its executive summary sets out the following benefits:

The Project is expected to deliver economic benefits to the regional South West area and Western Australia more broadly. These include quantifiable economic benefits and qualitative benefits to end users and the local economy primarily due to end users substituting existing energy sources (LPG, electricity) for reticulated gas, which is a less expensive and more sustainable source of energy.

The reticulation of natural gas provides the following advantages to residential and commercial consumers in the Burekup and Dardanup town sites:

- *Reduced Cost: Reticulated natural gas provides a cheaper source of energy than bottled LPG, or use of electric appliances for cooking and hot water. This saving is estimated at more than \$300 per residence per annum, dependent on usage of energy;*
- *The total benefit achieved through this reduced cost is a saving for consumers of greater than \$300,000 per annum, meaning the project would achieve a 'community payback' within 18 years, or earlier with greater gas usage. This drives the BCR for the Project of 1.42.*
- *Greater Convenience and Safety: The need for replacing gas cylinders, as well as safety concerns associated with household use of gas cylinders, is removed through provision of reticulated gas; and*
- *Improved Environmental Outcomes: Natural gas provides a lower greenhouse gas emission level than LPG, and a significant environmental benefit (60-80% less carbon dioxide emission) when compared to electricity.*

- *Recommendation*

It is recommended that Council receives the Business Case and request the State Government to commit to funding the reticulation of natural gas to Burekup and Dardanup. Upon receipt of this commitment, it is expected that the State Government will work with ATCO to complete detailed technical work which ensures the final pricing is confirmed, as well as progressing strategies to undertake works at individual dwellings to convert them for use of natural gas.

To assist with community engagement the Shire will be willing to work with the State Government to garner support for the project once a reasonable expectation of a funding commitment is received.

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. Receives the business case for Gas Reticulation to Burekup and Dardanup, as per attachment (Appendix ORD: 12.6A);**
- 2. Requests the State Government through Department of Primary Industries and Regional Development commit the required funding as detailed within the business case to the project;**
- 3. Requests the State Government through Department of Primary Industries and Regional Development lead the implementation of the project; and**
- 4. Offers its support to the initial community engagement aspects of the project, should funding commitments be received.**

By Absolute Majority.

12.7 Title: SDev CP044 – Community & Event Grants Policy Review

Reporting Department: Sustainable Development Directorate
Reporting Officer: Ms Lucy Owen-Conway - Manager Place & Community Engagement
Legislation: Local Government Act 1995

Overview

The purpose of this policy is for Council to consider the amendment and adoption of policy SDev CP044 – Community & Event Grants (Appendix ORD: 12.7A – Part 1 - Page 124).

Background

This policy was last amended and adopted by Council in July 2020 to include changes in the community and comment event grant schemes while incorporating an introducing the Regional Events Assistance funding category (Res: 208-20). The policy was further reviewed and adopted as part of the broader policy review in September 2020 (Res: 270-20).

At the Council meeting held on the 25th of November 2020, Council resolved [300-20]:

“THAT Council:

1. *Support the 2021 South West Business Excellence Awards through BSW Connect – Business South West by taking up a Premium Partnership package of \$5,000 (plus GST);*
2. *Authorises expenditure of \$5,000 (plus GST) to sponsor the 2021 South West Business Excellence Awards from the Tourism and Events Grants Funding;*
3. *Requests the CEO to review Policy CP044 Community and Events Grants to include consideration towards Awards.*
4. *Acknowledges this will have nil impact on the end-of year forecast surplus for 30 June 2021.”*

This report addresses point three of the above-mentioned recommendation.

Legal Implications - None.

Strategic Community Plan

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

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

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

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

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

Environment - None.

Precedents - None.

Budget Implications

Budget allocations exist for grants in the 2020-21 Annual Budget as follows:

Grant	Number	Funding	Relevant Policy
Community Grants Scheme	GL 1119504	\$49,880	SDev CP044 Community Grants
Minor Community /Event Grants	JO8714	\$25,000	SDev CP044 Community Event Grants
Education Grants	GL 0812001	\$1,350	SDev CP038 Educational
Personal Development Grant Scheme	GL 0817010	\$10,000	SDev CP038 Personal Development
Tourism & Events Grants	GL 1312501	\$25,000	SDev CP044 Regional Event Grants

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council policy SDev CP044 was last amended and adopted by Council on the 29th of July 2020 (Res: 208-20); and reviewed and adopted by Council on the 30th of September 2020 (Res: 270-20).

Council Policy SDev CP038 was last amended and adopted by Council on the 29th of July 2020 (Res: 208-20) and reviewed and adopted by Council on the 30th of September 2020 (Res: 270-20) and refers specifically to the educational and personal development grants.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.7B – Part 1 - Page 128) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	SDev CP044 – Community & Event Grants Policy Review
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Council funds misused by grant recipient

Officer Comment

In August 2020, a request from BSW Connect was received in relation to their 2020 South West Business Excellence Awards (postponed to 2021 due to COVID-19). The requested amount was to take up a Premium Partner sponsorship package the value of \$5,000 (GST exclusive). As it stands, this request was not eligible for funding under the SDev CP044 – Donations and Grants policy as awards and prizes are ineligible, as are events held outside of the Shire of Dardanup. This situation has given rise to the need to review the policy.

A review of the policy has been completed, including a comparison with other Western Australian Local Governments which showed very few offer small grants to individuals. Therefore, in line with the State standard, this policy has had all references to individual applications removed. Instead under the revised policy Community and Events Grants will be made available only to incorporated not-for-profit groups and organisations. The eligibility criteria has also been reviewed with consideration to recent applications and feedback from community and sporting groups to ensure the grants remain relevant to the needs of our community and to allow Council to be responsive to their requests for assistance.

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 amended SDev CP044 'COMMUNITY & EVENT GRANTS POLICY' as follows:



POLICY NO:-

SDev CP044 – COMMUNITY & EVENT GRANTS POLICY

GOVERNANCE INFORMATION			
Procedure Link:	NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION						
History:			OCM:	Res:	Synopsis:	Policy created.
	1	DEV10	OCM:	10/05/12	Res:	Reviewed Policy Adopted
Version:	3	CP044	SCM	26/07/18	Res: 251-18	Reviewed and Adopted by Council
	4	CP044	OCM	14/08/19	Res: 243-19	Reviewed and Adopted by Council
	5	CP044	OCM	29/07/20	Res: 208-20	Amended and adopted by Council
	6	SDev CP044	OCM	30/09/20	Res: 270-20	Reviewed and Adopted by Council

1. RESPONSIBLE DIRECTORATE

Sustainable Development

2. PURPOSE AND OBJECTIVES

To provide financial support to not-for-profit community groups and organisations for projects and events that benefit the Shire of Dardanup community.

3. POLICY

The policy sets out the criteria for each category of financial support available. There are three (3) categories:

- Community Grants
- Community Event Grants
- Regional Event Grants

3.1 Community Grants

The Shire of Dardanup will make an annual allocation of funds in its budget to provide financial assistance to not-for-profit community groups and organisations that can demonstrate an association with the Shire.

Community grants are available for projects and activities within the Shire of Dardanup that;

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

Funding falls into three levels: -

Level 1: Quick Response Community Grants (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total project cost is available to incorporated not-for-profit community groups and organisations.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total project cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Grants (\$1001 - \$5000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total project cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or donations from other sources.

Level 3 grants will be open for application twice per year.

3.2 Community Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups and organisations who can demonstrate the capacity to run quality, well-organised events within the Shire of Dardanup.

Community event grants are available for free-to-attend events held within the Shire of Dardanup that benefit the community and activate places.

Funding falls into three levels: -

Level 1: Quick Response Minor Community Events (\$0 - \$500)

Funding of up to \$500 and a maximum 100% of the total event cost is available to incorporated not-for-profit community groups and organisations.

Level 1 grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

Level 2: Community Event Grants (\$0 - \$1000)

Funding of up to \$1,000 and a maximum 100% of the total event cost will be available to not-for-profit incorporated community groups and organisations.

Level 2 grants will be open for application twice per year.

Level 3: Community Event Grants (\$1001 - \$5000)

Funding between \$1,001 to \$5,000 and a maximum 50% of the total event cost will be available to not-for-profit incorporated community groups and organisations. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Level 3 grants will be open for application twice per year.

3.3 Regional Event Grants

The Shire of Dardanup will make an allocation of funds in its budget to provide financial assistance to community groups, organisations and businesses who can demonstrate the capacity to run quality, well-organised events with a regional attraction. Events should be held within the Shire of Dardanup and/or raise the profile of the Shire of Dardanup.

Regional Event Grants are available for events 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.

Funding will be available of up to \$10,000 per application and a maximum 50% of the total event cost. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

Regional Events Grants will be open for application on an ongoing basis until the allocated funding has been exhausted.

4. ELIGIBILITY

To be eligible to receive a grant from the Shire of Dardanup, the applicant must:

- Meet the criteria as detailed in items 3.1, 3.2, and 3.3 of this policy.
- Be based within the Shire of Dardanup, or the majority of members of the application organisation are residents of the Shire of Dardanup, or the application organisation provides a benefit to residents and/or business owners within the Shire of Dardanup.
- Submit an application through the prescribed forms and within the timelines specified. No late applications will be accepted.
- Submit documented estimates of expenditure as part of the application.
- Have all appropriate insurances.
- Carry out the activity within 12 months of approval of funding; or for Regional Event Grants within 18 months from approval of funding.
- Receive prior approval for any substantial changes to an application.

The following are eligible for funding:

- Promotion and advertising;
- Event or conference sponsorship, and award ceremonies;
- Traffic management;
- Waste management;
- Security;
- Entertainment, artist and/or talent fees;
- Facilitator fees;
- Professional fees for services required for one-off events and activities, such as consultant fees;
- Venue hire;
- Catering;
- First aid;
- Portable toilets, public use only;
- Equipment hire;
- The purchase of capital equipment and minor assets;
- Materials and resources;
- Repairs and maintenance to facilities and assets;
- Insurances, licenses and permits required for one-off events and activities (excluding liquor licensing);
- Shire of Dardanup in-kind services on application. Any in-kind funding requested must be discussed with a council officer and is subject to availability and approval by the Chief Executive Officer.

Funding will not be available for the following:

- Ongoing operational costs including salaries and wages;
- Ongoing operational expenses;
- Retrospective funding or items already ordered;
- Deficit funding – for organisations that are experiencing a shortfall in cash or revenue or anticipated revenue;
- State or Commonwealth Government Departments or Agencies, or profit-based business enterprises;
- Events that are not open for attendance by the general public;
- Team uniforms;
- Personal travel;
- Activities that exclude or offend minority groups within the Shire of Dardanup;
- Activities that already receive Shire of Dardanup funding the same financial year;
- Applications that conflict with the Shire of Dardanup Strategic Community Plan.

If a satisfactory acquittal has not been submitted for previously funded applicants no further grants will be made available to the applicant.

5. PROCEDURE/ASSESSMENT

5.1 Application Assessment Procedure

Applications will be assessed based on their merits however priority will be given to applicants who have not previously received funding.

Applications are required to demonstrate the benefits to the Shire of Dardanup community. Preference will be given to projects with demonstrated community support.

It is anticipated that funding will not be provided every year for the same event or project as organisers should aim to become financially self-sufficient in the medium to long term.

The application and assessment procedure is as follows:

- Applications must be made on the prescribed forms and within the timeframe specified.
- Applications for Community Grants (Level 1) and Community Events (Level 1) will be assessed by the Manager Place & Community Engagement and Director Sustainable Development and referred to the Chief Executive Officer for determination under the delegation of Council. Decision on applications will be made within 6 weeks of receiving application.

- Applications for Community Grants (Levels 2 & 3) and Community Events (Levels 2 & 3) will be assessed by the Manager Place & Community Engagement and referred to the Grants, Awards & Scholarships Committee for determination. All applications will be presented to Council for final approval. Approval process takes a minimum of six weeks.
- Applications for Regional Event Grants will be assessed by the Manager Place & Community Engagement and referred to Council for determination. Approval process takes a minimum of six weeks.
- All applicants will be notified in writing of the outcome of their application for Shire of Dardanup assistance.
- Decisions regarding funding applications are final and will not be reconsidered in that funding round.
- A Grant Acquittal (Form 116) and supporting documentation of the total expenditure must be submitted to the Shire of Dardanup, within three (3) months of the completion of the project.

5.2 Events Not Requiring Application

The following events will be funded annually through the Regional Event Grants category and will not be considered as part of the competitive funds:

- Bull and Barrel Festival
- Eaton Foreshore Festival
- Dardanup Art Spectacular

12.8 Title: Tourism and Events Funding Requests

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Ms Lucy Owen-Conway - Manager Place & Community Engagement</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The purpose of this report is for Council to consider three separate requests for Tourism and Event Grant funding for the 2020-2021 financial Year:

1. Dardanup Arts Spectacular – Request for funding increase;
2. Dardanup Horse and Pony Club One Day Event – Regional Event Grant Application; and
3. Future Jobs and Skills Expo – Bunbury Geographe Economic Alliance – Sponsorship Request.

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.

Funding will be made available up to \$10,000 per application and a maximum 50% of the total event cost. The applicant must contribute at least 50% of the total project cost from either the applicant's organisation or confirmed funding or in-kind support from other sources.

To date, there have been two applications that were funded from the Tourism and Event Grants budget line item, being the *Lost and Found* event at \$10,000 (Res: 287/20) and the *2021 South West Business Excellence Awards* (Res 300-20) at \$5,000.

At present, awards and events held outside of the Shire of Dardanup are ineligible for funding under the Regional Event category of *SDev CP044 Community & Events Grants* policy. This situation has given rise to the need to review this policy which has been dealt with in a separate item to Council.

Legal Implications - None

Strategic Community Plan

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

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

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

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

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

Environment - None.

Precedents - None.

Budget Implications

Council has allocated \$25,000 (GL 1312501) to Tourism and Event Grants in its 2020/21 Annual Budget. Under the Regional Event Grants category of policy *SDev CP044 Community & Events Grants* the funding is open for application on an ongoing basis until the allocated funding has been exhausted.

The following table outlines the existing funding commitments and year-to-date applications received YTD in 2020/21:

Item	Amount	Approved
Ferguson Valley Lost and Found Event	\$10,000	OCM - 28 October 2020
South West Business Excellence Awards – Premium Partnership Package.	\$5,000	OCM – 25 November 2020
Arts Spectacular – Additional funding request	\$3,100	<i>Pending</i>
South West Future Jobs and Skills Forum	\$3,000 or \$5,000 or \$10,000	<i>Pending</i>
Dardanup Horse and Pony Club ODE	\$3,000	<i>Pending</i>
TOTAL	\$24,100 to \$31,100	

As indicated in the table above, should the current applications receive their requested funding amount and the South West Future Jobs and Skills Forum is supported at a *supporting* (\$5,000) or *premium* (\$10,000) level the total application amount exceeds the funding available by between \$1,100 and \$6,100.

Budget – Whole of Life Cost

It is anticipated that from 2021-22 onwards the Shire will see a return of its annual events and festivals which were postponed or cancelled this financial year due to COVID-19. Should Council decide to continue to support previously funded annual events including; the Bull and Barrel Festival, Dardanup Art Spectacular and Eaton Foreshore Festival, a significant proportion of this budget will be expended. This will limit the potential to attract new regional events and support the growth of existing events.

The table below outlines the total anticipated demand for funding in future financial years including existing ongoing funding allocations for Bull and Barrel, Dardanup Arts Spectacular, and Eaton Foreshore Festival plus the requests for funding received this year. The demand for funding totals \$38,100 which far exceeds the \$25,000 currently available. It is expected that the demand will increase as the Shire continues to grow as an event and tourism destination in the future. Is it therefore suggested that Council consider increasing the budget for Tourism & Events Grants GL 1312501 in future financial years to \$35,000.

Item	Amount	Approved	Notes
Ferguson Valley Lost and Found Event	\$10,000	OCM - 28 October 2020	Expect application to be received for future years.
South West Business Excellence Awards – Premium Partnership Package	\$5000	OCM – 28 October 2020	Expect applications to be received for future years.
Bull and Barrel (event cancelled in 2020)	\$5000	Yes. Allocated funding in previous years.	COVID-19 cancellation – no financial contribution in 2020/21. Expect return for 2021/22 year.
Arts Spectacular (event cancelled in 2020)	\$4000	Yes. Funding was in Arts Competitions GL1119001-rolled over into this budget at recent budget review.	COVID-19 cancellation – no financial contribution in 2020/21. Expect return for 2021/22 year.
Eaton Foreshore Festival (event cancelled in 2021)	\$3000	Yes – allocated funding in previous years.	COVID-19 cancellation – no financial contribution in 2020/21. Expect return for 2021/22 year.
Arts Spectacular – Additional Funding Request	\$3100	Pending.	New application.
South West Future Jobs and Skills Forum	\$5000	Pending.	New application.
Dardanup Horse and Pony Club ODE	\$3000	Pending.	New application.
TOTAL:			\$38,100
TOTAL (Minus Bull & Barrel, Arts Spectacular, and Eaton Foreshore Festival):			\$23,000

Council Policy Compliance

SDev CP070 –*EVENT APPLICATION POLICY*: Dardanup Arts Spectacular and Dardanup Horse and Pony Club ODE will be required to apply for event approval as per CP070.

SDev CP044 *Community and Events Grants*. Adopted by Council on the 29th of July, 2020.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.8A – Part 1 - Page 129) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Assessment of regional events grants applications
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.
	Financial Reduced reputational gain through not funding tourism and economic events. Reputational Council funds misused by grant recipient

Officer Comment

Below is an overview of the requests for funding received, for Council's consideration:

- *Request 1: Dardanup Arts Spectacular Funding Increase*

On the 15th of February 2020 the Shire received correspondence from Kerry Lowe, President of the Dardanup Arts Spectacular Committee, requesting an increase in funding to the amount of \$3,100 for this year's Dardanup Arts Spectacular event being held from Friday the 30th of April to Sunday the 2nd of May 2021. The event attracts about 3,000 people over the weekend from all over the South West region. The event also attracts metropolitan art enthusiasts and the event marketing aims to encourage those travelling to the event to stay in the area over the weekend by showcasing local accommodation and attractions. Officers consider this event to be in-line with the objectives of the Regional Event Grants as it increases visitor numbers, attracts media coverage that raises the profile of the shire as a tourist destination, improves the vibrancy and vitality of the Shire, and inspires the local community.

The request is to assist with the costs of marketing and promotions for the event. The event in 2020 was cancelled due to COVID-19 and in order to reignite community interest they would like to focus heavily on marketing and promotions this year, for which the additional funding is requested. The Application Form is available at (Appendix ORD: 12.8B – Part 1 - Page 130).

In previous years the Shire has made an annual donation of \$4,000 to the event out of the Public Art Competitions budget GL1119001 specifically allocated for the event. In the recent budget review this amount was reallocated to the Tourism and Events Grants budget (GL1312501), however given the event was cancelled in 2020 the funds were not required this financial year. With the \$3,100 increase request this would bring the total cash amount they are seeking from the Shire to \$7,100. In addition to the funding provided the Shire waives the hall hire fees for the event to the total value of \$4,200.

- *Request 2: Dardanup Horse and Pony Club One Day Event – Regional Event Grant Application*

On Friday the 5th of March 2020 the Shire received an application for a Regional Event Grant (Form 220D) to the value of \$3,000 from the Dardanup Horse and Pony Club requesting support for their One Day Event held over the weekend of the 1st and 2nd of May at the Dardanup Equestrian Centre. Application Form available at (Appendix ORD: 12.8C – Part 1 - Page 141).

Officers consider this event to be in-line with the objectives of the Regional Event Grants policy as it will increase visitor numbers to the Shire and to involve and inspire the local community. The annual event is the Club's largest and most prestigious event and participants do not need to be members of a Pony Club to compete. The Dardanup Cross Country Course is challenging and well regarded among riders, judges and coaches, and each year a significant amount of work is done to the course to maintain this expectation. The event attracts over 300 participants from all over the region, Perth, and beyond, and each participant usually attends with family and friends. Competitor ages range from 5 years old up to 60 years old and most participants arrive on Friday and stay until Sunday afternoon, with additional people attending to spectate throughout the weekend. Travellers to the region either camp at the event grounds or seek local accommodation. The event engages a significant amount of local service providers located within the Shire. Event organisers note that horse-riding is an inclusive sport as it enables people with disabilities to compete equally with other riders.

Officers consider this event to be in-line with the objectives of the Regional Event Grants, being to increase visitor numbers and to involve and inspire the local community.

The Dardanup Horse and Pony club have never received Shire of Dardanup grant funding and are seeking \$3,000 in funding to assist in engaging the necessary contractors and equipment hire required to host the event. As outlined on the estimated expenditure in their application, it costs approximately \$16,000 for the club to host the event, with significant amounts spent on engaging local service providers and

contractors. The Dardanup Horse and Pony club would like to name a cross country jump 'The Shire of Dardanup' jump if they are successful in obtaining funding.

- *Request 3: South West Future Jobs and Skills Forum– Sponsorship Request*

On the 23rd of February 2020 an email from Brant Edwards, CEO of Bunbury Geographe Economic Alliance was received by the Shire requesting sponsorship of the South West Future Jobs and Skills Forum. The sponsorship request is available at (Appendix ORD: 12.8D – Part 1 - Page 148). The new event is on Thursday the 12th of August 2021 from 10am-8pm at the South West Sports Centre. The event was born out of a commonly held recognition that there is a skills gap in the South West and changes in our economy are impacting that further. So far the event has attracted considerable interest from business, industry and Local Government.

The one-day event aims to showcase changes in the regional job market and how technology, automation and artificial intelligence play a part in the changing employment landscape in the South West. A main objective of the event is to help drive local and regional employment throughout the South West across various industries. The event will host a combination of keynote presentations, organisational exhibitors, and practical workshops. Despite the event being in a neighbouring Council Officers consider this event to be in-line with the objectives of the Regional Event Grants, specifically to support job creation.

Sponsorship packages are available at three levels: \$3,000 – Minor Partner; \$5,000 – Supporting Partner; and \$10,000 – Premium Partner.

Sponsorship package benefits at the minor level include TV logo exposure on event advertising campaign, website branding exposure, branding exposure across social media platforms, opportunity to provide one representative from your organisation to participate in a key stakeholder workshop, signage exposure on the day, and public mentions over sound system on the day of the event. Refer to (Appendix ORD: 12.8D) for a detailed breakdown of partnership package benefits.

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. Supports the request from Dardanup Art Spectacular (Appendix ORD: 12.8B) for a Regional Event grant contribution of \$3,100 to be allocated from the 2020-2021 Regional Event Grant Funding Budget (GL1312501);**
- 2. Supports the request from Dardanup Horse and Pony Club (Appendix ORD: 12.8C) for a Regional Event grant contribution of \$3,000 to be allocated from the 2020-2021 Regional Event Grant Funding Budget (GL1312501);**

- 3. Supports the sponsorship request from South West Future Jobs and Skills Forum (Appendix ORD: 12.8D) by taking up a Minor Partnership Package of \$3,000 to be allocated from the 2020-2021 Regional Event Grant Funding Budget (GL1312501);**
- 4. Supports funding of the following events annually from 2021/22 onwards from the Tourism & Events Grants budget, noting they will not require an application under the competitive Regional Events category of SDev CP044 'Community and Event Grants Policy':**

 - Bull and Barrel Festival for \$5,000.**
 - Dardanup Art Spectacular for \$7,100.**
 - Eaton Foreshore Festival for \$3,000.**
- 5. Acknowledges that if any event does not proceed, the funds are to be returned in full to the Shire of Dardanup.**
- 6. Requests the Chief Executive Officer includes an increased amount for the Tourism & Events Grants budget to \$35,000 into the 2021/22 budget for Council's final consideration when the formal budget is to be adopted.**

12.9 Title: All West Australians Reducing Emergencies (AWARE) Grants Program 2020-2021

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Mrs Erin Hutchins - Coordinator - Emergency & Ranger Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

The Shire has been successful in its grant submission to the State Emergency Management Committee for the All West Australians Reducing Emergencies (AWARE) Grants Program 2020-21 to facilitate the 2021 Southwest Emergency Management Conference. The purpose of this report is for Council to consider accepting the \$30,000 grant.

Background

The AWARE grants program focuses on enhancing WA's Emergency Management arrangements by investing in capacity building and preparedness activities at a local level. The current program sets out to fund projects that build emergency management capability at the local level, which may include the following:

- Furthering the emergency risk management process;
- Facilitating capability-based exercises;
- Assisting in reviewing Local Emergency Management Arrangements (LEMA);
- Delivering emergency management training; or
- Hosting or facilitating emergency management events or forums.

In December 2020 the Shire made an application for grant funding of \$30,000 to host a 2021 South West Emergency Management Conference. It is intended that the Conference will offer insight, reflection, understanding and motivation over a wide range of cutting edge topics with the theme '*Building Capacity to adapt in an Era of Unprecedented Disasters*' and will be streamed live remaining accessible post the event. The Conference is scheduled for October 2021 and outcomes from the Conference are expected to be:

- Bring emergency management professionals, volunteers and subject matter experts together for powerful and thought-provoking presentations.
- Increase understanding of climate change impacts and the urgency for Australia to plan for and adapt to the changes at a local, regional and national level.
- Promote the use of traditional, indigenous and local knowledge and practices to complement scientific knowledge in the development and implementation of mitigation policies, strategies, plans and programmes.
- Prevent, promote and address the incidence and impacts of mental health for volunteers and personnel who serve our communities.
- Showcase and explore new technologies and their application for working in crisis situations.
- Promote the benefits of planning for animal welfare in emergencies and the important role animals play in human recovery.
- Empower and promote confidence in thinking outside of the square, to form new perspectives that are creative and not limited to or controlled by rules or tradition.
- Explain the Sendai Framework for Disaster Risk Reduction and its four priority areas for action including the concept of 'Build Back Better' in recovery, rehabilitation and reconstruction.
- To encourage and support networking opportunities for participants attending both physically and virtually.

On the 8th of March 2021 the Department of Fire and Emergency Services, on behalf of the State Emergency Management Committee, informed that the Shire's application for grant funding was approved in full to the amount of \$30,000.

Legal Implications

Amending a budget is provided for by the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* as follows:

Local Government Act 1995

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

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
 - (b) *is authorised in advance by resolution*; or*
 - (c) *is authorised in advance by the mayor or president in an emergency.*

** Absolute majority required.*

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

Local Government (Financial Management) Regulations 1996

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.*

Strategic Community Plan

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

Strategy 3.4.2 - Maintain appropriate emergency services and planning. (Service Priority: Very High)

Environment - None.

Precedents

The Shire has received AWARE grant funding previously, which has been successfully acquitted.

Budget Implications

AWARE grant income and expenditure will be incorporated in the 2021/22 Annual Budget. The combination of the grant and tickets sales will fully fund the estimated expenditure for the Conference and the Shire will also provide in-kind contribution as indicated below.

Income	Amount
AWARE Grant Funding	\$30,000
Ticket Sales	\$14,000
Shire of Dardanup In-Kind Contribution (2 x staff)	\$35,990
TOTAL INCOME	\$79,990
Expenditure	Expenditure
Venue Hire and Catering (AWARE)	\$25,000
Media for Live Streaming (AWARE)	\$5,000
Sundowner	\$5,000
Stationary/Resources (programs, name tags, printing etc.)	\$1,000
Key Note Speaker	\$5,000
Speaker Gifts	\$3,000
Program Coordination (Shire of Dardanup In-Kind Contribution)	\$35,990
TOTAL EXPENDITURE	\$79,990

The Shire will receive full funding once submitting a signed agreement and issuing an invoice no later than Friday the 2nd of April 2021. Please refer to (Appendix ORD: 12.9A – Part 2 - Page 1) for a copy of the Funding Agreement. The Shire will be required to allocate a general ledger to track expenditure.

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: 12.9B – Part 2 - Page 16) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Failure to accept, or comply with the conditions of, the AWARE Grants Program 2020-2021.
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 Failure to comply with the conditions will result in the declining of grant funding payment causing financial losses.
	Legal and Compliance Failure to comply with the conditions will result in the termination of the agreement for default.
	Reputational Failure to accept the grant funding, or comply with the conditions, may jeopardise future grant applications made by the Shire.

Officer Comment

Severe weather experienced in 2019-20 offered a glimpse into the types of emergency management events we are likely to face in the future. The South West experienced a 16% decline in rainfall since 1970, leading to an increase in the frequency of extreme fire weather (BOM, 2020). This warming trend increases the likelihood of extreme events that are beyond our historical experience.

Sharing knowledge, including lessons learned, is key in promoting contemporary innovation, best practice, operational effectiveness and increased cost efficiency. The last local Emergency Management Conference was held in October 2015 hosted by the South West Emergency Management Alliance.

The AWARE Grants Program 2020-2021 presents a unique opportunity for the Shire to host and facilitate a conference that will showcase emergency management leaders from around the State as well as providing a learning opportunity and promoting the Shire's leadership in emergency management. Officers therefore recommend that Council accepts the All West Australians Reducing Emergencies (AWARE) Grants Program 2020-2021 funding.

In order to progress the Conference the Shire is required to execute a Grant Agreement and issue an invoice for the grant amount by no later than the 2nd of April 2021, therefore deferring the matter is not recommended.

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. Authorises the Chief Executive Officer to accept and sign the All West Australians Reducing Emergencies (AWARE) Grants Program 2020-2021 Funding Agreement (Appendix ORD: 12.9A) to enable the Shire to host the 2021 Southwest Emergency Management Conference.**
- 2. Incorporates this income and expenditure in the 2021/22 Annual Budget.**

By Absolute Majority

OR

ALTERNATIVE OFFICER RECOMMENDED RESOLUTION

THAT Council authorises the Chief Executive Officer to decline the All West Australians Reducing Emergencies (AWARE) Grants Program 2020-2021 Funding Agreement.

12.10 Title: Bunbury Geographe Economic Alliance (BGEA) Membership

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

Overview

This report recommends renewal of the Bunbury Geographe Economic Alliance (BGEA) membership.

Background

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

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

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

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

CARRIED
9/0

The alliance have been operating for 22 years since its inception and was after its completion given the ownership of and responsibility to implement the Bunbury Geographe Growth Plan. In 2019 the association was renamed to Bunbury Geographe Economic Alliance.

At the AGM in 2019 and in early 2020 there was a move to reduce the representation of local governments on the board and also to increase the fees. As a result it was prudent for Council to signal to BGEA that it would reconsider its membership for future years depending on the outcomes of the 2020 AGM.

Following the November 2020 AGM, in December 2020 the Bunbury Geographe Economic Alliance undertook a review of its Constitution (Appendix ORD: 12.10A – Part 2 - Page 17). Changes reflect

ongoing discussions around Board Structure (Section 10) and associated changes to meet the current Model rule requirements.

As part of the changes the Board will be reduced in numbers, which will not allow all participating local governments to have representation directly onto the board, however the structure also proposes to have two executive committees to support the board:

- Local Government Executive Committee; and
- Industry Executive Committee.

The BGEA Board seeks to have an 'engaged culture' which is characterised by openness in communication and a willingness to participate, cooperate and add value to activities and projects and to collaborate based on a shared regional vision and shared decision making.

The objects of the Association are to:

- (a) Foster and undertake actions that will support sustainable growth and development of the Region;
- (b) Build on the existing social, economic and environmental capacity of the Region and to plan and create a sustainable future for community wellbeing; and
- (c) Work collaboratively with stakeholders for mutual benefit.

The Local Government Executive Committee (EC) of BGEA will consist of a minimum of TWO (2) members and a maximum of SIX (6) members with the intention to give representation to all participating local governments.

Members to the committee will be appointed for a one-year term subject to continued funding from the relevant Councils. At the inaugural meeting, the EC shall elect a Chair to preside at all meetings of the EC. The Chair of the EC will also sit on the BGEA Board.

The Board of BGEA may fill vacancies on the EC. The Board of BGEA may remove an EC member from the Committee with cause.

- *Meetings*

The EC will meet at least THREE (3) times each year but may meet with such frequency as it may determine. The EC may choose to hold additional meetings if it considers them necessary for it to carry out its responsibilities effectively. A majority of EC members will constitute a quorum.

EC approvals will require a vote of the majority of the Committee members present at a meeting at which a quorum is present.

Recommendations by the EC to the BGEA Board are to be evidenced by resolutions passed at meetings of the EC. These are to be recorded in the minutes of the meeting. The EC will report its activities to the BGEA Board on a regular basis but at least every quarter.

The EC will review this charter periodically and recommend any proposed changes to the BGEA Board for review.

The Secretary or nominee of BGEA is to act as the Secretary of the EC meetings. The Secretary is to provide a copy of the draft minutes of each meeting of the EC to each member within FOURTEEN (14) days of the meeting.

- *Responsibilities and Purpose*

The Board of BGEA bears the ultimate responsibility for BGEA governance and decision making. The Board of BGEA carries out this responsibility through a stewardship role. The Board delegates the day-to-day management of the organisation to the CEO and management team.

The role of the EC is to advise and inform and to make recommendation where appropriate, to the BGEA Board on any specific Bunbury Geographe regional issues, state or national matters or potential opportunities for growth, investment and regional job creation.

The EC will provide a sounding board for the CEO and serve as a source of ready advice and guidance for projects, economic and community development opportunities, information, contacts and networks.

The EC will maintain an effective stakeholder communication program, including a process by which stakeholders and other interested parties may communicate directly with the BGEA Board or with individual BGEA Board members.

The EC will also recommend to the BGEA Board any proposed adopting, amending, or repealing of the Constitution of the Organisation. The EC will recommend to the BGEA Board any amending the Organisation's code of ethics and code of conduct.

- *Board and Executive Committee Performance*

The BGEA Board will conduct a formal assessment of the performance and effectiveness of itself, its Executive Committees and individual Board members at least every TWO (2) years.

The EC will review its mandate on an annual basis to ensure that it remains appropriate to the circumstances of BGEA and of the Board.

Legal Implications - None.

Strategic Community Plan

Strategy 4.3.1 - To attract and retain major investment in the region. (Service Priority: High)

Environment - None.

Precedents

Council is currently a member of the Bunbury Geographe Economic Alliance.

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: 12.10B – Part 2 - Page 40) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Bunbury Geographe Economic Alliance (BGEA) Membership	
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	Not supporting the surrounding Councils in investigating options for economic benefit would negatively impact on the Shire reputational.
	Financial	Not renewing membership would eliminate the cost sharing benefits and opportunities.

Officer Comment

Officers recommend that Council continue to participate in BGEA. Whilst the overall board structure will be amended the addition of Executive Committee’s and increased governance around how these committees function and interact with the board is welcomed. This approach will still see representation by the participating local governments within BGEA.

The membership contributions requested by BGEA from the Shire of Dardanup is still in line with previous contributions and as such this has not seen the expected change flagged in early 2020.

As neither the constitution nor the fees requested changed, the Chief Executive Officer has paid the membership fees for the financial year 20/21.

At the November AGM an updated strategic plan for BGEA was discussed. This plan increases the focus on key aspects of what BGEA is intended to deliver for the sub region including:

- Regional Infrastructure;
- Attracting Business and Industry;
- University City Education and Training;
- Enhance Trade and Investment; and
- Business Development.

For details please see attached the updated BGEA Strategic Plan (Appendix ORD: 12.10C – Part 2 - Page 41).

Officers believe that the increased focus within the plan provides more clarity on what will be delivered for members and is also more achievable with the resources available to BGEA. The updated prospectus is also included for Council’s information in (Appendix ORD: 12.10D – Part 2 - Page 42).

Based on the above it is recommended that Council continue its support to BGEA for 2021.

Council Role - Review.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Acknowledges the changes to the Bunbury Geographe Economic Alliance Constitution including reduced membership and the Establishment of a Local Government Executive Sub Committee (Appendix ORD: 12.10A);**
- 2. Notes the payment of the 20/21 membership fees; and**
- 3. Agrees to renew its annual membership for the year 21/22 at a cost of \$13,500.00 plus GST.**

12.11 Title: Addendum to Lease Agreement – PTA – Burekup Railway Reserve

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mrs Donna Bailye - Personal Assistant to D/CEO
 Mr Nathan Ryder – Manager Infrastructure Planning & Design
Legislation: Local Government Act 1995

Overview

This report is provided to Council for their consideration of an Addendum to the current Lease Agreement in place over the Burekup Railway Reserve. The Addendum provides for the inclusion of the Bump Track located within the Reserve into the existing Lease Agreement.

Background

Council has been leasing and maintaining the rail reserve that adjoins the Burekup Townsite since 1989. A formal lease agreement was entered into with the Public Transport Authority (PTA) for L5655 Burekup on the 12th of August 2012 for a period of 10 years. The lease is due to expire on the 11th of August 2022.

Burger Rawson are the managing agents for the PTA rail reserve leases. Burger Rawson have been liaising with the PTA, Arc Infrastructure and Shire officers in regards to the proposed Lease Addendum.

There is currently a Bump Track located within the Rail Reserve at Burekup. The Bump Track comprises compacted earthen mounds and interconnecting tracks for the purpose of bicycle riding activities and is regularly used by children from the local area of Burekup.

The track was constructed by the local Burekup Community without the Shire's knowledge. Once the Shire became aware of the track, the Shire engaged with the Community and through this process, it became apparent that the Bump Track was highly valued by the residents of Burekup. The community believes the track is an important aspect of youth activity in the town and encouraged children to be more active outdoors, thus benefitting their general well-being and development.

The Shire explored the possibility of relocating the track to another Shire managed and/or owned area; however, the community have expressed their preference for the track to remain at its current location – this was further reinforced at public community meetings.

The approximate extents of the existing bump track are as shown below:



Legal Implications

Reserve No. 46917 is owned by the State and is vested to the WA Government Railways Commission with the PTA as the responsible agency for the Reserve.

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 has previously entered into Lease Agreements with the PTA. Council currently holds two lease agreements with the PTA, one being the Burekup Rail Reserve and the other at the Dardanup Rail Reserve.

Budget Implications

The current Lease agreement has a peppercorn rental. A condition of the Addendum to the current Lease Agreement requires the installation of a fence surrounding the "Bump Track" currently in place.

Based on an estimated requirement of 150 linear metres of fence to enclose the bump track (based on a 1.2 metre high chainmesh fence installed by a contractor), a budget allowance for this fence is \$15,000. Funding for the fence forms part of the Draft 10 Year Parks & Reserves Expansion & Upgrade Programs and is a new project presented for adoption at the Integrated Planning Committee on the 14th of April 2021, which will in turn form part of the 2021/22 budget.

Budget – Whole of Life Cost

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

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: 12.11A – Part 2 - Page 48) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Addendum to Lease Agreement – PTA – Burekup Railway Reserve.
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 Failing to amend the Lease Agreement will not reflect the current leasing arrangement.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Council would be seen in a negative light if we failed to meet our contractual and legislative requirements

Officer Comment

During the consultation stage, it was identified that part of the existing Bump Track was located within an excised area of the lease agreement with the PTA. Refer to the Lease Plan - Area B. (Appendix ORD: 12.11B – Part 2 - Page 49) In the current lease agreement the excised area is leased to the Water Corporation. Following liaison with the Managing Agents, Burgess Rawson have confirmed that Area B, leased to the Water Corporation by the PTA has now expired. The PTA are now recommending that the excised Water Corporation lease area be included as part of the lease area held by the Shire. To formalise the arrangement a letter of variance has been received with the following amendments to the current Lease Agreement terms.

1. Vary the area of L5655 Burekup to 28,682 M2 as shown on the attached plan.
2. Allow a Community Bump Track to be included within L5655.
3. This approval is subject to Shire of Dardanup (at its own expense) erecting a 1.2 metre high chainmesh fence around the perimeter of the bump track;
4. With all other terms and conditions of L5655 remaining unchanged.
5. And the variation of area and usage becoming effective upon signing of this document.

Officers are recommending the amendments to the current lease agreement be accepted to allow for the:

- Acknowledgement by both parties of the “bump track” located within Reserve 46917; and
- Formalise the arrangements for the Shire of Dardanup to include the Bump Track within the current lease agreement with the PTA.

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. **Accepts amendments to the current Lease Agreement with the Public Transport Authority as provided below:**
 - a) **Vary the area of L5655 Burekup to 28,682 M2 as shown on the attached plan;**
 - b) **Allow a Community Bump Track to be included within L5655;**

- c) **This approval is subject to Shire of Dardanup (at its own expense) erecting a 1.2 metre high chainmesh fence around the perimeter of the bump track;**
 - d) **With all other terms and conditions of L5655 remaining unchanged;**
 - e) **And the variation of area and usage becoming effective upon signing of the Lease Addendum document.**
- 2. **Instructs the Chief Executive Officer to execute the letter provided by Burgess Rawson (Appendix ORD: 12.11C – Part 2 - Page 50) authorising the above changes to the current Lease Agreement.**

12.12 Title: Local Emergency Management Committee Meeting Notes

Reporting Department: Sustainable Development Directorate
Reporting Officer: Mrs Kathleen Hault - Personal Assistant to Director
Sustainable Development
Legislation: Local Government Act 1995

Officer Comment

Due to a lack of a quorum the minutes for the Local Emergency Management Committee Meeting held on the 10th of February 2021 could not be taken. It was decided that an informal meeting would take place and that notes were to be taken for a record of discussion only. Please see attached notes that were taken during the discussion of items (Appendix ORD: 12.12 – Part 2 - Page 52).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Notes of the Local Emergency Management Committee Meeting held on the 10th of February 2021.

12.13 Title: Tender F0173190 – Purchase New Frontend Loader

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Jason Gick – Manager Operations
Legislation: Local Government Act 1995

Overview

This report provides Council with the results of the evaluation of tenders for the acquisition of a new frontend loader and the disposal (trade) of the existing 2012 John Deere 544K Loader (DA873).

It is recommended that the tender submission from Westrac Pty Ltd be accepted for the supply of a new Cat 924K Loader with trade of Council's John Deere Loader. The net value of the procurement exceeds the purchasing and contract threshold for the Chief Executive Officer and is therefore presented to Council for approval.

Background

Tenders were advertised publicly in the South Western Times on the 19th of November 2020, the West Australian on the 21st of November 2020 and through Council's Tenderlink portal. Tenders closed on Monday the 30th of November 2020. The tender called for the purchase of a new frontend loader and the trade of the Shire's 2012 John Deere 544K Loader (DA873).

The acquisition of the frontend loader and disposal of the existing loader is in accordance with the current Plant & Vehicle Asset Management Plan. The frontend loader is an existing plant item identified to be replaced in 2020/2021. It is an essential item for ongoing productivity in capital works and maintenance of Council assets.

Tenders were called to source suppliers of a frontend loader in line with the specifications detailed in the RFT document, summarised as follows:

Frontend Loader:

- Engine – Max Gross 87kw to 115kw (Approximate);
- Air Conditioned and Heated Cab;
- Cab to be fully enclosed, lockable and designed to meet ROPS/FOPS requirements;
- Tinted Windows;
- Exhaust to be fitted with an approved rain shield;
- 2 x Yellow Flashing LED Roof Lights to Australian Standard c/w guards and installed on roof;
- Visible reversing lights;
- Audible Reversing Alarm;
- Lights Suitable for Road Use – Day and Night Work;
- Licenced for Day and Night Road Use;
- Large Waterproof and Lockable Toolbox (externally mounted);
- Lockable Fuel cap;
- Quick Hitch Front Bucket;
- Fire Extinguisher 1KG;
- UHF Radio and Aerial (Remove and Replace);
- Lights for Night work (Front and Rear located);
- 1 x Spare Rim and Tyre;
- Floor Mats; and
- Canvas Seat Covers.

Two trade prices for our current loader to be sourced from each supplier:

- Price for loader only; or
- Price for loader plus Shire’s existing grapple attachment.

The tender was structured as a single contract for the acquisition of the new frontend loader and the disposal (sale) of the existing loader (DA873). This approach is identified as being best value for the Shire.

The tender document, which also consists of the full contract documents and specifications, is not provided with the agenda, however, Councillors may wish to view a copy by contacting the Executive Support Officer at the Eaton Office.

Seven submissions were received from the following businesses:

1. WA Machinery Brokers
2. Pickles Auction
3. McIntosh & Son
4. Tutt Bryant Equipment Pty Ltd
5. Hitachi Construction Equipment Pty Ltd
6. Westrac Pty Ltd
7. Bunbury Machinery

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

ASSESSMENT CRITERIA		RAW SCORE	WEIGHTING	WEIGHTED SCORE
Tendered Price		0 - 10	50%	5.0
Qualitative Criteria	Parts, Service, Support Backup	0 - 10	20%	2.0
	Performance Testing	0 - 10	20%	2.0
	Specifications	0 - 10	10%	1.0
TOTAL SCORE			100%	10.0

* Weighted Score = Raw Score x Weighting

Price was scored on a percentage scale relative to the lowest tendered price, with the lowest price given a score of 10. That is, the lowest price scored 10 points and the most expensive scored zero. Qualitative aspects were scored on the relative merits of the information provided by the tenderer in its tender.

Each tenderer was scored and the results were as follows:

ASSESSMENT CRITERIA		WA Machinery Brokers	Pickles Auctions	McIntosh & Sons	Tutt Bryant Equipment P/L	Hitachi Construction Machinery P/L	Westrac P/L	Bunbury Machinery
Tendered Price		0.0	0.0	5.0	0.0	0.0	0.0	3.0
Qualitative Criteria	Parts, Service, Support Backup	0.0	0.0	0.6	1.3	1.1	1.6	1.3
	Performance Testing	0.0	0.0	0.0	0.3	1.84	1.92	0.0
	Specifications	0.0	0.0	1.0	0.55	1.0	1.0	1.0
TOTAL SCORE		0.0	0.0	6.6	2.15	3.94	4.52	5.3

Based on the tender submissions received, operator performance testing, and ongoing local service and support, Westrac Pty Ltd represents the best value for money for Council.

Legal Implications

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

Part 4 — Provision of goods and services

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

11. When tenders have to be publicly invited

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

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)

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

Environment - None.

Precedents

The Shire of Dardanup has previously entered into agreements with contractors for vehicle and plant acquisition and disposal.

Budget Implications

Should Council enter into a contract with Westrac Pty Ltd for the supply of a Caterpillar 924K frontend loader, including the grapple attachments and trade of the existing 2012 John Deere 544K loader, the Estimated Contract Value (ECV) for this procurement activity is \$182,152.27, excluding GST.

The recommended submission represents a saving of \$31,843.73 against the available budget of \$213,996.00 (net changeover price including grapple attachment). Specific figures relating to this can be seen in the Tender Evaluation Report document that can be provided to Councillors by contacting the Executive Support Officer at the Eaton Office.

Budget – Whole of Life Cost

It is estimated that entering into a contract with Westrac Pty Ltd for the purchase of a Caterpillar 444 backhoe loader represents the greatest whole-of-life value to Council. Specific figures relating to this can be seen in the Tender Evaluation Report document which can be provided to Councillors by contacting the Executive Support Officer at the Eaton Office.

Council Policy Compliance

This procurement activity has been undertaken in compliance with Council Policy CnG Cp034 – Procurement Policy.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.13 – Appendices Part 2 - Page 63) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Entering into a contract with Westrac Pty Ltd for the acquisition of a Frontend loader	
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	Health	Plant acquired by the Shire is unsafe for use and/or puts end users and public at risk whilst in use.
	Financial	Procurement does not represent good value for money.
	Service Interruption	Contractor is unable to provide machine for an extended period of time, affecting Shire operations.
	Legal and Compliance	Unsuitable contractor is engaged and places the Shire at risk of litigation or non-compliance.
	Reputational	Unsuccessful tenderers are unhappy with outcome of procurement and the Shire’s process.
	Financial	Loader provided has negative impact on the environment whilst in use.

Officer Comment

The assessment process has deemed Westrac Pty Ltd as having presented the most advantageous Offer to Council for the supply of a new backhoe loader. This is based on:

- The offer is within budget and offers savings to Council;
- Shire of Dardanup operators indicating greater satisfaction with the performance testing of this machine; and
- The supplier is local for servicing, parts and emergency response.

Although McIntosh and Sons offered the cheapest bid for a Case 521F XT Loader, it was not made available for performance testing. Similarly, Bunbury Machinery offered a bid for a JCB 426HT Loader, but it also was not available for performance testing.

The Shire of Dardanup has previously entered into successful contracts with Westrac Pty Ltd for plant acquisitions and disposals. Council’s past and present Caterpillar machinery is serviced through Westrac Pty Ltd and they have proven to be an efficient and reliable supplier of parts, maintenance and repairs when required.

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. Accepts the most advantageous tender, being submitted by Westrac Pty Ltd, to provide in accordance with Tender F0173190 a new Caterpillar 924K frontend Loader, complete with grapple configuration, for a total payment of \$182,152.27, excluding GST.**
- 2. Enters into a contract with Westrac Pty Ltd for the supply and delivery of a new Caterpillar 924K frontend Loader, complete with grapple configuration and the trade of DA863 2012 John Deere 544K loader, New Holland T5060 cab tractor, as per the tender submission F0173190.**
- 3. Accepts that, should a Contract not be formed with Westrac Pty Ltd then the next most advantageous Tenderer, being Hitachi Construction Machinery (Australia) Pty Ltd is accepted and a Contract is to be formed, under the terms and conditions noted in Part 1 and 2 above, in accordance with Regulation 20(2) of the Local Government (Functions and General) Regulations 1996.**
- 4. Authorises the Chief Executive Officer to sign and execute the Contract.**

12.14 Title: Minor Amendments to Various Local Planning Policies

<i>Reporting Department:</i>	<i>Sustainable Development Directorate</i>
<i>Reporting Officer:</i>	<i>Murray Connell – Manager Development Services Mrs Cecilia Muller - Principal Planning Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

Overview

On the 18th of December 2020, the *Planning Regulation Amendment Regulations 2020* were gazetted, introducing amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015*. The purpose of this report is for Council to consider amending various local planning policies to align it with the updated Regulations.

Background

The *Planning Regulation Amendment Regulations 2020* were gazetted on the 18th of December 2020, introducing amendments to the *Planning and Development (Local Planning Schemes) Regulations 2015*. These amendments became operational on the 15th of February 2021 and make various improvements to local planning processes. These include a broader range of exemptions for small home projects such as patios, water tanks, and cubby houses. Other Regulatory changes improve processes, reduce administration and improve consultation practices.

As a result of these changes, minor amendments to certain local planning policies are required to align them with the updated Regulations.

Legal Implications

The *Planning and Development (Local Planning Schemes) Regulations 2015*, Schedule 2, Part 3, cl. 5 provides for the amending of a local planning policy.

The Western Australian Planning Commission (WAPC) has resolved to advise all local government authorities that any proposed amendments to local planning policies that are required solely to bring them into alignment with the *Planning Regulation Amendment Regulations 2020* are considered to be minor amendments and therefore, do not require advertising. This will ensure that any amendments required to local planning policies can be undertaken in a timely manner.

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 - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Amendments to the following local planning policies are required to bring them into alignment with the *Planning Regulations Amendment Regulations 2020*.

- *SDev CP084 – Local Planning Policy – Advertising Signage*

The policy provides guidance on the assessment of advertisement signs and outlines when advertisement signs require development approval. The following amendments are required to the policy to bring it into alignment with the Regulations:

- cl. 4.2 to amend the definition of an election sign and Table 1 which contains the development standards for an election sign;
- cl. 4.2 to include the definition of a Heritage Protected Place;
- cl. 5.2 to recognise that there are signs which are exempted under the deemed provisions for which approval are not required;
- cl. 5.3 and cl. 7.1 is amended for consistency with standards used under the deemed provisions.

In addition, a new Sign Type has been included for “Signage for sponsorships at sports grounds/ovals” in all zones where the use is permitted. Officers consider this will assist clubs where the signs are incidental to the existing use of the land, and impacts on visual amenity is minimal as the signage is to be internally facing and not illuminated.

Please refer to (Appendix ORD: 12.14A – Part 2 - Page 65) for a copy of the amended policy (version 2).

- *SDev CP091 – Local Planning Policy – Exempted Development and Land Use*

This Policy identifies additional development and land uses that are exempt from requiring development approval to those prescribed in the Regulations. There are exemptions under the Regulations for the following uses and works and reference to these have been deleted from Table 1:

- Ancillary Dwellings (exempted where the R-Codes applies; and to be considered under SDev CP100 on land zoned General Farming and Small Holding)
- Cubby Houses
- Demolition of non-residential buildings
- Flagpoles
- Home Occupations
- Internal building alterations
- Shade sails
- Solar Panels/collectors

Please refer to (Appendix ORD: 12.14B – Part 2 - Page 82) for a copy of the amended policy (version 4).

- *SDev CP100 – Local Planning Policy – Ancillary Dwellings, Grouped Dwellings and Caretaker’s Dwellings – Small Holding and General Farming Zones*

The policy provides direction and sets minimum standards with regard to proposals for ancillary dwellings, grouped dwellings and caretaker’s dwellings. Amendments are required to this policy to allow the exemptions under SDev CP100 to apply to land in the Landscape Protection Area. An exemption for ancillary accommodation in the Landscape Protection Area was previously included

under SDev CP091. Having reference to ancillary accommodation under a single policy will provide clarity.

Please refer to (Appendix ORD: 12.14C – Part 2 - Page 98) for a copy of the amended policy (version 4).

- *SDev CP505 – Public Consultation – Planning Matters*

This Policy details the methods of consultation required to meet statutory obligations.

Amendments are required to ensure consultation occur with the landowners and occupiers of the properties determined as being potentially affected by a development proposal. In addition a definition for a complex application has been introduced in the Regulations. A complex application is a development application for the development of a “use not listed”. It requires the highest level of consultation of all development applications (Level 3) and includes a notice in a newspaper. Consultation levels on other less complex development applications types have been adjusted accordingly.

Please refer to (Appendix ORD: 12.14D – Part 2 - Page 102) for a copy of the amended policy (version 2).

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.14E – Part 2 - Page 110) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Failure to amend local planning policies to align with updated Regulations.
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance The update Regulations prevail should there be any conflict between them and Council policies.

Officer Comment

The WAPC is encouraging local government to commence reviewing its existing local planning policies and undertake any modifications that are required as a result of the amended Regulations, which are now operational.

It is recommended that Council approve the amended local planning policies so that there is no conflict between the Regulations and Council policies.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council adopts the following amended local planning policies:

- 1. SDev CP084 – Local Planning Policy – Advertising Signage (version 2) (Appendix ORD: 12.14A).**
- 2. SDev CP091 – Local Planning Policy – Exempted Development and Land Use (version 4) (Appendix ORD: 12.14B).**
- 3. SDev CP100 – Local Planning Policy – Ancillary Dwellings, Grouped Dwellings and Caretaker’s Dwellings – Small Holding and General Farming Zones (version 4) (Appendix ORD: 12.14C).**
- 4. SDev CP505 – Public Consultation – Planning Matters (version 2) (Appendix ORD: 12.14D).**

12.15 Title: Proposed Shire of Dardanup Local Government Property Local Law 2021

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Ms Cathy Lee - Manager Governance & HR Ms Miranda Akerman – Statutory Enforcement Officer
Legislation:	Local Government Act 1995

Overview

This report seeks Council’s authorisation to initiate the process of making the Local Government Property Local Law 2021 and to repeal the Shire of Dardanup Local Government Property Local Law 2007.

Background

In accordance with s.3.16 of the Local Government Act 1995, the Shire of Dardanup has carried out a review of five of its local laws and has determined that the Local Government Property Local Law 2007 gazetted in 2007 should be repealed and replaced [Resolution 211-20 of OCM the 29th of July 2020].

“THAT Council, in regards to the Local Law Review conducted in accordance with section 3.16 of the Local Government Act 1995:

1. *Approves no amendments to the following Local Laws:*
 - *Health Local Law 2011; and*
 - *Activities in Thoroughfares and Public Places and Trading Local Law 2007.*
2. *Commences the process for repealing and remaking the following Local Laws:*
 - *Bush Fire Brigades Local Law; and*
 - *Local Government Property Local Law 2007.*
3. *Commences the process for amending the following Local Law:*
 - *Dust Control Local Law 2011.*
4. *Acknowledges that no public submissions were received with regard to the advertised Local Laws.”*

This report provides for making a new local law in accordance with Local Government Act 1995 s.3.12, which will result in repealing and replacing the current local law.

Legal Implications

Local Government Act 1995 – s.3.12. Procedure for making local laws:

- (1) *In making a local law a local government is to follow the procedure described in this section, in the sequence in which it is described.*
- (2A) *Despite subsection (1), a failure to follow the procedure described in this section does not invalidate a local law if there has been substantial compliance with the procedure.*
- (2) *At a council meeting the person presiding is to give notice to the meeting of the purpose and effect of the proposed local law in the prescribed manner.*
- (3) *The local government is to —*
 - (a) *give local public notice stating that —*
 - (i) *the local government proposes to make a local law the purpose and effect of which is summarized in the notice; and*
 - (ii) *a copy of the proposed local law may be inspected or obtained at any place specified in the notice; and*

- (iii) *submissions about the proposed local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given;*

And

- (b) *as soon as the notice is given, give a copy of the proposed local law and a copy of the notice to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister; and*
- (c) *provide a copy of the proposed local law, in accordance with the notice, to any person requesting it.*

[(3a) deleted]

- (4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
- (a) *stating the title of the local law; and*
- (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
- (c) *advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*
- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
- making in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

Strategic Community Plan

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

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

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

Environment - None.

Precedents

The Shire of Dardanup Local Government Property Local Law 2007 was last reviewed in 2013, with Council resolving [224/13] that the local law remain unchanged.

Budget Implications

Costs associated with the making of the law will be advertising and gazettal of the law. There is provision within the budget for advertising and no additional costs will be applied to the budget.

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: 12.15A – Part 3 - Page 1) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Proposed Local Government Property Local Law 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 Failing to review in the 8 yearly cycle as stipulated in s.3.16 of Local Government Act 1995.
	Reputational Council would be seen in a negative light if we failed in our legislative requirements.

Officer Comment

The current Shire of Dardanup local laws can be accessed on the Shire’s website. Officers have reviewed the Local Government Property Local Law gazetted in 2007 and have proposed that it be repealed and replaced. A copy of the proposed *Shire of Dardanup Local Government Property Local Law 2021* highlighting the amendments between the 2007 local law and the proposed new 2021 local law, is attached (Appendix ORD: 12.15B – Part 3 - Page 2).

A copy of the proposed *Shire of Dardanup Local Government Property Local Law 2021* in the format for advertising is attached (Appendix ORD: 12.15C – Part 3 - Page 47).

- *Purpose and Effect*

The purpose and effect of the *Shire of Dardanup Local Government Property Local Law 2021* is as follows:

Purpose of the local law:

To regulate the care, control and management of all property of the local government except thoroughfares.

Effect of the local law:

To control the use of local government property. Some activities are permitted only under a permit or under a determination and some activities are restricted or prohibited. Offences are created for inappropriate behaviour in or on local government property.

- *Reasons for proposed changes:*

The WALGA Model Local Law includes provisions which if adopted would enable the Shire to respond to changing uses of property and to more effectively regulate conduct in relation to or on local government property. Such provisions include a definition of ‘aircraft’ which covers drones, and

provisions relating to current recreational uses (swimming pool areas and golf courses) as well as potential uses (saleyards). In addition to WALGA Model Local Law provisions, Council officers have suggested amendments as outlined below.

- *Clause 2.8 Activities which may be prohibited on specified local government property*

(1)(g): ‘the playing or practice of any ball game which may cause detriment to the property or any plants and fauna on the property.’

Add ‘plants and’. This will allow the Council to make a determination prohibiting the playing of ball games in specified areas (for example, areas close to or containing threatened or vulnerable flora or fauna species) and to extend protection to plants (habitat), which would benefit the fauna in specified areas.

- *Clause 3.13 Activities needing a permit*

(1)(d): ‘teach, coach or train, for profit, any person on a beach, reserve, in a pool area or in an indoor recreation facility which is local government property’.

Add ‘on a beach, reserve’. This will make it necessary for a person to obtain a permit to conduct or hold training, classes, workshops or similar events on Shire beaches and reserves, enabling the Council to better protect and regulate these areas.

(1)(e): ‘plant or propagate any plant or sow any seeds on local government property.’

Add ‘or propagate’. Shire officers have had difficulty establishing the authority to remove crops such as potatoes from Shire reserves. The suggested amendment will clarify that a permit is required to plant plants, bulbs, corms, rhizomes, tubers and any part of a plant as well as to sow seeds.

(1)(q): ‘cut, break, injure, deface, pull up, pick, remove, or destroy any tree, shrub, flower, grass or plant of any kind on local government property.’

Add new provision ‘cut, break, injure, deface, pull up, pick, remove, or destroy any tree, shrub, flower, grass or plant of any kind on local government property’. This amendment will result in a permit being required to remove vegetation from Shire of Dardanup land (excluding thoroughfares). This will make it easier for the Council to regulate vegetation removal on local government property (excluding thoroughfares) (see also below, the addition of a new clause 4.4).

- *Clause 4.2 Behaviour detrimental to property*

(1) ‘A person shall not behave in or on local government property in a way which is or might be detrimental to the property, unless authorised by the local government to do so.’

Add ‘unless authorised by the local government to do so’ to cover activities carried out under a permit issued under the local law.

(2)(b): ‘destroying, defacing, cutting, breaking or damaging anything on the local government property, such as a plant, a seat provided for the use of any person or a building.’

Add ‘cutting, breaking’. Expanding the types of conduct from ‘destroying, damaging, defacing’ to include ‘cutting’ and ‘breaking’ will allow the Shire to take enforcement action in relation to acts such as unauthorised branch removal, which may not damage or destroy the plant but which may nevertheless undermine or have a negative impact on the plant, landscape or habitat.

- *Clause 4.4 Removing or damaging any flora*

Add new clause:

- 4.4 (1) A person must not remove or damage any flora which is on or above any local government property unless that person is authorised to do so under a written law or with the written approval of the local government.
- (2) In this clause – *flora* means all vascular plants other than plants recognised as weeds.

The Local Law already has a provision, cl. 4.2 ‘behaviour detrimental to property’ which could form the basis of enforcement action against a person for removing a plant or destroying or damaging a plant. However, cl. 4.2 states that ‘[a] person shall not behave in or on local government property in a way which is or might be detrimental to the property’. The reference in this provision to ‘property’ appears to cover land (and rights and interests in land such as easements) rather than plants. It also concerns behaviour which is ‘detrimental’, so it does not cover complete removal of a plant.

It is therefore recommended that the Council adds a new clause 4.4 ‘removing or damaging flora’, to twin with current clause 4.3 ‘taking or injuring fauna’.

- *Schedule 1 Prescribed Offences*

- 4.2(1) Behaviour detrimental to property: increase modified penalty from \$125 to \$350.
- 4.3(1) Taking or injuring any fauna: increase modified penalty from \$125 to \$350.
- 4.4(1) Include a new offence 4.4(1) Removing or damaging any flora: modified penalty \$350.

The view of Council officers is that the current modified penalty of \$125 for these offences is too low to deter the relevant conduct.

- *Advertising and Consideration of Submissions*

The local law will be advertised in accordance with section 3.12(3) for a period of at least 6 weeks from the date that notice is given for the public to make submissions. A copy of the local law will also be provided to the Minister for Local Government.

Following this process, the proposed local law will then be referred back to the Council for consideration of any submissions received in relation to the local law and for the Council to resolve whether or not to make the local law by absolute majority decision.

Council Role - Legislative.

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. In accordance with section 3.12 of the *Local Government Act 1995* approves the advertising of the proposed 'Shire of Dardanup Local Government Property Local Law 2021' (Appendix ORD: 12.15C) in order to seek community comment.**
- 2. Provides a copy of the proposed local law and public notice to the Minister for Local Government.**
- 3. After close of the public consultation period, requests the Chief Executive Officer to submit to the Council for consideration a report on any submissions received on the proposed local law to enable the Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4).**

By Absolute Majority

12.16 Title: Amendment to Dust Control Local Law 2011 - Proposed Dust Control Amendment Local Law 2021 Dust Control Local Law

Reporting Department: Corporate & Governance Directorate
 Reporting Officer: Ms Cathy Lee - Manager Governance & HR
 Ms Miranda Akerman – Statutory Enforcement Officer
 Legislation: Local Government Act 1995

Overview

Proposed adoption of Local Law with amendments, for gazettal.

Background

At its meeting held on the 28th of October 2020 Council resolved [293-20] as follows:

THAT Council:

1. *Amends the Shire of Dardanup Dust Control Local Law 2011 as detailed in (Appendix ORD: 12.9B) and (Appendix ORD: 12.9C).*
2. *In accordance with Section 3.12 of the Local Government Act 1995 approves the advertising of the proposed local law 'Shire of Dardanup Dust Control Amendment Local Law 2021' (Appendix ORD: 12.9C) in order to seek community comment.*
3. *Provides a copy of the proposed local law and public notice to the Minister for Local Government.*
4. *After close of the public consultation period, requests the Chief Executive Officer to submit a report on any submissions received on the proposed local law to enable Council to consider the submissions made and to determine whether to make the local law in accordance with section 3.12(4).*

Legal Implications

Section 3.12 of the Local Government Act 1995 (the Act) details the procedure to be followed when adopting or amending a local law.

- 3.12(4) *After the last day for submissions, the local government is to consider any submissions made and may make the local law* as proposed or make a local law* that is not significantly different from what was proposed.*

** Absolute majority required.*

- (5) *After making the local law, the local government is to publish it in the Gazette and give a copy of it to the Minister and, if another Minister administers the Act under which the local law is proposed to be made, to that other Minister.*
- (6) *After the local law has been published in the Gazette the local government is to give local public notice —*
 - (a) *stating the title of the local law; and*
 - (b) *summarizing the purpose and effect of the local law (specifying the day on which it comes into operation); and*
 - (c) *advising that the local law is published on the local government's official website and that copies of the local law may be inspected at or obtained from the local government's office.*

- (7) *The Minister may give directions to local governments requiring them to provide to the Parliament copies of local laws they have made and any explanatory or other material relating to them.*
- (8) *In this section —*
- making** *in relation to a local law, includes making a local law to amend the text of, or repeal, a local law.*

Strategic Community Plan

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

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

Environment - None.

Precedents

Council reviews its local laws on a regular basis. Section 3.16 of the *Local Government Act* requires periodic reviews of Local Laws. A Local Government is to carry out a review of a Local Law to determine whether or not it considers that it should remain unchanged, be repealed or amended. The review is to be conducted within eight years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted under s.3.16.

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: 12.16A – Part 3 - Page 90) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Amendment to Dust Control Local Law 2011 - Proposed Dust Control Amendment Local Law 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 Failing to review in the 8 yearly cycle as stipulated in s.3.16 of Local Government Act 1995.
	Reputational Council would be seen in a negative light if we failed in our legislative requirements.

Officer Comment

The Minister for Local Government was provided with a copy of the local law for comment.

The state-wide advertising inviting submissions concluded on the 31st of December 2020.

The Act provides that after the last day for submissions the Council is to consider any submissions received and cause a report of the review to be prepared and considered by the Council.

There were no submissions received from the public.

The Department of Local Government, Sport and Cultural Industries made comments on the Local Law and suggested amendments as follows:

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES COMMENTS	OFFICER RECOMMENDATION
<p>1. Clause 3 – Principal local law</p> <p>It is suggested that this clause be formatted as a single sentence. It is suggested that clause 3 be reformatted as follows:</p> <p>---</p> <p>This local law amends the Shire of Dardanup Dust Control Local Law 2011 as published in Government Gazette on 9 January 2012.</p>	<p>Clause 3 be reformatted as:</p> <p style="text-align: center;">This local law amends the Shire of Dardanup Dust Control Local Law 2011 as published in the Government Gazette on 9 January 2012.</p>
<p>2. Minor edits</p> <p>The following minor edits are suggested:</p> <ul style="list-style-type: none"> • It is suggested that the reference to the <i>Waste Avoidance and Resource Recovery Act 2007</i> be removed from the local law title and enactment clause, as the head of power appears to fall under the <i>Local Government Act 1995</i>. • It is suggested that all instances of “section” be replaced with “clause”. • Paragraphs should be formatted in lowercase. For example, in clause 4 it is suggested that the words “Insert” and “Delete” in paragraphs (a) – (d) be replaced with “insert” and “delete”. • Clause 5: <ul style="list-style-type: none"> ○ In paragraph (a) replace the word “Delete” with “delete”. ○ In paragraph (c) insert the word “and” after the semicolon. ○ In paragraph (d) replace the semicolon with a full stop. • Clause 7: <ul style="list-style-type: none"> ○ In paragraph (a), insert the word “and” after the semicolon. ○ replace the second instance of “(a)” with “(b)” and in that paragraph, replace the semicolon with a full stop. • Clause 8: for simplicity, the Shire may wish to reformat clause 8 as follows: <p>---</p> <p>8. Section 3.4 amended</p> <p>Delete clause 3.4(2)(b) and replace with:</p>	<p>Reference to the Waste Avoidance and Resource Recovery Act 2007 be deleted from the local law title and enactment clause.</p> <p>Clause 4 refers to section 3(1) of the <i>Waste Avoidance and Resource Recovery Act 2007</i>. The Act contains sections rather than clauses. The word ‘section’ should not be changed.</p> <p>All instances of “section” except that in clause 4(a) be replaced with “clause”.</p> <p>In clauses 4(a) and 4(d), the word “Insert” be replaced with “insert”.</p> <p>In clauses 4(b), 4(c) and 5(a) the word “Delete” be replaced with “delete”.</p> <p>In clauses 4(a) and 4(c) the full stop be replaced with a semi colon.</p> <p>In clause 4(c) the word “and” be inserted after the semicolon.</p> <p>In clause 7(a) the word “and” be inserted after the semicolon.</p> <p>In clause 7 the second instance of (a) be replaced with (b) and in that paragraph the semicolon be replaced with a full stop.</p> <p>Clause 8 be reformatted as follows:</p> <p style="text-align: center;">8. Clause 3.4 amended</p>

DEPARTMENT OF LOCAL GOVERNMENT, SPORT AND CULTURAL INDUSTRIES COMMENTS	OFFICER RECOMMENDATION
<p>(b) have regard to any relevant publications of a State environmental agency or other relevant State Authority.</p> <p>---</p> <ul style="list-style-type: none"> • Clause 9: replace “Insert Section 3.5 to read as follows –” with “After clause 3.4 insert –“ • Clause 10: <ul style="list-style-type: none"> ○ In paragraph (c), insert the word “and” after the semicolon. ○ In paragraph (d), replace the semicolon with a full stop. • Clause 12: it is suggested that this clause be reformatted as follows: <p>---</p> <p>12. Clause 6.1 amended</p> <p>Clause 6.1 is amended as follows –</p> <ul style="list-style-type: none"> (a) in paragraph (a) delete “or”; and (b) delete paragraph (b) and replace with: <p style="padding-left: 40px;">(b) contravenes any provision of this local law; (c) fails to do anything required or directed to be done under this local law; or (d) does anything which under this local law the person is prohibited from doing, commits an offence.</p> <p>---</p> <ul style="list-style-type: none"> • Clause 13: <ul style="list-style-type: none"> ○ Replace “Schedule 1 – Prescribed Offences” with “Schedule 1”. ○ Replace “[Clause 6.3(1)]” with “[Clause 6.3]”. 	<p>Delete clause 3.4(2)(b) and replace with:</p> <p>(b) have regard to any relevant publications of a State environmental agency or other relevant State Authority.</p> <p>In clause 9 “Insert Section 3.5 to read as follows –“ be replaced with “After clause 3.4 insert –“ .</p> <p>In clause 10(c) the word “and” be inserted after the semicolon.</p> <p>In clause 10(d) the semicolon be replaced with a full stop.</p> <p>Clause 12 be reformatted as follows:</p> <p style="text-align: center;">12. Clause 6.1 amended</p> <p>Clause 6.1 is amended as follows –</p> <ul style="list-style-type: none"> (a) in paragraph (a) delete “or”; and (b) delete paragraph (b) and replace with: <p style="padding-left: 40px;">(b) contravenes any provision of this local law; (c) fails to do anything required or directed to be done under this local law; or (d) does anything which under this local law the person is prohibited from doing, commits an offence.</p> <p>In clause 13 “Schedule 1 – Prescribed Offences” be replaced with “Schedule 1”.</p> <p>In clause 13 “[Clause 6.3(1)]” be replaced with “[Clause 6.3]”.</p>

The Department of Water and Environmental Regulation made comments on the Local Law and suggested amendments as follows:

DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) COMMENTS	OFFICER RECOMMENDATION
<p>1. Minor edits</p> <p>Section 2.1 ‘Dust and sand control measures’, states:</p> <p>An owner or occupier of land must take effective measures to—</p> <ul style="list-style-type: none"> (a) stabilise dust and sand on the land; 	<p>Replace clause 5(d) with ‘in subclause 2.1(b) delete the word ‘water’; and’</p> <p>Add clause 5(e) ‘in subclause 2.1(c) insert the words ‘or sand’ following the word dust.’</p>

DEPARTMENT OF WATER AND ENVIRONMENTAL REGULATION (DWER) COMMENTS	OFFICER RECOMMENDATION
<p>(b) ensure that no dust or sand released or escapes from the land whether by means of wind, water or any other cause</p> <p>The inclusion of the word sand, escaping “from the land... by means of... water” - would render the emission sediment.</p> <p>The suggested modification is to delete the word “water” to become:</p> <p>“ensure that no dust or sand is released or escapes from the land whether by means of wind, or any other cause”.</p>	

The above amendments are shown at (Appendix ORD: 12.16B – Part 3 - Page 91).

Section 3.13 of the Local Government Act 1995 provides that the local government cannot make a local law that would be significantly different from what it first proposed. In this instance, the suggested changes are in the main to clarify the clauses and do not change the legal effect of the clauses.

Officers consider that amendments listed above are of a minor nature and do not significantly change the original proposed local law. Therefore, it is proposed that the amendments suggested by the Department of Local Government, Sport and Cultural Industries and the Department of Water and Environmental Regulation be made and that the local law be adopted.

A copy of the proposed ‘*Shire of Dardanup Dust Control Amendment Local Law 2021*’ inclusive of the amendments for adoption and gazettal is attached (Appendix ORD: 12.16C – Part 3 - Page 96).

Council Role - Legislative.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Receive the submissions received from the Department of Local Government, Sport and Cultural Industries and the Department of Water and Environmental Regulation in respect of the *Shire of Dardanup Dust Control Amendment Local Law 2021*.**
2. **By Absolute Majority decision, adopt the *Shire of Dardanup Dust Control Amendment Local Law 2021* (Appendix ORD: 12.16B) inclusive of the following amendments:**

a) **Clause 3 be reformatted as:**

This local law amends the Shire of Dardanup Dust Control Local Law 2011 as published in Government Gazette on 9 January 2012.

b) **Reference to the Waste Avoidance and Resource Recovery Act 2007 be deleted from the local law title and enactment clause.**

c) **All instances of “section” except that in clause 4(a) be replaced with “clause”.**

d) **In clauses 4(a) and 4(d), the word “Insert” be replaced with “insert”.**

e) **In clauses 4(b), 4(c) and 5(a) the word “Delete” be replaced with “delete”.**

f) **In clauses 4(a) and 4(c) the full stop be replaced with a semi colon.**

g) **In clause 4(c) the word “and” be inserted after the semicolon.**

h) **Replace the text of clause 5(d) with ‘in subclause 2.1(b) delete the word ‘water’; and’.**

i) **Add clause 5(e) ‘in subclause 2.1(c) insert the words ‘or sand’ following the word dust.’**

j) **In clause 7(a) the word “and” be inserted after the semicolon.**

k) **In clause 7 the second instance of (a) be replaced with (b) and in that paragraph the semicolon be replaced with a full stop.**

l) **Clause 8 be reformatted as follows:**

8. Clause 3.4 amended

Delete clause 3.4(2)(b) and replace with:

(b) have regard to any relevant publications of a State environmental agency or other relevant State Authority.

m) **In clause 9 “Insert Section 3.5 to read as follows –“ be replaced with “After clause 3.4 insert –“ .**

n) **In clause 10(c) the word “and” be inserted after the semicolon.**

o) **In clause 10(d) the semicolon be replaced with a full stop.**

p) **Clause 12 be reformatted as follows:**

12. Clause 6.1 amended

Clause 6.1 is amended as follows –

- (a) *in paragraph (a) delete “or”; and*
(b) *delete paragraph (b) and replace with:*

(b) contravenes any provision of this local law;
(c) fails to do anything required or directed to be done under this local law; or
(d) does anything which under this local law the person is prohibited from doing,

commits an offence.

- q) In clause 13 “Schedule 1 – Prescribed Offences” be replaced with “Schedule 1”.
- r) In clause 13 “[Clause 6.3(1)]” be replaced with [Clause 6.3]”.
3. Publish a copy of the adopted local law in the Government Gazette.
4. Give a copy of the adopted Gazette-ready local law to the Minister for Local Government.
5. After the local law has been published in the Gazette, give local public notice as per section 1.7 of the Local Government Act 1995 advising:
- The title of the local law;
 - Summarizing the purpose and effect of the local law;
 - Specifying the day on which the local law comes into operation; and
 - Advising the location of copies of where the local law may be inspected or obtained.
6. Supply copies of the local law, Explanatory Memorandum, Statutory Procedures Checklist and other supporting material in accordance with Ministerial Directions, to the WA Parliament’s Joint Standing Committee on Delegated Legislation within 10 working days of the gazettal publication date of the local law.

By Absolute Majority

12.17 Title: Monthly Statement of Financial Activity for the Period Ended on the 28th of February 2021

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

Overview

This report presents the monthly Financial Statements for the period ended on the 28th of February 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 - 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: 12.17A – Part 3 - Page 100) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 28 February 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 28th of February 2021 is contained in (Appendix ORD: 12.17B – Part 3 - Page 101) 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 \$150,655 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.

The year-to-date budget amounts include the impacts of proposed changes to budget that are incorporated into the Budget Review proposals that are presented to the Council as a separate report.

At the 28th of February 2020, the current position shows a surplus of \$7,395,710 as opposed to the year-to-date revised budget estimate of \$2,727,804. 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 second half of this year. Additional details are provided in Note 2 with the reasons for revenue or expenditure variances exceeding the minimum reportable variance level.

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 yield return on bank term deposit investments are at record lows and are expected to remain low for at least the next year or so. Government and Reserve Bank stimulus measures remain in place to assist with economic stability and recovery amid the Covid-19 pandemic.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Monthly Statement of Financial Activity (Appendix ORD: 12.17B) for the period ended on the 28th of February 2021.

12.18 Title: Schedule of Paid Accounts as at the 15th of March 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>

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 CP034 – Procurement Policy and processed in accordance with Policy CP035 – Payment of Accounts.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.18 – Part 3 - Page 121) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Schedule of Paid Accounts as at 15 March 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 6/02/2021 to 15/03/2021 as follows:

Payment	Date	Name	Invoice Description	Fund	Amount
ELECTRONIC FUNDS TRANSFER					
EFT41411	11/02/2021	A1 Sign Shop	Lest We Forget Wording On the War Memorial - Dardanup War Memorial Project	MUNI	181.50
EFT41412	11/02/2021	All Aussie Truck and Bobcat Services	Clear Fallen Tree From Road 21/01/2021 - Crooked Brook Road & Hire of Truck and Bobcat for Transfer Station Clean-up 22/01/2021	MUNI	550.00
EFT41413	11/02/2021	Amity Signs	Rural Street Number Signs x 2	MUNI	64.90
EFT41414	11/02/2021	Ampol Australia Petroleum Pty Ltd	Fuel for Shire Vehicles - January 2021	MUNI	18,158.44
EFT41415	11/02/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 5/02/2021	MUNI	75,030.00
EFT41416	11/02/2021	Australind Landscaping Supplies	Pea Gravel & Lawn Sand - Eaton Foreshore	MUNI	1,168.00
EFT41417	11/02/2021	All Seasons Sanctuary Golf Resort Bunbury	Room Hire for Bunbury Geographe Group of Councils Meeting to Be Held Monday 14 December 2020	MUNI	298.20
EFT41418	11/02/2021	Australind Premix & S & J Excavations	4M3 Stabilised Sand 6% - 04-11-2020 - Pile Road - Wild Bull & 2M3 Stabilised Sand 6% - 05-11-2020 - Pile Road - Wild Bull	MUNI	1,078.00
EFT41419	11/02/2021	Badgers Embroidery	ERC - Embroidery for Bucket Hats - Uniform Expense	MUNI	85.80
EFT41420	11/02/2021	Bailey Harkness	Umpire Recoup 9/02/2021	MUNI	67.50
EFT41421	11/02/2021	Blaine Thompson	Umpire Recoup 10/02/2021	MUNI	110.00
EFT41422	11/02/2021	Boyles Plumbing and Gas	Removal of 1 x Basin and Soap Dispenser On Outside of Eaton Foreshore Toilet Building and Fix of Leak & Repairs to Men's Toilets ERC	MUNI	319.00
EFT41423	11/02/2021	Bree Roberts	Umpire Recoup 9/02/2021	MUNI	67.50
EFT41424	11/02/2021	Brett Hodgson	Umpire Recoup 10/02/2021	MUNI	110.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41425	11/02/2021	Browns Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	156.10
EFT41426	11/02/2021	Bunbury Mower Service	Chainsaw Hard Hat and Chaps for Works Crew & Service to HS45/60	MUNI	488.50
EFT41427	11/02/2021	Bunnings Group Limited	Sander Plus, Sheets Nails and Wood for ERC, Spray Paint for Eaton Foreshore Toilets & Blower and Nozzle Kit	MUNI	319.67
EFT41428	11/02/2021	Catherine Judith Crispin	Refund of Animal Cage Bond	MUNI	150.00
EFT41429	11/02/2021	CB Traffic Solutions	Traffic Management Plan for Temporary Closure of Pratt Rd for Demolition Works of Eaton Bowling Club	MUNI	495.00
EFT41430	11/02/2021	Child Support Agency	Employee Payroll Deduction	MUNI	962.39
EFT41431	11/02/2021	City of Bunbury	2020-2021 Dog/Cat Pound Sustainance Fees	MUNI	208.20
EFT41432	11/02/2021	Cleanaway	Additional Bins for Eaton & Dardanup Australia Day Breakfast Events - Eaton Foreshore & Carramar Park - 26/01/2021	MUNI	361.14
EFT41433	11/02/2021	Country Landscaping Pty Ltd	New Bore Pump - Gary Engel Park - Millbridge	MUNI	10,501.72
EFT41434	11/02/2021	CPR the Outdoor Centre	Refund of Development Application Fees - 81 Chestnut Blvd - Not Required Under CP091	MUNI	147.00
EFT41435	11/02/2021	Craven Foods	ERC - Cafe Order	MUNI	334.48
EFT41436	11/02/2021	Cross Security Services	Alarm System Monitoring - Eaton Admin Office & Depot - 1/01/2021 - 31/03/2021	MUNI	286.00
EFT41437	11/02/2021	Daniel Fabian Mantilla Munoz & Ivonne Astrid Rodriguez Junco	Rates Refund - 24 Indigo Loop, Eaton	MUNI	1,227.09
EFT41438	11/02/2021	Dell Financial Services Pty Ltd	Nutanix Server (Dell) X1 Lease - 1/03/2021 - 31/05/2021	MUNI	2,983.75
EFT41439	11/02/2021	Donna Bastow	Umpire Recoup 10/02/2021	MUNI	110.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41440	11/02/2021	Donna Nicholls	Umpire Recoup 8/02/2021	MUNI	90.00
EFT41441	11/02/2021	DX Print Group Pty Ltd	Business Cards - 500 x Dean Pitts & 500 x Helen Ammon	MUNI	275.00
EFT41442	11/02/2021	Fit2Work	Monthly Invoice for Australian Employee Police Checks - January 2021	MUNI	191.95
EFT41443	11/02/2021	Fencing Unlimited	Installation of Powder Coated Aluminium Slats to Form A Toilet Block Screen At Eaton Foreshore Public Toilet Building	MUNI	3,865.00
EFT41444	11/02/2021	Filemaker International Inc	Filemaker Annual Subscription Renewal - 1 Year (Mac IT Product)	MUNI	720.00
EFT41445	11/02/2021	Grace Records Management	Records Management, Bin Exchange and Purchase of Cartons - January 2021	MUNI	1,374.48
EFT41446	11/02/2021	Hays Specialist Recruitment	Manager Recreation Centre Recruitment & Candidate Search - Eaton Recreation Centre	MUNI	4,950.00
EFT41447	11/02/2021	Hynes Contracting	Hire of Bobcat and Operator to Clear Tree 31/12/2020 - Lennard Road	MUNI	330.00
EFT41448	11/02/2021	Ipwea - WA Division	WA Division Membership - Luke Botica - 01-01-2021 - 31-12-2021	MUNI	319.00
EFT41449	11/02/2021	Jason Cartledge	Umpire Recoup 10/02/2021	MUNI	88.00
EFT41450	11/02/2021	Jemillah Dawson	Refund of Key Bond	MUNI	40.00
EFT41451	11/02/2021	Jo Jingles South West	Nine x Jo Jingles Sessions In the Eaton Community Library - December 2020	MUNI	1,584.00
EFT41452	11/02/2021	K's Home Kitchen	Council Meeting Dinner 25/11/2020 & Catering for Opening of Leschenault Heritage Trail at Eaton Foreshore 28/01/2021	MUNI	340.00
EFT41453	11/02/2021	Karyn Rowe	Umpire Recoup 8/02/2021 & 9/02/2021	MUNI	202.50
EFT41454	11/02/2021	Kenny Pomare	Umpire Recoup 10/02/2021	MUNI	44.00
EFT41455	11/02/2021	Kmart	ERC - Vac Care and Crèche Top Up of Craft Items	MUNI	35.00
EFT41456	11/02/2021	Lauren Kenyon	Refund of Overpaid Vacation Care Fees	MUNI	126.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41457	11/02/2021	Leon Jackson	Reimbursement for Purchase of Fuel for DA648	MUNI	89.92
EFT41458	11/02/2021	Les Mills Asia Pacific	ERC - Monthly Licence Fees - January 2021	MUNI	1,386.93
EFT41459	11/02/2021	Malatesta Road Paving and Hotmix	250 Litre Emulsion - Dowdells Line	MUNI	400.00
EFT41460	11/02/2021	Mckayhia Pomare	Umpire Recoup 10/02/2021	MUNI	66.00
EFT41461	11/02/2021	McLeod's Barristers and Solicitors	Legal Opinion - Rate Exemption Review	MUNI	1,046.95
EFT41462	11/02/2021	Nightguard Security Service	Security Call Outs to Shire Sites - January 2021	MUNI	535.70
EFT41463	11/02/2021	Officeworks Superstores Pty Ltd	Stackable Chairs & Sanitiser Stations for Australia Day Breakfast	MUNI	1,855.95
EFT41464	11/02/2021	Outdoor World Bunbury	Refund of Development Application Fees - Unit 95, 111 Eaton Drive - Not Required Under CP091	MUNI	147.00
EFT41465	11/02/2021	Perfect Landscapes	Mowing Week Commencing 1/02/2021	MUNI	4,554.00
EFT41466	11/02/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	735.70
EFT41467	11/02/2021	Raya Thompson	Umpire Recoup 10/02/2021	MUNI	66.00
EFT41468	11/02/2021	Regional Media Specialists P/L	Bulk Purchase of Newspaper Advertising Space for Community News - December 2020	MUNI	821.48
EFT41469	11/02/2021	Roldan Tomas	Umpire Recoup 10/02/2021	MUNI	44.00
EFT41470	11/02/2021	Safetcard Australia	Monitoring Fees for Safetcards x 6 - January 2021	MUNI	264.00
EFT41471	11/02/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	919.71
EFT41472	11/02/2021	Shadewest	Repair and Maintenance On Burekup Oval Amphitheatre Shade Sails	MUNI	660.00
EFT41473	11/02/2021	Sophie Hart	Umpire Recoup 9/02/2021	MUNI	45.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41474	11/02/2021	Southern Lock and Security	Keys - Dardanup Hall & Dardanup Office	MUNI	49.50
EFT41475	11/02/2021	Spencer Signs	Australia Day Branding - National Australia Day Council Message - 2 x 3M Feather Banners and 1 x Vinyl Banner	MUNI	1,058.20
EFT41476	11/02/2021	Synergy	Electricity Account for 4 x Shire Sites	MUNI	2,171.31
EFT41477	11/02/2021	Taylor Anderson	Umpire Recoup 10/02/2021	MUNI	110.00
EFT41478	11/02/2021	Telstra	Telephone Use for West Dardanup Bush Fire Brigade to 25/01/2021	MUNI	40.00
EFT41479	11/02/2021	The Cafe Merchant	Catering for Meshpoints Meeting 10/02/2021	MUNI	125.00
EFT41480	11/02/2021	Therese Price	Umpire Recoup 9/02/2021	MUNI	90.00
EFT41481	11/02/2021	Thinkwater Bunbury	Supply 1 x 8 Metre x 80MM Hose With 2 x 80MM Female Camlocks	MUNI	155.09
EFT41482	11/02/2021	Toni Hotchin	Umpire Recoup 8/02/2021 & 9/02/2021	MUNI	202.50
EFT41483	11/02/2021	Toni Louise Stange	Refund of Vacation Care Fees Due to Centrelink Rebalancing Child Care Subsidy	MUNI	45.10
EFT41484	11/02/2021	Total Eden Pty Ltd	Valve Air Combo for Millar's Creek, Sprinklers - Eaton Oval and Glen Huon Oval & Repair Parts for Hunter Circle	MUNI	2,347.47
EFT41485	11/02/2021	Veolia Environmental Services (Australia) Pty Ltd	Road Sweeping Prior to Construction - Pile Road and Joel Court	MUNI	686.40
EFT41486	11/02/2021	West Australian Newspapers Ltd	Subscription for West Australian Newspapers - 21/01/2021 - 15/04/2021	MUNI	164.34
EFT41487	11/02/2021	Winc Australia Pty Ltd	ERC - Stationary Order - Pens	MUNI	15.93
EFT41488	11/02/2021	Woolworths Group Limited	ERC - Cafe Order & Milk for Eaton Admin Office	MUNI	284.84

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41489	11/02/2021	Work Clobber	PPE - Safety Boots for Works Crew	MUNI	176.00
EFT41490	11/02/2021	Wren Oil	Removal of Waste Oil - Refuse Site	MUNI	16.50
EFT41491	11/02/2021	Zoe Hill	Umpire Recoup 8/02/2021	MUNI	45.00
EFT41492	18/02/2021	21 Graphic Design Pty Ltd	Events Calendar - November 2020	MUNI	198.00
EFT41493	18/02/2021	Access Wellbeing Services	Employee Assistance Program Consultations	MUNI	374.00
EFT41494	18/02/2021	Alina Gribble	Reimbursement for Working With Children Check	MUNI	87.00
EFT41495	18/02/2021	All Aussie Truck and Bobcat Services	Hire of Truck and Bobcat for General Clean Up of Site - 3 Hours	MUNI	330.00
EFT41496	18/02/2021	AMD Audit and Assurance Pty Ltd	Shire of Dardanup - Regulation 17 Review - 2020-21	MUNI	11,550.00
EFT41497	18/02/2021	Bailey Harkness	Umpire Recoup 16/02/2021	MUNI	45.00
EFT41498	18/02/2021	BCE Surveying Pty Limited	Survey Services - Eaton Drive Dual Carriageway	MUNI	10,282.60
EFT41499	18/02/2021	Benjamin Meek	Refund of Upfront Membership Fees Paid	MUNI	115.77
EFT41500	18/02/2021	BGC Construction	Eaton Bowling Club Redevelopment - Design & Construct - RFT-F0169664 - Progress Claim #3	MUNI	182,413.83
EFT41501	18/02/2021	Blaine Thompson	Umpire Recoup 17/02/2021	MUNI	132.00
EFT41502	18/02/2021	Bluesteel Enterprises Pty Ltd	PPE for Joshua Crooked Brook, Waterloo and Wellington Mill Bush Fire Brigades	MUNI	5,970.56

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41503	18/02/2021	BOC Ltd	ERC - Hire of Oxygen Bottle - January 2021	MUNI	12.38
EFT41504	18/02/2021	Bree Roberts	Umpire Recoup 16/02/2021	MUNI	45.00
EFT41505	18/02/2021	Brett Hodgson	Umpire Recoup 17/02/2021	MUNI	132.00
EFT41506	18/02/2021	Bunbury Harvey Regional Council	Banksia Road - Organics Disposal & Hook Bin Hire - January 2021	MUNI	1,390.41
EFT41507	18/02/2021	Bunbury Mower Service	Parts for Chainsaw Repair	MUNI	142.00
EFT41508	18/02/2021	Bunbury Telecom Service Pty Ltd	Power Location for Earthworks 2 Hours - Eaton Drive Extension	MUNI	275.00
EFT41509	18/02/2021	Bunnings Group Limited	Timber, Nut and Bolts and Welding Rods for Seating Repairs (Public Seating)	MUNI	61.66
EFT41510	18/02/2021	Cable Force	Supply and Lay Conduit for Proposed Light Pole Power Supply - Eaton Drive	MUNI	214.50
EFT41511	18/02/2021	City of Bunbury	ERC - Vacation Care - Excursion to Swimming Pool/Slide Hire	MUNI	257.70
EFT41512	18/02/2021	Citygate Properties Ptd Ltd	Employee Recognition Awards Eaton Fair Vouchers Bulk Purchase	MUNI	200.00
EFT41513	18/02/2021	Civitest Pty Ltd	Subgrade Testing - Eaton Drive Expansion	MUNI	662.75
EFT41514	18/02/2021	Cleanaway	Waste, Recycle, Street and Park Bin Collection, Bin Repairs, Hire and Emptying of Skip Bins, ERC Skip Bin Hire - January 2021	MUNI	47,262.46
EFT41515	18/02/2021	Cleanaway Solid Waste Pty Ltd	Landfill Waste & Kerbside Waste Collection - 28/01/2021 - 3/02/2021	MUNI	14,035.22
EFT41516	18/02/2021	Collie Canvas & Camping World	Canvas PPE Kit Bags - All Brigades	MUNI	5,896.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41517	18/02/2021	Connect Call Centre Services	After Hours Call Centre Service - January 2021	MUNI	556.27
EFT41518	18/02/2021	Convic Pty Ltd	Eaton Skate Park - Detailed Design - Stage 2	MUNI	22,671.00
EFT41519	18/02/2021	Cotton Holdings Pty Ltd	Rates Refund - 13 Warrego Road, Picton East	MUNI	391.19
EFT41520	18/02/2021	Country Landscaping Pty Ltd	Irrigation and Pump and Bore Works at Various Parks and Locations	MUNI	3,010.46
EFT41521	18/02/2021	Cross Security Services	ERC - Security Monitoring - 1/01/2021 - 31/03/2021	MUNI	143.00
EFT41522	18/02/2021	Country Water Solutions	Geardrive Rainbird Sprinklers	MUNI	1,601.76
EFT41523	18/02/2021	Daryl Fishwick	Umpire Recoup 17/02/2021	MUNI	88.00
EFT41524	18/02/2021	Deputec Pty Ltd	ERC - Deputy Roster Software 2020/2021 - January 2021	MUNI	94.00
EFT41525	18/02/2021	Donna Bastow	Umpire Recoup 17/02/2021	MUNI	110.00
EFT41526	18/02/2021	Donna Nicholls	Umpire Recoup 12/02/2021, 15/02/2021 & 16/02/2021	MUNI	187.50
EFT41527	18/02/2021	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes - January 2021	MUNI	286.00
EFT41528	18/02/2021	Engineering Institute of Technology Pty Ltd	Staff Training - Tuition Fee for Professional Certificate of Competency In Fundamentals of Road Construction for Engineering Project Officer	MUNI	1,395.00
EFT41529	18/02/2021	Fulton Hogan Industries WA	100 Litre Emulsion - Ferguson Road	MUNI	139.81
EFT41530	18/02/2021	Grand Cinemas - Grand Theatre Company Pty Ltd	ERC - Vacation Care - Excursion to Cinema	MUNI	664.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41531	18/02/2021	Heatleys	Coveralls 456 Small x 50	MUNI	683.10
EFT41532	18/02/2021	Hynes Contracting	Standpipe - Collie River River Rd - Backfill Pipework & Removal of Tree from Clifton Road	MUNI	873.75
EFT41533	18/02/2021	Hills Home Maintenance and Lawn Care	Repair Leaking Roof - Eaton Family Centre	MUNI	350.00
EFT41535	18/02/2021	Jason Cartledge	Umpire Recoup 17/02/2021	MUNI	110.00
EFT41536	18/02/2021	JCW Electrical Pty Ltd	Hazelgrove Park - Millars Creek Lighting Repairs	MUNI	464.75
EFT41537	18/02/2021	JR & A Hersey Pty Ltd	Depot Maintenance Supplies & P2 Masks and Earplugs - Parks and Environment	MUNI	898.70
EFT41538	18/02/2021	Karyn Rowe	Umpire Recoup 12/02/2021, 15/02/2021 & 16/02/2021	MUNI	187.50
EFT41539	18/02/2021	Katrina Beecher	Refund of Upfront Membership Fees - ERC	MUNI	274.07
EFT41540	18/02/2021	Kenny Pomare	Umpire Recoup 17/02/2021	MUNI	110.00
EFT41541	18/02/2021	Kent Lyon Architect	Project Management Services - Eaton Bowling Club - December 2020 & January 2021	MUNI	10,230.00
EFT41542	18/02/2021	Kings Tree Care	Tree Removal and Pruning Multiple Sites - Eaton Foreshore, Sindhi Close, Dardanup Community Centre	MUNI	2,420.00
EFT41543	18/02/2021	Kingsteel	Repair Failed Hinges On Tray - DA9513 & DA628, Weld Bracket - DA8457	MUNI	759.00
EFT41544	18/02/2021	Madison Hancock	Umpire Recoup 16/02/2021	MUNI	67.50
EFT41545	18/02/2021	MGM Bulk Pty Ltd	162.90 Tonnes of Gravel Delivered to Panizza Rd Pit for Our Trucks to Take to Eaton Drive Site Works	MUNI	2,777.45

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41546	18/02/2021	NSCO Consulting	Elected Member Work Health and Safety Update	MUNI	385.00
EFT41547	18/02/2021	Nav Information Technology	Hp Designjet Service Inc-2 Hrs	MUNI	275.00
EFT41548	18/02/2021	Pages Mechanical Repairs	Service Truck DA325 & DA628	MUNI	1,378.11
EFT41549	18/02/2021	Perfect Landscapes	Mowing Week Commencing 8/02/2021	MUNI	4,389.00
EFT41550	18/02/2021	PFI Supplies	Cleaning Supplies - Eaton Admin and Dardanup Office	MUNI	943.40
EFT41551	18/02/2021	Picton Civil Pty Ltd	12 Tonne Pad Foot Roller 8/01/2021 - 25/01/2021	MUNI	4,345.00
EFT41552	18/02/2021	RJ Pestell Family Trust Ta Subway Treendale	Platter for Fire Control Officer Training	MUNI	49.00
EFT41553	18/02/2021	Roldan Tomas	Umpire Recoup 17/02/2021	MUNI	66.00
EFT41554	18/02/2021	Sharon Annette Scott	Refund - Request of Copy of Building Plans Fee - No Plans On File	MUNI	41.00
EFT41555	18/02/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	374.00
EFT41556	18/02/2021	Southern Lock and Security	Lock Replacement Pratt Road Clubroom	MUNI	1,248.70
EFT41557	18/02/2021	Squash Magic Co	ERC - Vacation Care - Incursion	MUNI	715.00
EFT41558	18/02/2021	Stewart and Heaton Clothing Company Pty Ltd	PPE - Wellington Mills Brigade - Jackets x 3 & Trousers x 3	MUNI	803.78
EFT41559	18/02/2021	Successful Projects	New Administration Building and Library - RFT F0171511 - Project Management - December 2020	MUNI	7,920.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41560	18/02/2021	Suez Recycling & Recovery (Perth) Pty Ltd	Monthly Kerbside Recycling Processing - January 2021	MUNI	6,900.80
EFT41561	18/02/2021	Synergy	Electricity Account for 3 x Shire Sites	MUNI	7,086.91
EFT41562	18/02/2021	T-Quip	Parts for Mower - DA10105	MUNI	844.75
EFT41563	18/02/2021	Talis Consultants Atf the Talis Unit Trust	Waste Management Contract and Tender Services - Tender Pack Finalisation	MUNI	4,101.63
EFT41564	18/02/2021	Telstra	Shire Mobiles Accounts, Satellite Phones & Dardanup Fax - January 2021	MUNI	4,117.40
EFT41565	18/02/2021	Therese Price	Umpire Recoup 15/02/2021 & 16/02/2021	MUNI	157.50
EFT41566	18/02/2021	Tint City	Remove Existing Window Film From 11 Windows - Eaton Community Library	MUNI	560.00
EFT41567	18/02/2021	Toll Transport	Postage & Freight - Wellington Mills & Dardanup West VBFB Uniforms	MUNI	66.22
EFT41568	18/02/2021	Toni Hotchin	Umpire Recoup 16/02/2021	MUNI	90.00
EFT41569	18/02/2021	Total Eden Pty Ltd	Parts for Irrigation Repairs - Millars Creek, Illawarra Park, Gary Engel Park & Eaton Foreshore	MUNI	2,315.47
EFT41570	18/02/2021	Tutt Bryant Hire	Hire of Water Truck, Rollers & Excavator - Eaton Drive Extension - January 2021	MUNI	15,162.70
EFT41571	18/02/2021	Truck & Machine	Repairs On Aircon Replace Thermostat - DA2833	MUNI	325.60
EFT41572	18/02/2021	Veolia Environmental Services (Australia) Pty Ltd	Street Sweeping of the Eaton Recreation Centre Carpark	MUNI	686.40
EFT41573	18/02/2021	Water Corporation	Drainage Reserve At Gardiner Street, Burekup - 4/11/2020 - 7/01/2021	MUNI	3,106.55

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41574	18/02/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin Centre	MUNI	301.01
EFT41575	18/02/2021	Woolworths Group Limited	Platters and Refreshments for Depot Catch Up	MUNI	185.95
EFT41576	18/02/2021	Zoe Hill	Umpire Recoup 15/02/2021	MUNI	90.00
EFT41577	25/02/2021	Abhishek Nalawade	Prescription Sunglasses - Employee Entitlement	MUNI	100.00
EFT41578	25/02/2021	Amity Signs	Signage for Mountford Road and Ratcliffe Road	MUNI	470.80
EFT41579	25/02/2021	Aquila Food Forest	Sustainable Living Workshop - February 21	MUNI	230.00
EFT41580	25/02/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 19/02/2021 & Interim Pay Run 26/02/2021	MUNI	77,237.00
EFT41581	25/02/2021	Australind Landscaping Supplies	Lawn Mix - Glen Huon Oval	MUNI	238.00
EFT41582	25/02/2021	Bailey Harkness	Umpire Recoup 23/02/2021	MUNI	67.50
EFT41583	25/02/2021	Better Telco Solutions Pty Ltd	Data Points ERC - Gym Fitness On Demand (Faulty/Replace Cabling) and Reception Office Photocopier (New)	MUNI	1,368.88
EFT41584	25/02/2021	Blackwoods	Jug Cooler 5Lt x 4 & Gloves x 6	MUNI	82.68
EFT41585	25/02/2021	Bluesteel Enterprises Pty Ltd	PPE for West Dardanup, Upper Ferguson and Dardanup Central Bush Fire Brigades	MUNI	6,729.83
EFT41586	25/02/2021	Boyles Plumbing and Gas	Supply and Install New Zip Filter to Kitchen Tap at Depot & Repairs to Water Fountain at Eaton Foreshore	MUNI	516.37

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41587	25/02/2021	Brandicoot	Monthly Web Hosting for Shire Sites - February 2021	MUNI	907.00
EFT41588	25/02/2021	Bree Roberts	Umpire Recoup 23/02/2021	MUNI	22.50
EFT41589	25/02/2021	Brett Hodgson	Umpire Recoup 24/02/2021	MUNI	110.00
EFT41590	25/02/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	109.95
EFT41591	25/02/2021	Built Right Approvals	4 Year Pool Inspections 20-21 Contract - 17 x Inspections	MUNI	722.50
EFT41592	25/02/2021	Bunbury Bearings	3 HD Trailer Jockey Wheels	MUNI	330.00
EFT41593	25/02/2021	Bunbury Coffee Machines	ERC - Cafe Order	MUNI	232.00
EFT41594	25/02/2021	Bunbury Holden	75,000Km Service to Ranger DA8222	MUNI	478.80
EFT41595	25/02/2021	Bunbury Machinery	Portable Diesel Tank Replacement Pump and Freight	MUNI	769.56
EFT41596	25/02/2021	Bunbury Mower Service	Sharpening of Blades - Hedge Trimmer	MUNI	113.00
EFT41597	25/02/2021	Bunnings Group Limited	4 x Gazebos for Australia Day Event, Plant and Trailer Parts, Items for Repairs at Recycle Yard, Cable Ties & Tarpaulin	MUNI	884.07
EFT41598	25/02/2021	Buswest	ERC - Vacation Care - Transport for Excursion to Grand Cinema	MUNI	352.00
EFT41599	25/02/2021	Cameron Baker	Umpire Recoup 24/02/2021	MUNI	66.00
EFT41600	25/02/2021	Carmel Boyce	Rates Refund - 17 Watson St, Eaton	MUNI	453.41
EFT41601	25/02/2021	Caroline Mears	January Chair Yoga - Four Sessions	MUNI	410.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41602	25/02/2021	Catarine Giuliana Palumbo	Rates Refund - 11 Indigo Loop, Eaton	MUNI	458.15
EFT41603	25/02/2021	CFM - Myzone	Annual Myzone License Fee Feb 2021 - Jan 2022	MUNI	2,079.00
EFT41604	25/02/2021	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point to Point Microwave Service - January 2021	MUNI	2,893.00
EFT41605	25/02/2021	City of Bunbury	Contribution - Bunbury Geographe Tourism Partnership	MUNI	22,000.00
EFT41606	25/02/2021	Civitest Pty Ltd	Sub-base Testing - Eaton Drive Expansion South of Jindalee Way	MUNI	880.00
EFT41607	25/02/2021	Cleanaway Solid Waste Pty Ltd	Landfill Waste & Kerbside Collection - 11/02/2021 - 17/02/2021	MUNI	5,118.63
EFT41608	25/02/2021	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe Order	MUNI	152.16
EFT41609	25/02/2021	Country Landscaping Pty Ltd	Replacement of Pump Pontoon Millbridge Lake - Polyethylene (Hdpe) As Per Email Quote	MUNI	2,918.50
EFT41610	25/02/2021	Craven Foods	ERC - Cafe Order	MUNI	335.27
EFT41611	25/02/2021	Dapco Tyre and Auto Centre	New Tyre As Nail In the Sidewall - DA9279	MUNI	360.00
EFT41612	25/02/2021	Daryl Fishwick	Umpire Recoup 24/02/2021	MUNI	66.00
EFT41613	25/02/2021	Data #3 Limited	Creative Cloud Teams All Apps-Team Subscription-Level 1-1M & 3 Months Vip Co-Term License	MUNI	351.50
EFT41614	25/02/2021	Department of Fire and Emergency Services	ESL Quarter 3 Payment - 30% of Total Billing	MUNI	205,589.54

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41615	25/02/2021	Dianne Miller	Rates Refund - 26B Hale St, Eaton	MUNI	519.05
EFT41616	25/02/2021	Dominos Eaton	Pizza for Basketball Comp	MUNI	190.90
EFT41617	25/02/2021	Donna Bastow	Umpire Recoup 24/02/2021	MUNI	132.00
EFT41618	25/02/2021	Donna Nicholls	Umpire Recoup 19/02/2021, 22/02/2021 & 23/02/2021	MUNI	187.50
EFT41619	25/02/2021	Eaton Community Pharmacy	ERC - First Aid Supplies & Reception Stock	MUNI	437.24
EFT41620	25/02/2021	EIS Control	Call Out to Check Pump Control for Irrigation System	MUNI	187.00
EFT41621	25/02/2021	Elavina Williams	Summer Sounds - Burekup 29/01/2021 - Artist Fee - Elavina Williams - 45 Min Set and Equipment	MUNI	130.00
EFT41622	25/02/2021	Forpark Australia	Cast Away Steering Wheel Assembly Plus Wheel and Freight - Glen Huon Playground	MUNI	622.60
EFT41623	25/02/2021	Fulton Hogan Industries WA	Red Ezy Street x 4 Bags - Hunter Circle	MUNI	216.70
EFT41624	25/02/2021	Happy Healthy Hoops	Summer Sounds - Burekup - 2 Hours Community Events - Hoop 'Have A Go'	MUNI	786.00
EFT41625	25/02/2021	Harvey Water	Water Taken - Eaton Drive Expansion Approx. 4,000KL	MUNI	224.27
EFT41626	25/02/2021	Heatleys	Coveralls 456 3XL x 13	MUNI	177.61
EFT41627	25/02/2021	HP PPS Australia Pty Ltd	HP Designjet T830 Plotter Repair	MUNI	654.92
EFT41628	25/02/2021	Hynes Contracting	Hire of Tip Truck and Bobcat - Henty Road 25/01/2021 - Eaton Drive Expansion 27/01/2021 - 2/02/2021 & 7/02/2021 - 9/02/2021	MUNI	7,480.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41629	25/02/2021	Inter Fire Agencies - the Trustee for the Lovett Family Trust	24 x Boxes of 50 Face Masks 3-Ply (Level 2)	MUNI	295.42
EFT41630	25/02/2021	Jasmine Marie Scott	Court Hire Reimbursement for Covid Lockdown 1/02/2021 - 5/02/2021 (Refund of Court Hire Paid)	MUNI	34.00
EFT41631	25/02/2021	Jason Cartledge	Umpire Recoup 24/02/2021	MUNI	88.00
EFT41632	25/02/2021	June Pauline Smith	Refund of Bond for Cat Cage Hire	MUNI	150.00
EFT41633	25/02/2021	K's Home Kitchen	Catering for Community Forum - New Administration, Library & Community Centre, Thursday 11 February 2021	MUNI	147.00
EFT41634	25/02/2021	Karyn Rowe	Umpire Recoup 19/02/2021, 22/02/2021 & 23/02/2021	MUNI	210.00
EFT41635	25/02/2021	Katie Wyatt	Refund of Hall Hire Bond - Dardanup Hall	MUNI	1,040.00
EFT41636	25/02/2021	Kenny Pomare	Court Hire Reimbursement for Covid Lock Down 1/02/2021 - 5/02/2021 (Refund of Court Hire Paid)	MUNI	54.00
EFT41637	25/02/2021	Kings Tree Care	Powerline Clearance Pruning - Ferguson Road	MUNI	1,760.00
EFT41638	25/02/2021	Kmart	Youth Baking Day Supplies	MUNI	71.50
EFT41639	25/02/2021	Maia Financial Pty Ltd	Supply of Leased Cardio Fitness Equipment 1/04/2021 - 30/06/2021	MUNI	13,128.27
EFT41640	25/02/2021	Main Roads Western Australia	Return of Funds - P21114204/270109 - Eaton Drive SBS	MUNI	290,400.00
EFT41641	25/02/2021	Meghan Trigg	Court Hire Reimbursement for Covid Lockdown 1/02/2021 - 5/02/2021	MUNI	34.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41642	25/02/2021	Melanie Marie Munro	Court Hire Reimbursement for Covid Lock Down - 1/02/2021 - 5/02/2021	MUNI	34.00
EFT41643	25/02/2021	Michaela Jane Hayden	Reimbursement for Working With Children Check	MUNI	87.00
EFT41644	25/02/2021	Mitchell Martin	Summer Sounds - Online	MUNI	250.00
EFT41645	25/02/2021	NT Organic Industries Pty Ltd - Kelly Hope	60 Minute Online Set In I Heart Dardanup Facebook Group Summer Sounds - Dardanup Kelly Hope Coda 1 Hour	MUNI	480.00
EFT41646	25/02/2021	Officeworks Superstores Pty Ltd	HP 729 Designjet Printhead Replacement Kit and Freight & Privacy Screens/Dividers x 6	MUNI	1,517.90
EFT41647	25/02/2021	Pages Mechanical Repairs	Service Truck DA9513	MUNI	691.53
EFT41648	25/02/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	1,057.40
EFT41649	25/02/2021	Rapid Teams	Corporate & Governance - Team Building Activity 2021 - 19/02/2021	MUNI	3,520.00
EFT41650	25/02/2021	Roldan Tomas	Umpire Recoup 24/02/2021	MUNI	44.00
EFT41651	25/02/2021	Ryan Baker	Umpire Recoup 24/02/2021	MUNI	132.00
EFT41652	25/02/2021	Saltus Built Pty Ltd	Incorrect Fees Charged for Building Application 2020210344 - Refund of Excess Fees	MUNI	532.57
EFT41653	25/02/2021	South West Mechanical & Fleet Services	Urgent Call Out to Fix Tractor Bucket Controls	MUNI	189.20
EFT41654	25/02/2021	Southwest Ventures T/A Geographe Ford/Bunbury Hyundai	DA10408 Volkswagen Tiguan - 33,000 Km Service	MUNI	649.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41655	25/02/2021	Spencer Signs	3 x Lockable Notice Boards for Placement At Eaton Foreshore, Cadell Park and Watson Reserve	MUNI	544.50
EFT41656	25/02/2021	Sports Turf Association WA	Annual Corporate Membership STA 2021	MUNI	275.00
EFT41657	25/02/2021	Sportspower Bunbury	ERC - 6 x Size 5 Gripsure Netballs for Social Competitions	MUNI	384.00
EFT41658	25/02/2021	Stephen Eaton	Reimbursement for it Purchases - Charger and Cable, HDMI Adaptor & Laptop Docks	MUNI	498.97
EFT41659	25/02/2021	Stewart and Heaton Clothing Company Pty Ltd	PPE - Joshua Crooked Brook Brigade - 4 x Jackets & 4 x Pants	MUNI	1,071.71
EFT41660	25/02/2021	Suzanne Occhipinti	2020/21 Uniform Reimbursement	MUNI	39.90
EFT41661	25/02/2021	Synergy	Electricity Accounts for 2 x Shire Sites	MUNI	2,494.50
EFT41662	25/02/2021	Tailtap	Skate Clinic - Dardanup Skate Park	MUNI	600.00
EFT41663	25/02/2021	Tallwood Constructions	Refund of Development Application Fees Not Required Under Town Planning Scheme - Lot 3 Ferguson Road	MUNI	1,344.00
EFT41664	25/02/2021	Te Wairimu Elinor Pomare	Umpire Recoup 24/02/2021	MUNI	66.00
EFT41665	25/02/2021	Telstra	Telephone and Various Lines for Eaton Admin Centre - Includes Directory Charges and Link to Library & Dardanup Office Lines	MUNI	6,173.18
EFT41666	25/02/2021	Therese Price	Umpire Recoup 22/02/2021 & 23/02/2021	MUNI	157.50
EFT41667	25/02/2021	Total Eden Pty Ltd	Air Valve - Gary Engel Park	MUNI	201.04

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41668	25/02/2021	Undercover SW	School Holiday Program - Laser Tag	MUNI	500.00
EFT41669	25/02/2021	Western Power	Eaton Drive - Disconnection and Removal of 11 Streetlights	MUNI	40,848.00
EFT41670	25/02/2021	With Every Breath	School Holidays - Kids Yoga	MUNI	70.00
EFT41671	25/02/2021	Woolworths Group Limited	Groceries Eaton Admin Centre & ERC - Jan/Feb 2021	MUNI	1,061.89
EFT41672	25/02/2021	Work Clobber	Cooleez Face Guards x 2 and Cut Bank UPF Gaiter x 2	MUNI	88.20
EFT41673	25/02/2021	Zoe Hill	Umpire Recoup 22/02/2021	MUNI	90.00
EFT41674	04/03/2021	All Aussie Truck and Bobcat Services	Hire of Bobcat and Truck - 29/01/2021, 7/02/2021, 10/02/2021, 12/02/2021 & 19/02/2021 - Various Jobs and Locations	MUNI	1,760.00
EFT41675	04/03/2021	Allegiance Security Personnel	Movies By Moonlight - 26/02/2021 - 1 Security Guard 4 Hour Shift	MUNI	220.00
EFT41676	04/03/2021	Amy Cocodis	Umpire Recoup 3/03/2021	MUNI	66.00
EFT41677	04/03/2021	Amy Helen Lawrence	2020/21 Uniform Reimbursement	MUNI	74.93
EFT41678	04/03/2021	Australia Post	Monthly Invoice of Mail and Postage - February 2021	MUNI	3,761.57
EFT41679	04/03/2021	Bailey Harkness	Umpire Recoup 2/03/2021	MUNI	45.00
EFT41680	04/03/2021	Bastow's Mechanical & Air-conditioning - Mymech Pty Ltd	Replace Air Conditioner Condenser to Ranger Vehicle DA9287	MUNI	649.50
EFT41681	04/03/2021	Bell Fire Equipment Company Pty Ltd	Weld Repair Isolation Box - Dardanup West 1.4	MUNI	275.00
EFT41682	04/03/2021	Bluesteel Enterprises Pty Ltd	Fire Strike Goggles - Brigades PPE	MUNI	337.42

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41683	04/03/2021	Bree Roberts	Umpire Recoup 2/03/2021	MUNI	45.00
EFT41684	04/03/2021	Bridgestone Service Centre Bunbury - Brown's Tyres Pty Ltd	Remove Screw From Front Tyre	MUNI	30.00
EFT41685	04/03/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	184.32
EFT41686	04/03/2021	Bunbury Auto One	Trailer Lights Connector and Compression Tester (Replacement)	MUNI	82.01
EFT41687	04/03/2021	Bunbury Mower Service	Chainsaw Chain Roll 3/8P and HS 81 Repair Parts	MUNI	853.00
EFT41688	04/03/2021	Bunnings Group Limited	ERC - Crèche - Items for Crèche Garden	MUNI	71.48
EFT41689	04/03/2021	Cameron Baker	Umpire Recoup 3/03/2021	MUNI	176.00
EFT41690	04/03/2021	Carbone Brothers Pty Ltd	Supply and Deliver MRWA Subbase Spec. Crushed Limestone - Eaton Drive Expansion	MUNI	48,106.68
EFT41691	04/03/2021	Carmel Boyce	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT41692	04/03/2021	Charlee Jones	Summer Sounds - Dardanup 2 x 60 Minute Sets	MUNI	250.00
EFT41693	04/03/2021	Civitest Pty Ltd	Limestone Subbase Re-Test - Eaton Drive Expansion	MUNI	880.00
EFT41694	04/03/2021	Cleanaway	Movies By Moonlight - Dardanup - 3 x Waste Bins and 3 x Recycling Bins & Summer Sounds - Eaton - 2 x Waste Bins & 1 x Recycling Bin	MUNI	125.01
EFT41695	04/03/2021	Cleanaway Solid Waste Pty Ltd	Landfill & Kerbside Waste Collection - 18/02/2021 - 24/02/2021	MUNI	5,497.44

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41696	04/03/2021	Craven Foods	ERC - Cafe Order	MUNI	284.24
EFT41697	04/03/2021	Cross Security Services	ERC - Issuing New Door Tags for Staff	MUNI	250.80
EFT41698	04/03/2021	Dapco Tyre and Auto Centre	New Tyre for Trailer DA9429 Mowing Trailer	MUNI	85.00
EFT41699	04/03/2021	Dardanup Rural Supplies	Posts, Screws, Marking Paint and Watering Cans for Ferguson Road	MUNI	225.25
EFT41700	04/03/2021	Donna Nicholls	Umpire Recoup 26/02/2021 & 2/03/2021	MUNI	127.50
EFT41701	04/03/2021	Earth 2 Ocean Communications	Repair Radio LCD Screen - TAIT	MUNI	517.97
EFT41702	04/03/2021	Eaton Environmental Services	Spraying for Spiders - Internal and External Depot	MUNI	275.00
EFT41703	04/03/2021	Eve Yoga	ERC - Yoga Sessions Eve Yoga - 17/02/2021, 19/02/2021, 20/02/2021, 24/02/2021 & 26/02/2021	MUNI	300.00
EFT41704	04/03/2021	Exetel Pty Ltd	Exetel 200/200Mbit Data Communications - TSF200R2 - February 2021	MUNI	1,250.00
EFT41705	04/03/2021	Ferguson Farmstay	Venue and Catering for Councillor Planning Day - 17/02/2021	MUNI	950.00
EFT41706	04/03/2021	Home Group WA South West	Refund of Development Application Fees - 2A Robusta Road	MUNI	642.18
EFT41707	04/03/2021	Hooleys Catering Company	Catering for the Ordinary Council Meeting Held 24/02/2021	MUNI	585.00
EFT41708	04/03/2021	Ideal Shake Australia	ERC - Cafe Order	MUNI	409.20
EFT41709	04/03/2021	IVC Computer Services	HDMI Cables x 2 and Display Port Cables x 4	MUNI	137.00
EFT41710	04/03/2021	Janice Patricia Dow	Meeting Attendance & ICT Allowance	MUNI	1,158.92

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41711	04/03/2021	Jason Cartledge	Umpire Recoup 3/03/2021	MUNI	132.00
EFT41712	04/03/2021	Justine Eichner	Umpire Recoup 3/03/2021	MUNI	66.00
EFT41713	04/03/2021	Karen Jane Hill	Partial Refund of Registration Fees - Dog Is Now Sterilised	MUNI	30.00
EFT41714	04/03/2021	Karyn Rowe	Umpire Recoup 2/03/2021	MUNI	67.50
EFT41715	04/03/2021	Kenny Pomare	Umpire Recoup 3/03/2021	MUNI	110.00
EFT41716	04/03/2021	Lance Linton	Refund of Bond for Animal Cage Hire	MUNI	150.00
EFT41717	04/03/2021	Leah Adele Buswell	Reimbursement of Court Hire Fees Due to Covid Lockdown 1/02/2021 - 5/02/2021	MUNI	19.66
EFT41718	04/03/2021	Les Mills Asia Pacific	ERC - Monthly Licence Fees - March 2021	MUNI	1,382.43
EFT41719	04/03/2021	Living Springs	Replacement Water Cooler At Transfer Station - Original Stolen	MUNI	330.00
EFT41720	04/03/2021	Local Government Professionals Australia WA	Local Government Silver Membership 2020, Grant Writing and Business Case Workshop, Finance Professionals Conference x 2	MUNI	4,610.00
EFT41721	04/03/2021	Luke Davies	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT41722	04/03/2021	Maddax Pty Ltd	Repairs to Current Grandstands At the ERC	MUNI	2,139.50
EFT41723	04/03/2021	Madison Hancock	Umpire Recoup 2/03/2021	MUNI	67.50
EFT41724	04/03/2021	Maia Financial Pty Ltd	Leased IT Equipment - 1/04/2021 - 30/06/2021	MUNI	4,548.95
EFT41725	04/03/2021	Mantrac	Bushfire Mitigation Activity - Hale Street (39-43), Eaton - Parkland Clear Via Slash/ Mulch Around Family Centre	MUNI	6,600.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41726	04/03/2021	Mark Richard Hutchinson	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT41727	04/03/2021	Market Creation	Vision 2050 Design and Copyrighting Additional Hours	MUNI	3,761.00
EFT41728	04/03/2021	Mckayhla Pomare	Proposal Ik44 Vision 2050	MUNI	44.00
EFT41729	04/03/2021	Michael Bennett	Umpire Recoup 3/03/2021	MUNI	3,838.25
EFT41730	04/03/2021	Michaela Jane Hayden	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	246.07
EFT41731	04/03/2021	Mitchell Martin	Reimbursement for 50% of Course Fees As Per CnG CP015 Study Leave/Study Assistance	MUNI	350.00
EFT41732	04/03/2021	Naja Business Consulting Services	Summer Sounds Eaton 22/01/2021 - Artist Fee: Mitchell Martin - 45 Min Set and Equipment Supply	MUNI	7,700.00
EFT41733	04/03/2021	Next Health Pty Ltd	Shire of Dardanup - Provision of BBRF Application and Cost Benefit Analysis for the Administration, Library Building	MUNI	3,190.00
EFT41734	04/03/2021	Nicole Amy Standley	Independent Assessment and Report	MUNI	33.34
EFT41735	04/03/2021	Nightguard Security Service	Reimbursement for Court Hire Fees During Covid Lockdown - 1/02/2021 - 5/02/2021 - Team: Stars and Thunder	MUNI	99.00
EFT41736	04/03/2021	Nutrition Systems	Security Callout Service - February 2021 - Eaton Admin Office	MUNI	529.10
EFT41737	04/03/2021	Officeworks Superstores Pty Ltd	ERC - Cafe Order	MUNI	246.95
EFT41738	04/03/2021	Onsite Rental Group	HP 26A Laser Jet Toner Cartridge - Black	MUNI	1,486.67
			Hire of Temporary Office Behind Eaton Admin Centre - February 2021 & Lighting Tower for Movies By Moonlight 26/02/2021	MUNI	

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41739	04/03/2021	Patricia Perks	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT41740	04/03/2021	Perfect Landscapes	Parks & Reserves Maintenance - Mowing - Week Commencing 15/02/2021	MUNI	4,554.00
EFT41741	04/03/2021	Peter Robinson	Local Government Allowance, Meeting Attendance & ICT Allowance	MUNI	1,697.84
EFT41742	04/03/2021	Planning Institute Australia WA Division	International Woman's Day Breakfast and Seminar - 10/03/2021 - Susan Oosthuizen	MUNI	50.00
EFT41743	04/03/2021	Prestige Products	ERC - Cleaning Products: T/Rolls and Hand Towel	MUNI	948.64
EFT41744	04/03/2021	Public Sector Training Solutions Pty Ltd	Accountable and Ethical Decision Making Workshop/Training 4/02/2021	MUNI	1,650.00
EFT41745	04/03/2021	QK Technologies Pty Limited	ERC - Qikkids Gateway Usage	MUNI	2.81
EFT41746	04/03/2021	Qmani Pty Ltd	2020-21 Qmani Sms Monthly Charges for Brigades - February 2021	MUNI	66.00
EFT41747	04/03/2021	Quest Conveyancing Pty Ltd	Rates Refund - 22 Cudliss St, Eaton	MUNI	85.32
EFT41748	04/03/2021	Rhianna Kathleen Scheffner	2020/21 Uniform Reimbursement	MUNI	69.93
EFT41749	04/03/2021	Safetecard Australia	Monitoring Fees for Safetecards x 6 - February 2021	MUNI	264.00
EFT41750	04/03/2021	Schweppes Australia Pty Ltd	ERC - Cafe Order	MUNI	796.77
EFT41751	04/03/2021	Sheyna-Lei Hetaraka	Umpire Recoup 3/03/2021	MUNI	66.00
EFT41752	04/03/2021	Signs Plus	ERC - Staff Badges - Kylie, Gary, Alina, Jaime, Fiona, Aya, Rochelle, Virge, Alex	MUNI	132.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41753	04/03/2021	South West Psychology & Consultancy	Counselling Services - Employee Assistance Program	MUNI	160.00
EFT41754	04/03/2021	Spencer Signs	Replacement Ferguson Valley Logo That Was Removed From Existing Sign	MUNI	198.00
EFT41755	04/03/2021	Stacey Gillespie	Meeting Attendance & ICT Allowance	MUNI	1,968.92
EFT41756	04/03/2021	Stratagreen	Seasol Seaweed Extract 20L x 4, Desert Vortex Trimmer x 4, Envirosoak Liquid Soil Wetter 20L x 4	MUNI	1,810.51
EFT41757	04/03/2021	Synergy	Electricity Account for 3 x Shire Sites	MUNI	467.51
EFT41758	04/03/2021	Te Wairimu Elinor Pomare	Umpire Recoup 3/03/2021	MUNI	132.00
EFT41759	04/03/2021	Therese Price	Umpire Recoup 2/03/2021	MUNI	67.50
EFT41760	04/03/2021	Toll Transport	Postage & Freight - Brigades Uniforms and Health Samples	MUNI	185.14
EFT41761	04/03/2021	Toni Hotchin	Umpire Recoup 2/03/2021	MUNI	90.00
EFT41762	04/03/2021	Tyrrell Gardiner	Meeting Attendance & ICT Allowance	MUNI	1,158.92
EFT41763	04/03/2021	Vestone Capital Pty Limited	Executive Laptops Lease 48 Month - 4/01/2021 - 31/03/2021	MUNI	1,505.24
EFT41764	04/03/2021	WA Laser Engraving	Name Plates for Council Chambers - Manager Development Services and Executive Support Officer	MUNI	60.00
EFT41765	04/03/2021	West Oz Wildlife	ERC - Vacation Care - Incursion	MUNI	541.75
EFT41766	04/03/2021	Winc Australia Pty Ltd	ERC - Stationery Order	MUNI	619.47

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41767	04/03/2021	Wml Consultants	Consultancy Services - Formal Report for Pavement Construction - Eaton Drive Expansion	MUNI	1,430.00
EFT41768	04/03/2021	Woolworths Group Limited	ERC - Cafe Order	MUNI	372.19
EFT41769	15/03/2021	A1 Sign Shop	Additional Directional Signage to Public Toilets in Dardanup, RV Sign Burekup, No Parking Signs x 2 - Eaton Foreshore & Glen Huon Oval	MUNI	2,229.71
EFT41770	15/03/2021	Acromat	ERC - Court Sport Equipment - Netball Post, Badminton Post, Volleyball Post, Basketball Rings, Bracket & Service	MUNI	14,579.40
EFT41771	15/03/2021	Adele Brown	Court Hire Reimbursement for Covid Lock Down 1/02/2021 - 5/02/2021 - Team Phoenix - Paid In Full At Erc	MUNI	29.50
EFT41772	15/03/2021	Advanced Traffic Management WA P/L	Supply Traffic Management - Eaton Drive Expansion - 20/01/2021 - 16/02/2021	MUNI	24,262.84
EFT41773	15/03/2021	Amity Signs	Dead End Road Sign - Weetman Road	MUNI	60.50
EFT41774	15/03/2021	Aussie Building Specialists and Geotech	Geotechnical Testing and Site Classification for Dardanup Central VBFB Site and Waterloo VBFB Site & Structural Certification of Boardwalks at Gnomesville	MUNI	5,790.00
EFT41775	15/03/2021	Australia Day Council of WA Inc	Unity Badges - Citizenship Gift x 100	MUNI	516.95
EFT41776	15/03/2021	Australian Library and Information Association	Registration for Online Conference - Changing Spaces Library Design Conference 2021	MUNI	250.00
EFT41777	15/03/2021	Australian Tax Office	PAYG Withholding Fortnight Ending 5/03/2021	MUNI	78,386.00
EFT41778	15/03/2021	Bailey Harkness	Umpire Recoup 9/03/2021	MUNI	67.50
EFT41779	15/03/2021	BCE Surveying Pty Limited	Supply and Install Survey Pegs (Finish Level At Edge of Seal) - Harris Road Rail Crossing for Arc Infrastructure	MUNI	541.84

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41780	15/03/2021	Belinda Jansen Van Vuuren	2020/21 Uniform Reimbursement	MUNI	110.00
EFT41781	15/03/2021	Blackwoods	Gloves Alphatec - 58-535B Size 8	MUNI	75.50
EFT41782	15/03/2021	Bluesteel Enterprises Pty Ltd	Firestrike Clear 2 Peice Goggles x 2	MUNI	224.95
EFT41783	15/03/2021	Booktopia Pty Ltd	Book Stock for Eaton Community Library	MUNI	488.07
EFT41784	15/03/2021	Brett Hodgson	Umpire Recoup 10/03/2021	MUNI	110.00
EFT41785	15/03/2021	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	132.83
EFT41786	15/03/2021	Bunbury Geographe Economic Alliance	2020-2021 - BGEA Membership - Local Government	MUNI	14,850.00
EFT41787	15/03/2021	Bunbury Harvey Regional Council	Banksia Road - Organics Disposal & Hook Bin Hire - February 2021	MUNI	1,601.60
EFT41788	15/03/2021	Bunbury Mower Service	Whippersnappers FS 131 Repair Parts and Polesaw HT131 Parts	MUNI	139.00
EFT41789	15/03/2021	Bunbury Plumbing Service	Deliver 12,000 Litres Water to the Waste Transfer Station	MUNI	345.00
EFT41790	15/03/2021	Bunbury Psychological Services	Counselling Services - Employee Assistance Program	MUNI	308.00
EFT41791	15/03/2021	Bunbury Subaru	DA1314 - Car Service - February 2021.	MUNI	477.95
EFT41792	15/03/2021	Bunnings Group Limited	Replacement Saw and Blade, Plumbing Pipe Fittings, Bleach for Hygiene and Repairs to Dardanup Oval Sports Buildings, Batteries, Paint, Rags and Water Bottle for Dardanup War Memorial, Toilet Seat and Screen Door Closer for Eaton Admin Office	MUNI	506.68

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41793	15/03/2021	C & D Cutri	Bridge 3665 Maintenance - Recreation Road as Requested by MRWA	MUNI	1,980.00
EFT41794	15/03/2021	Cameron Baker	Umpire Recoup 10/03/2021	MUNI	66.00
EFT41795	15/03/2021	Carbone Brothers Pty Ltd	Supply and Deliver MRWA Subbase Spec. Crushed Limestone - Eaton Drive Expansion - 1071.56 Tonnes	MUNI	16,555.62
EFT41796	15/03/2021	City of Bunbury	Cat Pound Fees - February 2021	MUNI	503.15
EFT41797	15/03/2021	City of South Perth	Long Service Leave Contribution for Previous Employee As Per LSL Regs Leave Provisions	MUNI	4,795.28
EFT41798	15/03/2021	Cleanaway	Waste, Recycle, Park & Street Bin Servicing, Skip Bins - Feb 2021	MUNI	45,557.84
EFT41799	15/03/2021	Cleanaway Solid Waste Pty Ltd	Landfill & Kerbside Waste Collection - 25/02/2021- 1/03/2021	MUNI	8,285.44
EFT41800	15/03/2021	Construction Training Fund : Bcitr	BCITF Remittance - February 2021	MUNI	2,761.59
EFT41801	15/03/2021	Country Landscaping Pty Ltd	Water Recirculation Pump - Millbridge Entry, Submersible Pump & Supply and Installation of 4 x Rain Bird Controllers	MUNI	9,316.61
EFT41802	15/03/2021	Craven Foods	ERC - Cafe Order	MUNI	441.21
EFT41803	15/03/2021	Coolair Refrigeration Services	ERC - Service and Replace Broken Fan On Fridge In Kitchen	MUNI	197.89
EFT41804	15/03/2021	Danthonia Designs	Burekup Entry Statement - Artwork Design	MUNI	309.32
EFT41805	15/03/2021	Daryl Fishwick	Umpire Recoup 10/03/2021	MUNI	66.00
EFT41806	15/03/2021	Data #3 Limited	Adobe Pro T1 - Enterprise Agreement Annual Renewal	MUNI	7,656.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41807	15/03/2021	Dell Australia Pty Ltd	Dell 24" Monitor - P2418HZm	MUNI	632.61
EFT41808	15/03/2021	Department of Communities	Service Annual Fee - Medium - ERC School Holiday Program	MUNI	362.65
EFT41809	15/03/2021	Department of Mines, Industry, Regulations & Safety (Dmirs) - Bsl	Building Services Levy Remittance - February 2021	MUNI	5,950.28
EFT41810	15/03/2021	Deputec Pty Ltd	ERC - Deputy Roster Software - 1/02/2021 - 28/02/2021	MUNI	92.95
EFT41811	15/03/2021	Donna Bastow	Umpire Recoup 10/03/2021	MUNI	132.00
EFT41812	15/03/2021	Donna Nicholls	Umpire Recoup 5/03/2021, 8/03/2021 & 9/03/2021	MUNI	165.00
EFT41813	15/03/2021	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes - Feb 2021	MUNI	286.00
EFT41814	15/03/2021	Erin Hutchins	2020/21 Uniform Reimbursement	MUNI	247.28
EFT41815	15/03/2021	Eve Yoga	ERC - Yoga Instruction - 20/01/2021, 27/01/2021, 6/02/2021, 10/02/2021, 12/02/2021, 13/02/2021, 3/03/2021, 5/03/2021 & 6/03/2021	MUNI	540.00
EFT41816	15/03/2021	Events West Pty Ltd	Summer Sounds x 3 - Cadell Park, Dardanup & Burekup Oval - Sound and Lighting Equipment Hire - Small Generator Hire	MUNI	2,229.94
EFT41817	15/03/2021	Fit2Work	Monthly Invoice for Australian Employee Police Checks - Feb 2021	MUNI	38.39
EFT41818	15/03/2021	Forge Civil	Direction Signage - Depot	MUNI	1,403.82
EFT41819	15/03/2021	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Notice Fees x 4 - February 2021	MUNI	792.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41820	15/03/2021	International Association for Public Participation - lap2	IAP2 Training - Engagement Essentials, and Engagement Design	MUNI	1,541.00
EFT41821	15/03/2021	IPWEA - WA Division	Under 35's WA Membership - Kal Falcone - 01-01-2020 - 31-12-2020 and 01-01-2021 - 31-12-2021	MUNI	396.00
EFT41822	15/03/2021	Isabel Cody	Shirts and Plates for Youthfest 2021	MUNI	170.00
EFT41823	15/03/2021	Jason Cartledge	Umpire Recoup 10/03/2021	MUNI	110.00
EFT41824	15/03/2021	Judith Robson	Rates Refund - 19 Austin St, Eaton	MUNI	792.00
EFT41825	15/03/2021	June Keil	Urban Gardening - Healthy Soil Workshop At Eaton Library 17/02/2021	MUNI	100.00
EFT41826	15/03/2021	K's Home Kitchen	Catering - Councillor Workshop 16/02/2021, Leeuwin Presentation, Workshop 3/03/2021 & Training at ERC	MUNI	560.00
EFT41827	15/03/2021	Karyn Rowe	Umpire Recoup 8/03/2021 & 9/03/2021	MUNI	180.00
EFT41828	15/03/2021	Kenny Pomare	Umpire Recoup 10/03/2021	MUNI	44.00
EFT41829	15/03/2021	Kings Tree Care	Verge Tree Inspection and Remedial Pruning - Rose Street, Burekup & Removal of Fallen Tree Henty Road, Ferguson	MUNI	3,795.00
EFT41830	15/03/2021	Kmart	Easter Raffle: Books, Chocolate Eggs, Box for Packing, Clear Wrapping, Tissue Paper, Flask for Eaton Community Library & Frames for Leeuwin Scholarships	MUNI	122.00
EFT41831	15/03/2021	Kristy Hitchens	2020/21 Uniform Reimbursement	MUNI	48.97
EFT41832	15/03/2021	Landgate	Land Valuations - Feb 2021	MUNI	1,114.86
EFT41833	15/03/2021	Larry Price	Service and Repair - Toro 360 DA10105	MUNI	909.09

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41834	15/03/2021	Madison Hancock	Umpire Recoup 9/03/2021	MUNI	67.50
EFT41835	15/03/2021	Market Creation	Vision 2050 Printing x 1000 Copies & Flipping Book	MUNI	4,697.00
EFT41836	15/03/2021	Marketforce	Public Notice - Corporate Business Plan - Bunbury South Western Times	MUNI	303.82
EFT41837	15/03/2021	Mckayhla Pomare	Umpire Recoup 10/03/2021	MUNI	66.00
EFT41838	15/03/2021	Mcleods Barristers and Solicitors	Legal Advice	MUNI	1,026.96
EFT41839	15/03/2021	Melissa Cataldo	Refund of Key Bond - Eaton Foreshore Event	MUNI	40.00
EFT41840	15/03/2021	Naja Business Consulting Services	Shire of Dardanup - Provision of BBRF Application and Cost Benefit Analysis for the Administration and Library Building	MUNI	33,818.95
EFT41841	15/03/2021	Natural Area Consulting Management Services	Pile Rd SLK 4.54 - 16.94 - Surveys for Clearing Permit Activities	MUNI	8,272.00
EFT41842	15/03/2021	Officeworks Superstores Pty Ltd	A1 Prints for Senior Citizens	MUNI	7.95
EFT41843	15/03/2021	Onsite Rental Group	Hire of Temporary Office Behind Eaton Admin Centre - January 2021 & Delivery Fee for Lighting Tower	MUNI	1,496.55
EFT41844	15/03/2021	P E Civil	Bushfire Mitigation Activity - Correct Fire Access Track By Widening With Limestone & Stabilise Bank Impacting Fire Access Way	MUNI	3,740.00
EFT41845	15/03/2021	Parks and Leisure Australia	ERC - Parks and Leisure Event Risk Management - Planning for Covid	MUNI	242.00
EFT41846	15/03/2021	Paxon Consulting Group Pty Ltd	Consultancy Fees: Preparation of Business Case for Reticulated Gas From Burekup to Dardanup - 40% Progress Fee	MUNI	11,968.00

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41847	15/03/2021	Perfect Landscapes	Mowing Week Commencing 22/02/2021 & 2/03/2021	MUNI	8,943.00
EFT41848	15/03/2021	PFD Food Services Pty Ltd	ERC - Cafe Order	MUNI	349.90
EFT41849	15/03/2021	PFI Supplies	Cleaning Products for ERC and Various Shire Sites	MUNI	1,455.30
EFT41850	15/03/2021	Regional Media Specialists P/L	Bulk Purchase of Newspaper Advertising Space for Community News - Bunbury Herald & Bunbury Mail - Feb 2021	MUNI	1,368.38
EFT41851	15/03/2021	Roldan Tomas	Umpire Recoup 10/03/2021	MUNI	44.00
EFT41852	15/03/2021	Rural Cinema	Movies By Moonlight - Eaton Foreshore - 26/02/2021 - Equipment, Licences, Staff and Screening Movie for 300 Patrons	MUNI	1,980.00
EFT41853	15/03/2021	Securepay Pty Ltd	Bank Fees - 2020-2021 Securepay Web & IVR Credit Card Payments - Feb 2021	MUNI	6.64
EFT41854	15/03/2021	SMR Psychology	Employee Assistance Program - Counselling	MUNI	374.00
EFT41855	15/03/2021	St John Ambulance Western Australia Ltd	First Aid Kit for Events and Activities	MUNI	199.00
EFT41856	15/03/2021	Statewide Cleaning Supplies Pty Ltd	WOW Fitness Wipes - Carton of 4x12000 x 5	MUNI	1,083.50
EFT41857	15/03/2021	Stewart and Heaton Clothing Company Pty Ltd	PPE - West Dardanup and Joshua Crooked Brook Brigades - Jacket x 1, Pants x 2, Badges x 9	MUNI	363.01
EFT41858	15/03/2021	Suez Recycling & Recovery (Perth) Pty Ltd	Monthly Kerbside Recycling Processing - Feb 2021	MUNI	6,660.95
EFT41859	15/03/2021	Susan Jane Burkett	Refund - Dog Registration Paid Twice By Sue Burkett	MUNI	42.50

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41860	15/03/2021	Suzanne Occhipinti	2020/21 Uniform Reimbursement	MUNI	211.19
EFT41861	15/03/2021	Synergy	Electricity Account for 29 x Shire Sites	MUNI	34,946.82
EFT41862	15/03/2021	Taj Kempe Photography	Photographer - Youthfest 2021- 50% Deposit	MUNI	250.00
EFT41863	15/03/2021	Taylor Anderson	Umpire Recoup 10/03/2021	MUNI	110.00
EFT41864	15/03/2021	Taylor Burrell Barnett	Local Development Plan - Lot 2 Banksia Rd	MUNI	1,463.00
EFT41865	15/03/2021	Telstra	Telstra Account for Satellite Phones & Dardanup West VBFB	MUNI	175.00
EFT41866	15/03/2021	The Print Shop	ERC Advertising DL Postcards & Youth Advisory Group Flyers	MUNI	774.20
EFT41867	15/03/2021	The Workwear Group	Uniform Order - Suzette Sutton	MUNI	172.72
EFT41868	15/03/2021	Theona Christine Sloan	Library Presenter for December and February Workshops	MUNI	265.40
EFT41869	15/03/2021	Therese Price	Umpire Recoup 5/03/2021, 8/03/2021 & 9/03/2021	MUNI	210.00
EFT41870	15/03/2021	Thomas Saul	Reimbursement for HR Truck Course	MUNI	680.00
EFT41871	15/03/2021	Timbered Services Pty Ltd	Timber Specialist Support for Tender Documentation, Tender Submission Review and Timber Related Issues During Construction	MUNI	1,056.00
EFT41872	15/03/2021	Toll Transport	Postage & Freight - Mower Parts, PPE & Health Samples - Feb 2021	MUNI	175.89
EFT41873	15/03/2021	Toni Hotchin	Umpire Recoup 9/03/2021	MUNI	67.50
EFT41874	15/03/2021	Total Eden Pty Ltd	Parts for Reticulation - Don Hewison Gardens & Eaton Drive	MUNI	1,520.59

Payment	Date	Name	Invoice Description	Fund	Amount
EFT41875	15/03/2021	Totally Sound	ERC - 2 x Aeromic Black	MUNI	602.14
EFT41876	15/03/2021	Tutt Bryant Hire	Hire of Water Truck, Rollers & Boom Knuckle - Eaton Drive Extension - February 2021	MUNI	15,828.45
EFT41877	15/03/2021	Vicki Pretorius	2020/21 Uniform Reimbursement	MUNI	175.98
EFT41878	15/03/2021	WA Laser Engraving	Plaques for Citizen of the Year Award Board 2021 - 4 Category Winners	MUNI	104.72
EFT41879	15/03/2021	WA Library Supplies	Alice Spine Labels x 1540	MUNI	45.10
EFT41880	15/03/2021	Water Corporation	Service Charges for Lot 90 Swan Avenue, Millbridge 1/03/2021 - 30/04/2021 & Water and Service Charges for Lot 100 Russell Road, Burekup	MUNI	255.33
EFT41881	15/03/2021	Winc Australia Pty Ltd	Stationery Order - Eaton Admin Centre	MUNI	694.67
EFT41882	15/03/2021	WML Consultants	Proposed Road Network Upgrades Eaton Area: Design Consultancy - Feb 2021	MUNI	6,109.95
EFT41883	15/03/2021	Woolworths Group Limited	Grocery Items - Eaton Admin Centre	MUNI	32.31
EFT41884	15/03/2021	Work Clobber	PPE Works Crew - Vented Pants	MUNI	109.80
EFT41885	15/03/2021	Workforce Road Services Pty Ltd	Install Carpark Hatching and Repaint Carbays - Eaton Foreshore, Glen Huon Oval, Eaton Family Centre & Dardanup War Memorial	MUNI	2,132.24
EFT41886	15/03/2021	Zipform Pty Ltd	Printing, Collation and Lodgement of 2020/21 Annual and Instalment Notices - 4th Instalment	MUNI	1,414.95
EFT41887	15/03/2021	Zoe Hill	Umpire Recoup 8/03/2021	MUNI	45.00

Payment	Date	Name	Invoice Description	Fund	Amount
CHEQUES					
21	19/02/2021	Department of Transport	Special Series Number Plates - 0003 DA (on Behalf of Customer)	MUNI	200.00
22	19/02/2021	Shire of Dardanup - Please Pay Cash	Petty Cash Recoup - Eaton Administration Centre	MUNI	158.50
23	15/03/2021	Department of Transport	Special Series Number Plates - 0015 DA (on Behalf of Customer)	MUNI	200.00
TRUST					
PAYROLL					
DD15568.1	19/02/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	35,240.52
DD15568.2	19/02/2021	Hostplus	Superannuation Contributions	MUNI	435.56
DD15568.3	19/02/2021	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	192.25
DD15568.4	19/02/2021	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15568.5	19/02/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15568.6	19/02/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	232.56
DD15568.7	19/02/2021	One Path Masterfund	Superannuation Contributions	MUNI	137.45
DD15568.8	19/02/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89

Payment	Date	Name	Invoice Description	Fund	Amount
DD15568.9	19/02/2021	Amp Flexible Super - Super Account	Superannuation Contributions	MUNI	44.35
DD15568.10	19/02/2021	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15568.11	19/02/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	257.93
DD15568.12	19/02/2021	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	288.00
DD15568.13	19/02/2021	The Bro Code Super Fund	Superannuation Contributions	MUNI	93.79
DD15568.14	19/02/2021	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15568.15	19/02/2021	Rest Superannuation	Payroll Deductions	MUNI	1,001.20
DD15568.16	19/02/2021	Media Super	Superannuation Contributions	MUNI	627.18
DD15568.17	19/02/2021	Australiansuper	Superannuation Contributions	MUNI	2,688.17
DD15568.18	19/02/2021	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	476.06
DD15568.19	19/02/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15578.1	19/02/2021	Aware Super Pty Limited	Superannuation Contributions	MUNI	16.11
DD15593.1	05/03/2021	Aware Super Pty Limited	Payroll Deductions	MUNI	35,875.27
DD15593.2	05/03/2021	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	183.47

Payment	Date	Name	Invoice Description	Fund	Amount
DD15593.3	05/03/2021	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD15593.4	05/03/2021	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	165.36
DD15593.5	05/03/2021	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	246.40
DD15593.6	05/03/2021	One Path Masterfund	Superannuation Contributions	MUNI	105.31
DD15593.7	05/03/2021	Suncorp Brighter Super	Superannuation Contributions	MUNI	207.89
DD15593.8	05/03/2021	Amp Flexible Super - Super Account	Superannuation Contributions	MUNI	51.08
DD15593.9	05/03/2021	Local Government Super	Superannuation Contributions	MUNI	232.58
DD15593.10	05/03/2021	Commonwealth Essential Super	Superannuation Contributions	MUNI	257.92
DD15593.11	05/03/2021	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD15593.12	05/03/2021	The Bro Code Super Fund	Payroll Deductions	MUNI	28.86
DD15593.13	05/03/2021	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	663.66
DD15593.14	05/03/2021	Rest Superannuation	Payroll Deductions	MUNI	981.19
DD15593.15	05/03/2021	Media Super	Superannuation Contributions	MUNI	569.98
DD15593.16	05/03/2021	Australiansuper	Superannuation Contributions	MUNI	2,651.12

Payment	Date	Name	Invoice Description	Fund	Amount
DD15593.17	05/03/2021	MIML - Macquarie Super Accumulator	Superannuation Contributions	MUNI	396.72
DD15593.18	05/03/2021	Burton Superannuation Fund	Superannuation Contributions	MUNI	257.93
DD15593.19	05/03/2021	Hostplus	Superannuation Contributions	MUNI	486.47
CREDIT CARD					
DD15598.1	26/02/2021	Zoom	Annual License 31-01-2021 to 30-01-2022 - Standard Pro Annual x 6 Cloud Recording One Year 100GB and Webinar 100GB	MUNI	2,461.85
DD15598.2	26/02/2021	Facebook Ireland Limited	Community Events & Activities - Facebook & Instagram - 2020-21	MUNI	223.11
DD15598.3	26/02/2021	SAI Global	Purchase of AS 4000-1997 General Conditions of Contract for RFT-F0185303 New Dardanup Central Bushfire Brigade Building	MUNI	1,151.09
DD15598.4	26/02/2021	Mailchimp	Monthly Subscription and Charge for Electronic Newsletters February 2021	MUNI	105.00
DD15598.5	26/02/2021	IPWEA - WA Division	Brad Batrick - Road Safety Audit Training Online Course (Roadwise Workforce Development Grant)	MUNI	685.30
DD15598.6	26/02/2021	Codetwo Software Engineering	Support Contract for Codetwo Exchange Rules Pro 2.X	MUNI	145.99
DD15598.7	26/02/2021	Surveymonkey Europe	Subscription to Survey Service - Survey Monkey Online February 21 - May 21	MUNI	111.00
DIRECT DEBIT					
DD15569.1	15/02/2021	Sgfleet	Vehicle Lease 2020/21 - Bushfire Risk Planning Coordinator - For Period 15/02/2021 - 14/03/2021	MUNI	564.04
DD15614.1	01/03/2021	Fitness on Demand	Fitness on Demand - License Fee March 2021	MUNI	148.45

Payment	Date	Name	Invoice Description	Fund	Amount
DD15616.1	15/03/2021	Sgfleet	Vehicle Lease 2020/21 - Bushfire Risk Planning Coordinator - For Period 15/03/2021 - 14/04/2021	MUNI	564.04
INTERNATIONAL					
BPAY					
DD15558.1	11/02/2021	Engineers Australia	EA Professional Member - Membership Renewal - Nathan Ryder	MUNI	574.00
DD15586.1	25/02/2021	Alinta	Electricity Account ERC - 19/01/2021 - 15/02/2021	MUNI	2,502.38
DD15586.2	25/02/2021	linet Ltd	Monthly Charge for Business-4 Service - March 2021	MUNI	174.94
DD15595.1	04/03/2021	Edith Cowan University - Joondalup	Study Policy Expenditure - MBA6010 Responsible Management, Semester 1, 2021 - Mrs Natalie Hopkins	MUNI	4,416.95
DD15609.1	15/03/2021	Australian Communications and Media Authority	Communications License Renewal - Communications and Land Mobile System Dardanup	MUNI	224.00
REPORT TOTALS					
EFT	1,839,762.88				
Muni	558.50				
Cheque					
Trust	0.00				
Payroll	88,017.52				
Credit Card	4,883.34				
Direct Debit	1,276.53				
International	0.00				
BPAY	7,892.27				
TOTAL	1,942,391.04				1,942,391.04

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 PHIL ANASTASAKIS
Acting Chief Executive Officer

12.19 Title: Audit & Risk Committee Meeting Minutes

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

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 3rd OF MARCH 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 3rd of March 2021 are attached (Appendix ORD: 12.19 – Part 3 - Page 122).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Audit & Risk Committee Meeting held on the 3rd of March 2021 (Appendix ORD: 12.19).

**AUDIT & RISK COMMITTEE
RECOMMENDED RESOLUTION 'A'****THAT Council:**

- 1. Receives the report provided in the Audit & Risk Committee Meeting Minutes from the Chief Executive Officer incorporating the review and findings of AMD Chartered Accountants (dated 15 February 2021) on the Local Government systems and procedures under Regulation 17 of the Local Government (Audit) Regulations 1996.**
- 2. Requests that the Chief Executive Officer provide an update of the actions required from the findings of the Regulation 17 Audit to each future Audit and Risk Committee meeting until resolved.**

**AUDIT & RISK COMMITTEE
RECOMMENDED RESOLUTION 'B'**

THAT Council adopts the Compliance Audit Return 2020 [CAR] as the official Return of Council for the period 1 January 2020 to 31 December 2020 as follows:

Dardanup - Compliance Audit Return 2020					
Commercial Enterprises by Local Governments					
No	Reference	Question	Response	Comments	Respondent
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2020?	N/A		PHIL ANASTASAKIS - Deputy CEO

2	s3.59(2)(b) F&G Regs 7,8,10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2020?	Yes	Proposal Lot 601 related to Citygate development.	PHIL ANASTASAKIS - Deputy CEO
3	s3.59(2)(c) F&G Regs 7,8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2020?	Yes	Proposal Lot 601 related to Citygate development.	PHIL ANASTASAKIS - Deputy CEO
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2020?	Yes	Public Notice given on Citygate development on 23 May 2020.	PHIL ANASTASAKIS - Deputy CEO
5	s3.59(5)	During 2020, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	Yes	Council Resolution 202-20 OCM 29 July 2020.	PHIL ANASTASAKIS - Deputy CEO
Delegation of Power/Duty					
No	Reference	Question	Response	Comments	Respondent
1	s5.16	Were all delegations to committees resolved by absolute majority?	Yes		CATHY LEE - Manager Governance & HR
2	s5.16	Were all delegations to committees in writing?	Yes		CATHY LEE - Manager Governance & HR
3	s5.17	Were all delegations to committees within the limits specified in section 5.17?	Yes		CATHY LEE - Manager Governance & HR
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes		CATHY LEE - Manager Governance & HR
5	s5.18	Has council reviewed delegations to its committees in the 2019/2020 financial year?	Yes		CATHY LEE - Manager Governance & HR
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Act?	Yes		CATHY LEE - Manager Governance & HR
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes		CATHY LEE - Manager Governance & HR
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes		CATHY LEE - Manager Governance & HR
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes		CATHY LEE - Manager Governance & HR
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Yes		CATHY LEE - Manager Governance & HR
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes		CATHY LEE - Manager Governance & HR
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2019/2020 financial year?	Yes		CATHY LEE - Manager Governance & HR

13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19?	Yes		CATHY LEE - Manager Governance & HR
Disclosure of Interest					
No	Reference	Question	Response	Comments	Respondent
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes		CATHY LEE - Manager Governance & HR
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by Admin Reg 21A, recorded in the minutes of the relevant council or committee meeting?	Yes		CATHY LEE - Manager Governance & HR
3	s5.73	Were disclosures under section sections 5.65, 5.70 or 5.71A(3) recorded in the minutes of the meeting at which the disclosures were made?	Yes		CATHY LEE - Manager Governance & HR
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes		CATHY LEE - Manager Governance & HR
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2020?	Yes		CATHY LEE - Manager Governance & HR
6	s5.77	On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?	Yes		CATHY LEE - Manager Governance & HR
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76?	Yes		CATHY LEE - Manager Governance & HR
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A, in the form prescribed in Admin Reg 28?	Yes		CATHY LEE - Manager Governance & HR
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76, did the CEO remove from the register all returns relating to that person?	Yes		CATHY LEE - Manager Governance & HR
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) been kept for a	Yes		CATHY LEE - Manager Governance & HR

		period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?		
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B, in the form prescribed in Admin Reg 28A?	Yes	CATHY LEE - Manager Governance & HR
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	CATHY LEE - Manager Governance & HR
13	s5.89A(6)	When a person ceases to be a person who is required to make a disclosure under section 5.87A or 5.87B, did the CEO remove from the register all records relating to that person?	Yes	CATHY LEE - Manager Governance & HR
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	CATHY LEE - Manager Governance & HR
15	Rules of Conduct Reg 11(1), (2) & (4)	Where a council member had an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person, did they disclose the interest in accordance with Rules of Conduct Reg 11(2)?	Yes	CATHY LEE - Manager Governance & HR
16	Rules of Conduct Reg 11(6)	Where a council member disclosed an interest under Rules of Conduct Reg 11(2) was the nature of the interest recorded in the minutes?	Yes	CATHY LEE - Manager Governance & HR
17	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	CATHY LEE - Manager Governance & HR
18	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	CATHY LEE - Manager Governance & HR
19	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) recorded in the minutes of the council meeting at	N/A	CATHY LEE - Manager Governance & HR

		which the decision was considered?			
20	s5.103 Admin Regs 34B & 34C	Has the local government adopted a code of conduct in accordance with Admin Regs 34B and 34C to be observed by council members, committee members and employees?	Yes		CATHY LEE - Manager Governance & HR
21	Admin Reg 34B(5)	Has the CEO kept a register of notifiable gifts in accordance with Admin Reg 34B(5)?	Yes		CATHY LEE - Manager Governance & HR
Disposal of Property					
No	Reference	Question	Response	Comments	Respondent
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) (unless section 3.58(5) applies)?	Yes		PHIL ANASTASAKIS - Deputy CEO
2	s3.58(4)	Where the local government disposed of property under section 3.58(3), did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes		PHIL ANASTASAKIS - Deputy CEO
Elections					
No	Reference	Question	Response	Comments	Respondent
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate?	Yes	No elections held in 2020.	CATHY LEE - Manager Governance & HR
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years?	N/A	No elections held in 2020.	CATHY LEE - Manager Governance & HR
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with Elect Reg 30G(6)?	Yes	No elections held in 2020.	CATHY LEE - Manager Governance & HR
Finance					
No	Reference	Question	Response	Comments	Respondent
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Act?	Yes	SCM held 23/10/19 Resolution 308-19 Committee expiry: October 2021	PHIL ANASTASAKIS - Deputy CEO

2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Act, did it do so by absolute majority?	Yes	OCM 24/06/2020 Resolution: 157-20	PHIL ANASTASAKIS - Deputy CEO
3	s7.3(1) & s7.6(3)	Was the person or persons appointed by the local government to be its auditor appointed by an absolute majority decision of council?	Yes		PHIL ANASTASAKIS - Deputy CEO
4	s7.3(3)	Was the person(s) appointed by the local government under s7.3(1) to be its auditor a registered company auditor or an approved auditor?	Yes		PHIL ANASTASAKIS - Deputy CEO
5	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2020 received by the local government by 31 December 2020?	Yes		PHIL ANASTASAKIS - Deputy CEO
6	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under s7.9(1) of the Act required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A		PHIL ANASTASAKIS - Deputy CEO
7	s7.12A(4)(a)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters?	N/A	No significant matters reported in the Auditor's Report.	PHIL ANASTASAKIS - Deputy CEO
8	s7.12A(4)(b)	Where the local government was required to prepare a report under s.7.12A(4)(a), was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A		PHIL ANASTASAKIS - Deputy CEO
9	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under s7.12A(4)(b), did the CEO publish a copy of the report on the local government's official website?	Yes		PHIL ANASTASAKIS - Deputy CEO
10	Audit Reg 7	Did the agreement between the local government and its auditor include the objectives and scope of the audit, a plan for the audit, details of the remuneration and expenses paid to the auditor, and the method to be used by the local government to communicate with the auditor?	Yes		PHIL ANASTASAKIS - Deputy CEO

11	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June received by the local government within 30 days of completion of the audit?	Yes		PHIL ANASTASAKIS - Deputy CEO
Integrated Planning and Reporting					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	An internal review was completed in March 2020	PHIL ANASTASAKIS - Deputy CEO
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	Adopted in April 2020	PHIL ANASTASAKIS - Deputy CEO
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Admin Reg 19DA(2) & (3)?	Yes		PHIL ANASTASAKIS - Deputy CEO
Local Government Employees					
No	Reference	Question	Response	Comments	Respondent
1	Admin Reg 18C	Did the local government approve a process to be used for the selection and appointment of the CEO before the position of CEO was advertised?	N/A		CATHY LEE - Manager Governance & HR
2	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Admin Reg 18A?	N/A		CATHY LEE - Manager Governance & HR
3	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A		CATHY LEE - Manager Governance & HR
4	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4)?	N/A		CATHY LEE - Manager Governance & HR
5	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A		CATHY LEE - Manager Governance & HR
6	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A		CATHY LEE - Manager Governance & HR
Official Conduct					
No	Reference	Question	Response	Comments	Respondent
1	s5.120	Has the local government designated a senior employee as defined by section 5.37 to be its complaints officer?	Yes		CATHY LEE - Manager Governance & HR
2	s5.121(1)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted	Yes		CATHY LEE - Manager Governance & HR

		in a finding under section 5.110(2)(a)?			
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2)?	Yes		CATHY LEE - Manager Governance & HR
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes		CATHY LEE - Manager Governance & HR
Optional Questions					
No	Reference	Question	Response	Comments	Respondent
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with Financial Management Reg 5(2)(c) within the three years prior to 31 December 2020? If yes, please provide the date of council's resolution to accept the report.	N/A	Not due until 2022.	PHIL ANASTASAKIS - Deputy CEO
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Audit Reg 17 within the three years prior to 31 December 2020? If yes, please provide date of council's resolution to accept the report.	N/A	Not due until 2021.	PHIL ANASTASAKIS - Deputy CEO
3	s5.87C(2)	Where a disclosure was made under sections 5.87A or 5.87B, was the disclosure made within 10 days after receipt of the gift?	Yes		PHIL ANASTASAKIS - Deputy CEO
4	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B, did the disclosure include the information required by section 5.87C?	Yes		PHIL ANASTASAKIS - Deputy CEO
5	s5.90A(2)	Did the local government prepare and adopt by absolute majority a policy dealing with the attendance of council members and the CEO at events?	Yes		PHIL ANASTASAKIS - Deputy CEO
6	s.5.90A(5)	Did the CEO publish an up-to-date version of the attendance at events policy on the local government's official website?	Yes		PHIL ANASTASAKIS - Deputy CEO
7	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4)?	Yes		PHIL ANASTASAKIS - Deputy CEO
8	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy	Yes		PHIL ANASTASAKIS - Deputy CEO

		in relation to the continuing professional development of council members?		
9	s5.127	Did the local government prepare a report on the training completed by council members in the 2019/2020 financial year and publish it on the local government's official website by 31 July 2020?	Yes	PHIL ANASTASAKIS - Deputy CEO
10	s6.4(3)	By 30 September 2020, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2020?	Yes	PHIL ANASTASAKIS - Deputy CEO

Tenders for Providing Goods and Services

No	Reference	Question	Response	Comments	Respondent
1	F&G Reg 11A(1) & (3)	Does the local government have a current purchasing policy that complies with F&G Reg 11A(3) in relation to contracts for other persons to supply goods or services where the consideration under the contract is, or is expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Existing Policy refers to a \$150,000 tender threshold, except where tender exemption applies.	PHIL ANASTASAKIS - Deputy CEO
2	F&G Reg 11A(1)	Did the local government comply with its current purchasing policy in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	Yes	Existing Policy refers to a \$150,000 tender threshold, except where tender exemption applies.	PHIL ANASTASAKIS - Deputy CEO
3	s3.57 F&G Reg 11	Subject to F&G Reg 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in F&G Reg 11(1)?	Yes		PHIL ANASTASAKIS - Deputy CEO
4	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with F&G Reg 14(3) and (4)?	Yes		PHIL ANASTASAKIS - Deputy CEO
5	F&G Reg 12	Did the local government comply with F&G Reg 12 when deciding to enter into multiple contracts rather than a single contract?	Yes		PHIL ANASTASAKIS - Deputy CEO
6	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each	Yes		PHIL ANASTASAKIS - Deputy CEO

		acceptable tenderer notice of the variation?		
7	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of F&G Regs 15 and 16?	Yes	PHIL ANASTASAKIS - Deputy CEO
8	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of F&G Reg 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Yes	PHIL ANASTASAKIS - Deputy CEO
9	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	PHIL ANASTASAKIS - Deputy CEO
10	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	PHIL ANASTASAKIS - Deputy CEO
11	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	Yes	PHIL ANASTASAKIS - Deputy CEO
12	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of F&G Regs 21 and 22?	Yes	PHIL ANASTASAKIS - Deputy CEO
13	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	PHIL ANASTASAKIS - Deputy CEO
14	F&G Reg 23(3)	Were all expressions of interest that were not rejected assessed by the local government?	Yes	PHIL ANASTASAKIS - Deputy CEO
15	F&G Reg 23(4)	After the local government considered expressions of interest, did the CEO list each person considered capable of satisfactorily supplying goods or services as an acceptable tenderer?	Yes	PHIL ANASTASAKIS - Deputy CEO
16	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with F&G Reg 24?	Yes	PHIL ANASTASAKIS - Deputy CEO
17	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide	N/A	PHIL ANASTASAKIS - Deputy CEO

		public notice in accordance with F&G Reg 24AD(4) and 24AE?		
18	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	PHIL ANASTASAKIS - Deputy CEO
19	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of F&G Reg 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	PHIL ANASTASAKIS - Deputy CEO
20	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of F&G Reg 24AG?	N/A	PHIL ANASTASAKIS - Deputy CEO
21	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	PHIL ANASTASAKIS - Deputy CEO
22	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	PHIL ANASTASAKIS - Deputy CEO
23	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	PHIL ANASTASAKIS - Deputy CEO
24	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of F&G Regs 24E and 24F?	N/A	PHIL ANASTASAKIS - Deputy CEO

12.20 Title: Integrated Planning Committee Meeting Minutes

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

MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 17th OF MARCH 2021, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.30PM.

Officer Comment

The Minutes of the Integrated Planning Committee Meeting held on the 17th of March 2021 are attached (Appendix ORD: 12.20A – Part 4 - Page 1).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Integrated Planning Committee Meeting held on the 17th of March 2021 (Appendix ORD: 12.20A).

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

THAT Council:

- 1. Sets the Shire President and Elected Member 2021/22 Annual Attendance Fee at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1st of July 2021, as determined by the Salaries and Allowances Tribunal.**
- 2. Sets the Shire President and Deputy Shire President 2021/22 Annual Local Government Allowance at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1st of July 2021, as determined by the Salaries and Allowances Tribunal.**
- 3. Sets the Elected Member 2021/22 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from 1 July 2021, as determined by the Salaries and Allowances Tribunal.**
- 4. Reimburses child care expenses at the lesser of actual cost or \$30 per hour. Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for.**
- 5. Reimburses travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy CnG CP042 - Councillor Fees.**

By Absolute Majority

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'B'**

THAT Council continue to financially support the following groups, events and contributions in the draft 2021/22 Annual Budget and Long Term Financial Plan 2021/22:

	2021/22	2022/23	2023/24	2024/25
Economic development initiatives	\$25,000	\$25,000	\$25,000	\$25,000
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$20,000	\$20,000	\$20,000	\$20,000
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival, Eaton Foreshore Festival, and Dardanup Arts Spectacular) - CP044	\$25,000	\$25,000	\$25,000	\$25,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
Bunbury Geographe Economic Alliance	\$14,000	\$14,000	\$14,000	\$14,000
Bunbury Geographe Chamber of Commerce & Industry	\$1,000	\$1,000	\$1,000	\$1,000
City of Bunbury – Skyfest Australia Day event	\$5,500	\$5,500	\$5,500	\$5,500
SW Academy of Sport	\$2,600	\$2,600	\$2,600	\$2,600
Burekup Country Club	\$2,906	\$2,950	\$3,004	\$3,072
Crooked Brook Forrest Assoc	\$1,000	\$1,000	\$1,000	\$1,000
Ferguson Hall Management Committee	\$2,906	\$2,950	\$3,004	\$3,072
Busselton Margaret River Regional Airport	\$2,000	\$2,000	\$2,000	\$2,000
South West Group of Affiliated Agricultural Associations	\$250	\$250	\$250	\$250
Millbridge Lions Club – Seniors Christmas Dinner in Eaton	\$1,500	\$1,500	\$1,500	\$1,500
Dardanup Senior Citizens – Seniors Christmas Dinner in Dardanup	\$2,000	\$2,000	\$2,000	\$2,000
Burekup Lions Club – Seniors Christmas Dinner in Burekup	\$1,250	\$1,250	\$1,250	\$1,250
Eaton Millbridge Lions Club – Christmas hamper	\$1,000	\$1,000	\$1,000	\$1,000
Dardanup & District Residents Association – Dardanup Times	\$1,100	\$1,100	\$1,100	\$1,100
Eaton Family Centre (Contribution to Eaton Child Health Clinic Operating Costs)	\$9,000	\$9,000	\$9,000	\$9,000
In town Centre support of \$2,500 – (3 year commitment – 2018/19, 2019/20, 2020/21)	\$2,500	\$2,500	\$2,500	\$2,500
Minor / Community Event Assistance - CP044	\$25,000	\$25,000	\$25,000	\$25,000
Minor Community Activities (Science & Engineering challenge \$1,000; etc)	\$5,000	\$5,000	\$5,000	\$5,000
TOTAL	\$168,012	\$168,100	\$168,208	\$168,344

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

THAT Council endorses the 2021/2022 Community Events and Library program and allocate funds within the 2021/22 draft budget and Long Term Financial Plan for these activities:

GL or Job #	Event or Program	2020/21 Budget	2021/22 Proposed Budget: Expenditure	2021/22 Proposed Budget: Revenue
0817010	Personal Development Grants	\$10,000	\$10,000	
1017003	Disability Services Expenditure	\$5,000	\$5,000	
J11901	Events & Festivals <ul style="list-style-type: none"> • Spring Out Festival • Buy It Back Fair • Movies by Moonlight • Youth Week Event • Seniors Celebration Day • Multicultural Arts Event 	\$60,000	\$60,000	
J11902	Public Art Projects	\$15,000	\$19,000	
1119001	Public Art Competition	\$4,000	\$0	
J11904	Donation – Eaton Foreshore Festival	\$3,000	\$0	
J11906	Australia Day Breakfast – Eaton	\$9,258	\$9,300	
J11907	Australia Day Breakfast – Burekup	\$1,227	\$1,250	
J11908	Australia Day Breakfast – Dardanup	\$2,963	\$3,000	
J11909	Citizenship Awards	\$2,000	\$2,000	
J11910	Thank a Volunteer Day Event	\$2,000	\$3,000	\$1,000
	Community Directory	\$0	\$1,000	
1119002	Events Support Expenditure – J11912	\$2,000	\$0	
J11913	Banners in the Terrace	\$1,000	\$1,000	
J08712	Youth Development Programs (CR 318-20)	\$10,000	\$10,000	\$5,000
J08713	Skateboard/Scooter/BMX clinics	\$4,000	\$0	
J08714	Minor/Community Event Assistance	\$25,000	\$25,000	
J08719	Minor Community Activities	\$5,000	\$0	
	Community and Club Capacity Building Workshops & Activities	\$0	\$11,466	\$8,466
	School Holiday Workshops & Activities	\$0	\$5,000	
J11921	Community Events - Seniors Workshop & Activities	\$4,000	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$4,000	\$2,500	
J11923	Creative Workshops	\$4,000	\$2,500	
1116012	Library Programs Early Learning	\$37,000	\$37,000	

GL or Job #	Event or Program	2020/21 Budget	2021/22 Proposed Budget: Expenditure	2021/22 Proposed Budget: Revenue
	<ul style="list-style-type: none"> • Jo Jingles • Stem Workshops • Code Club School Holidays <ul style="list-style-type: none"> • Holiday Storytime • Children’s activities and workshops Adult Programming <ul style="list-style-type: none"> • Skills development activities and workshops • eResources • BeConnected • On-line safety program Authors & Events <ul style="list-style-type: none"> • Author visits • Children’s book week • Travelling storytime • Summer Reading Challenge • Better Beginnings Program 			
	Place-making activities & Engagement <ul style="list-style-type: none"> • Summer Sounds in the Park • Outdoor wellness programs • Place activation initiatives • Night stalks • Seed and plant swaps 	\$20,000	\$20,000	
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	\$15,000	
1119504	Community Grants Scheme – \$8.31 per rateable assessment	\$49,880	\$50,563	
	TOTAL	\$295,238	\$296,579	\$14,466

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

THAT Council:

1. Endorses the proposed Draft 2021/22 Schedule of Fees and Charges included as (Appendix ORD: 12.20B – Part 4 – Page 123), to become effective on the 1st of July 2021; and
2. Where required, gives local public notice of the applicable Fees and Charges.

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

THAT Council in additional to forecast growth:

- 1. Endorses a projected rate revenue increase of 2 % for the 2021/22 budget, with 0% increase in minimum rates;**
- 2. Endorses a projected rate revenue increase of 2%, 3%, 3%, 3% and 3% for the Corporate Business Plan; and**
- 3. Endorses a projected rate revenue increase of 4% for years six to fifteen of the Long Term Financial Plan.**

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'F'**

THAT Council endorses the Debt Management Plan 2021/22 to 2030/31 (refer to Appendix ORD: 12.20C – Part 4 – Page 142) for the 2021/22 budget, four year Corporate Business Plan, and Long Term Financial Plan.

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'G'**

THAT Council:

- 1. Adopts the 2020/21 Mid-Year Budget Review inclusive of the noted budget amendments contained within the report;**
- 2. Receives and acknowledge the 2020/21 Mid-Year Budget Review report and associated documents; and**
- 3. Retains the 2020/21 Forecast Budget Surplus as a carried forward surplus to the next budget period.**

By Absolute Majority

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'H'**

THAT Council:

- 1. Includes in the mid-year budget review the Installation of a Dog Water Fountain at Eaton Foreshore.**
- 2. Includes the installation of dog fountains in the PRAMP for the following parks:**

- Lofthouse Park;
- Watson Reserve;
- Well Recreation Park;
- Burekup Reserve; and
- Glenhuon Reserve;

With the expectation this is included in future facilities upgrade.

3. Authorises the cost of one water bowl (1) at \$6,000 to be funded from the Parks and Reserves Upgrades Reserve, noting this transfer will not affect the forecast end of year surplus for 30 June 2021.

By Absolute Majority

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'I'**

THAT Council endorses the Shire of Dardanup draft Workforce Plan 2021/22 - 2030/31 as per (Appendix ORD: 12.20D – Part 4 – Page 152).

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'J'**

THAT Council requests the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2021/22 Budget:

1. Councillor Budget Requests:
 - a) Planting of the verge along Eaton Drive from Glen Huon Reserve to Peninsula Lakes with funding to be \$10,000 in the 2021/22 budget and \$10,000 in the 2022/23 budget.
2. Staff Budget Requests:

a)	Project	Amount	Net Budget impact
	Engage a consultant to undertake a full review of Council's Motor Vehicle Fleet including Compliance, Executive, Manager and Plant vehicles – examining electric vehicle options while recommending a selected range and type of vehicle based on optimum value for money. Includes examining running and changeover costs, changeover periods, FBT, Novate Leasing, motor vehicle allowances options. Review and update existing Motor Policies. This is to be funded from the Executive & Compliance Vehicles Reserve.	\$20,000	\$0

b)	Project	Amount	Net Budget impact
	Promap Software – unlimited licence for process mapping software enabling tracking and monitoring of administrative policies, processes and tasks.	\$17,000	\$17,000
	UPS x 4 to provide battery backup power supply for 4 rack mounted UPS units.	\$4,800	\$4,800
	Re-cable Eaton Recreation Centre Gym communication hub	\$5,000	\$5,000
	ShoreTel Telephone System software update	\$1,500	\$1,500
	Microsoft Enterprise Agreement server licencing increase	\$16,384	\$16,384
	OSH – Fire Extinguisher and Emergency Warden Training	\$3,400	\$3,400
c)	Project	Amount	Net Budget impact
	Library Donations Revenue Account – any funds received from sales or donations to be transferred from Muni and held in the Eaton Library Reserve for future library purchases	\$1,000	\$0
	Social Pinpoint software licence. Not budgeted in previous years but used for community surveys	\$10,000	\$10,000
	Youth Development Programs replacing Leeuwin Scholarships	\$10,000	\$0
	School Holiday Workshops and Activities replacing skateboard clinics and Banners in the Terrace	\$5,000	\$0
	Online Community Directory reducing Seniors Workshops from \$4,000 to \$3,000	\$1,000	\$0
	Change to allocation amongst Events and Festivals budget – remaining at \$60,000	\$0	\$0
	Club development and capacity building – grant funding of \$8,466 confirmed for 2021 and 2022, with Council contribution of \$3,000 for catering, marketing and venue hire. Partly offset by a reduction of \$1,500 in Community events – youth workshops and \$1,500 for creative workshops	\$8,466	\$0
	Tourism and Events grants increase from \$25,000 to \$35,000 - Includes Business South West Excellence Awards 2021 – seeking a three year commitment of \$5,000 pa	\$10,000	\$10,000
	Technical Services consultants to support new Grants Officer position ie: financial feasibility studies, business case development, etc	\$10,000	\$10,000
	Eaton Recreation Centre – increasing Bodycombat Les Mills license from \$15,000 to \$15,665	\$665	\$665
	Increase to the Consultants – (Strategic) Town Planning budget allocation to \$50,000 to enable studies and plans to be developed in line with the Corporate Business Plan. Note: \$35k reduced to \$30k to enable \$5k to be allocated towards relief contract staff	\$20,000	\$20,000

	- Includes engagin a consultant to develop Place Plans for Eaton/Millbridge, Burekup, Dardanup, Ferguson Valley & surrounds \$20,000		
	New staff member – full-time Strategic Project Officer Note: with a L7.1 salary plus approx. 20% in on-costs = \$100k. Partially offset by reduction of 0.4FTE in Environmental Officer hours	\$60,000	\$60,000
	Relief Contract Staff for Building Control. Funded from ceasing the current swimming pool inspection contract of \$9,282 plus additional anticipated Building License fees of \$25,000	\$40,000	\$0

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'K'**

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

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
850	850	900	900	900	1,700	1,725	1,750	2,000	2,000	13,575

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'L'**

THAT Council:

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

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
7,992	1,734	1,030	1,040	1,060	500	500	650	700	700	15,906

- Transfers the following funds from the Road Reserve to the Building Reserve to offset the increase in Reserve Transfers required for the Building Asset Management Plan 10 Year Programs:**

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
500	500	600	600	600	-	-	-	-	-	2,800

3. Acknowledges that the following borrowings are required for the Building Asset Management Plan 10 Year Programs:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
0	6,000	1,600	500	1,160.5	660.5	0	0	0	0	9,921

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'M'**

THAT Council adopts the following Annual Transfers to Reserve for the delivery of the 2021 Pathways Asset Management Plan - Pathways 10 Year Programs:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
0	100	36	184	190	215	240	250	250	325	1,790

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'N'**

THAT Council adopts the following Annual Transfers to Reserve for the delivery of the Parks and Reserves 10 Year Programs

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
150	225	225	225	385	525	525	525	525	600	3,910

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'O'**

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

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
25	25	25	25	50	50	50	50	50	50	400

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'S'**

THAT Council adopts the following Annual Transfers to Reserve for the delivery of the 2021/22 10 year Information Technology Asset Management Plan:

21-22	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	Total
(x \$1,000)										
400	400	400	400	450	500	500	500	500	500	4,550

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'T'**

THAT Council receive the E-Waste Collection Trial report as Business of an Urgent Nature.

**INTEGRATED PLANNING COMMITTEE
RECOMMENDED RESOLUTION 'U'**

THAT Council:

- 1. Requests the Chief Executive Officer to submit an allocation of \$5,200 as part of the 2021/22 budget to support a twelve-month trial for an e-Waste collection service operated by Mr Matt Meijer in Eaton/Millbridge.**
- 2. Requests the Chief Executive Officer, as part of the trial period to support:**
 - **Regular advertising of collection events for both Dardanup and Eaton including the Shire website, Social Media and using the electronic notice board;**
 - **Encouragement of separation of e-Waste from hard waste collections (it is usually left behind) through marketing initiatives;**
 - **Approving the locations for collection at Carramar Park and the Shire carpark in Eaton;**
 - **Providing a container at the Eaton and Dardanup offices and Shire Transfer Station specifically for e-Waste;**
 - **Providing the service provider, Mr Meijer with free disposal (five ute/trailer passes) at the Dardanup Transfer Station for waste that does not fall within those categories he can't manage; and**
 - **Providing the service provider, Mr Meijer with documentation to certify that the TVs and paint tins and other HHW are collected from households on behalf of the Shire of Dardanup.**
- 3. Requests the Chief Executive Officer to present a report to Council on the outcomes of the 12-month trial.**

- 4. Requests the Chief Executive Officer provide an interim 6 month report to Councillors through the Information Bulletin.**
- 5. Requests the Chief Executive Officer to seek grant funding to fully fund this operation in the future.**

12.21 Title: Bushfire Advisory Committee Meeting Minutes

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

MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 17th OF MARCH 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 17th of March 2021 are attached (Appendix ORD: 12.21 – Part 4 - Page 164).

OFFICER RECOMMENDED RESOLUTION

THAT Council receives the Minutes of the Bushfire Advisory Committee Meeting held on the 17th of March 2021 (Appendix ORD: 12.21).

13	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
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13.1 Title: Notice of Motion – Issuing of Tip Passes for the Banksia Road Tip

Reporting Department: *Elected Member*
Elected Member: *Cr. Janice Dow*
Legislation: *Local Government Act 1995*

Overview

Cr. Janice Dow is requesting that the Shire of Dardanup issue 6 free tip passes per year to ratepayers that are not serviced by the regular household waste collection.

Background

At the Annual Electors meeting held on the 27th of January 2021, the question was raised regarding tip passes. The request made and recorded in the Annual Electors Meeting Minutes:

5.5 *Ms Suzana Celani – Rates and Services Question*

Susan Celani advised that they live next door to Mr Anthony Pitts. She raised a question in regards to the delivery of mail and rubbish to their property. They have a PO box as there is no mail delivery service and have no rubbish service. They have to take their rubbish to the tip and pay everytime they take their rubbish to the tip. Can the Shire provide some relief?

The Deputy CEO, Mr Phil Anastasakis advised that If they are living in a farming area there is no rubbish collection charge with the rates. Residential properties have a rubbish fee for the service provided, and are paying for the pick up and disposal service.

The Shire President, Cr M Bennett commented that Council will make the rubbish collection and tip passes a topic for discussion during the next budget consideration.

Legal Implications - None.

Strategic Community Plan

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

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

Environment - None.

Precedents

Refer to the Special Council Meeting Minutes from the 15th of June 2007 (Appendix ORD: 13.1 – Part 5 – Page 1).

Budget Implications

Council has within its current 2020/21 budget a fee for a Tip Pass (20 x 240l Bin) of \$64.00, and a Tip Pass (10 x trailer) of \$160.00. Revenue generated through tip fees totalled \$72,272 in 2019/20.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Current policies relating to tip passes are: Infr CP118 – Issue Of Tip Passes For Eligible Community Groups And Not-For-Profit Organisations.

Elected Member Comment

This has been a request made many times from residents in the Shire of Dardanup who are not serviced by the regular waste removal service and again recently at the Annual Electors Meeting the response from the officers & President was that it would be discussed at budget meetings.

Many times residents have asked me “*what do we get from paying all those rates every year?*” as they live in the outer areas of the shire.

The residents that do receive the service pay an annual fee on top of their rates so it is not a free service but those people also have pathways, bitumen roads, parks, library’s close by and facilities that are within a short distance to where they live.

6 free passes to the tip is a free service the shire can provide to those residents in the outer areas if they go into the office and request it.

Ravensthorpe a small community in the South has a system similar to what I am requesting and I would expect other shires also have a free tip pass system in place that the Shire of Dardanup could follow and introduce for our residents.

Director Infrastructure Comment

The Shire’s Waste Management Plan provides the following figures in relation to household generated waste that is processed at the Shire’s transfer station annually:

General Waste:	1,171 tonnes
Green Waste / Cardboard:	170 tonnes
Household Recyclables:	45 tonnes

The annual cost of operating the Shire’s transfer station is in the vicinity of \$488,000. This includes transfer station attendents, skip bin hire, contractor transport and disposal fees, utility costs and overheads. It should be noted that the transfer station does not just deal with household putrescible waste and recyclables, it also accepts greenwaste, scrap metals, waste oil, car batteries and other items that can be salvaged.

Some of the transfer station costs are recovered through gate fees, sale of tip passes, items sold at the tip shop and revenue from salvaged items. In total, revenue generated in 2019/20 was in the vicinity of \$72,000.

It is expected that the issuing of six free tip passes will reduce the revenue that would normally be received at the transfer station from gate fees. It is not clear to what extent the gate fees will reduce without detailed analysis; however, using a standard tip pass that allows 20 x 240L bins to be brought to the transfer station, the issuing of six free passes, in theory, could effectively eliminate the need for any further gate fees for those residents that are issued with the passes. The financial impact can be quantified and Officers will be able to produce an estimation of the impact on revenue at the transfer station for the annual budget deliberations.

Further consideration will also need to be made on how the passes are issued so that unused passes are not passed on or sold to residents that have either used up their allocation of passes or already have a waste service.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Elected Member Recommendation

No Change. **OR:**

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

ELECTED MEMBER RESOLUTION 'A'

THAT Council authorises the distribution of 6 free tip passes per year to ratepayers that are not serviced by the regular household waste collection upon request at the Shire of Dardanup administration offices.

OR

ELECTED MEMBER RESOLUTION 'B'

THAT Council requests that during budget discussions consideration be made to supply Ratepayers that are not serviced by the regular household waste collection with 6 free tip passes per year.

13.2 Title: Notice of Motion – Advisory Groups

Reporting Department: Elected Member
Reporting Officer: Cr. J Dow
Legislation: Local Government Act 1995

Overview

Cr. Janice Dow is requesting that the Shire of Dardanup Advisory Group agendas, notes and membership names be made available to the public through the Shire of Dardanup website.

Background

In 2019, through adoption of the Community Engagement Framework, the Shire implemented Place Based and Topic Based Advisory groups, which replaced the Shire's Townscape Committees.

Legal Implications - None.

Strategic Community Plan

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

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

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

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

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

To support the implementation of the Community Engagement Framework Place Based and Topic based approach, and in line with good governance, Exec CP089 – *Advisory Groups* Policy (Appendix ORD: 13.2A Part 5 – Page 10) was adopted to provide guidance for the establishment and operations of Advisory Groups.

Elected Member Comment

In 2019 the Shire of Dardanup moved a Resolution that 10 Advisory Groups were to be set up replacing the old Townscape Committees with Terms of References (Appendix ORD: 13.2B – Part 5 - Page 13) and some of the points in the term of reference for these groups was that the Advisory Groups aims were to provide advice on the development of the facilities, activities, character with the objectives of the Advisory Groups is to provide a means of participation and communication between the community and the Shire of Dardanup, a type of peak body for each region/area.

I believe the new groups are a step in the right direction however they need to be open & transparent so all residents can participate in the discussions by way of feedback to the members of each group but

currently residents have no idea what is going on as none of the information I am asking for to be published is available only to the members and they have signed a form where they are not permitted to speak to residents outside the group.

The Groups act only in an advisory capacity on matters with a specific focus on developing a distinctive place that is based on identity and connected with the community, provide advice and make recommendations relating to the formulation of a community and the development and implementation of projects.

Terms of appointment being for a period of 2 years with up to 12 Community Representatives being appointed with at least 3 Elected Councillors to each Advisory Group assisted by shire staff by way of sending out Agendas, typing up notes from the meetings plus other work that needs to be organised to hold the Meetings.

Once the community representatives have nominated and been accepted to the groups they are then required at their first meeting to sign a confidentiality agreement so they are unable to go out into the community where they live and speak freely about items being discussed at the meetings and therefore unable to get feedback from residents on what they want for their community so in fact due to the members signing the confidentiality agreements they are then not permitted to discuss anything that went on in the meetings so therefore I believe the 12 community members on each group are representing themselves instead of what I believed the groups were set up for and that was to represent all the residents in their community and seek their feedback on items that are on the Agenda to be discussed so they are able to vote in the interests of what the community want.

This is just one point in the confidential section in Advisory Groups Terms of Reference:

8.5 Should a breach of Confidentiality be made by an Advisory Group member, the Chief Executive Officer will remove the respective member from the Advisory Group.

My request to Council is that all Advisory Group Agenda's, notes and names of group members be publicly available on the Shire of Dardanup web site as soon as possible before & after each meeting so residents are updated and can discuss with their community representatives their thoughts before members attend Advisory Group Meetings and making decisions on their behalf.

ELECTED MEMBER RESOLUTION

THAT Council authorises the publication of all Shire of Dardanup Advisory Group agendas, notes and membership names through the Shire of Dardanup website, with agendas to be published on the Shire website three days prior to Advisory Group meetings being held.

- *Manager Governance & HR Comment*

Should Council resolve to authorise the publication of Advisory Group details on the website, the Advisory Group's Terms of Reference and Council Policy Exec CP089 will also need to be updated. The resolution has been amended to reflect this governance requirement.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Elected Member Recommendation

No Change. **OR:**

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

ELECTED MEMBER RESOLUTION

THAT Council:

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

14 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

None.

15 PUBLIC QUESTION TIME**16 MATTERS BEHIND CLOSED DOORS**

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

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)(c), the Council go Behind Closed Doors [.....pm] to discuss 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.

16.1 Title: Tender RFT F0174466 Waste Collection and Processing Services and Updated Waste Management Plan

Reporting Department: Infrastructure Directorate

Reporting Officer: Mr Luke Botica - Director Infrastructure

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 April 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.

