



Shire of Dardanup

# **A G E N D A**

FOR THE

## **ORDINARY COUNCIL MEETING**

To Be Held

Wednesday, 22<sup>nd</sup> of May 2024  
Commencing at 5.00pm

At

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 22<sup>nd</sup> of May 2024 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

A handwritten signature in black ink, appearing to read "Phil Anastasakis", is positioned above the typed name.

**MR PHIL ANASTASAKIS**  
Acting Chief Executive Officer

Date: 17<sup>th</sup> May 2024

**Note:** If interested persons would like to make comment on any items in this agenda, please email [records@dardanup.wa.gov.au](mailto: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.

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## VISION STATEMENT

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item. <b>Example:</b> Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item. <b>Example:</b> Local paper / Industry news article, Facebook item seen by multiple groups.	Contained, reversible impact managed by internal response.	Localised damage rectified by routine internal procedures.
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile. <b>Example:</b> State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
<b>Major (4)</b>	Long-term disability/ multiple injuries Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<b>Compliance</b> - Non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions. <b>Example:</b> Australia wide news stories. Regulatory / Political commentary involvement.	Uncontained, reversible impact managed by a coordinated response from external agencies.	Significant damage requiring internal & external resources to rectify.
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - Non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. <b>Example:</b> Worldwide news, Focused articles (e.g. 60 minutes). Regulatory / Political oversight and involvement.	Uncontained, irreversible impact.	Extensive damage requiring prolonged period of restitution. Complete loss of plant, equipment & building.

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 22<sup>ND</sup> OF MAY 2024, AT ADMINISTRATION CENTRE EATON, 1 COUNCIL DRIVE, 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. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.*

*Emergency Procedure*

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

*Affirmation of Civic Duty and Responsibility*

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

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

2.1 Attendance

2.2 Apologies

2.3 Leave of Absence

Cr. E P Lilly - Elected Member [Res:17-24]

2.4 Previous Meetings

DATE	TYPE	CR. T BELL	CR. L W DAVIES	CR. T G GARDINER	CR. S L GILLESPIE	CR. A C JENOUR	CR. E P LILLY	CR. M R HUTCHINSON	CR. J D MANONI	CR. A L WEBSTER
<b>FEBRUARY 2024</b>										
15/02/24	EATON COMMUNITY MEETING			✓			✓			
21/02/24	AF	✓	NA	✓	Ap	✓R	✓	✓	Ap	Ap
22/02/24	FERGUSON COMMUNITY MEETING	✓		✓			✓			
28/02/24	OCM	✓	✓	✓	Ap	✓	✓	✓	✓	✓
<b>MARCH 2024</b>										
06/03/24	CF	Ap	NA	✓	✓	✓R	✓	✓	✓	✓
07/03/24	DARDANUP COMMUNITY MEETING	✓		✓			✓	✓		✓
11/03/24	BUREKUP COMMUNITY MEETING	✓		✓		✓	✓	✓		
20/03/24	AF	✓	NA	✓	✓	✓R	✓	✓	Ap	Ap
27/03/24	OCM	✓	✓	✓	✓	✓	Ap	✓	✓	✓
<b>APRIL 2024</b>										
3/04/24	CF	Ap	✓	✓	✓	✓	LoA	✓	✓	✓
17/04/24	AF	✓	NA	✓	LoA	✓R	LoA	✓	LoA	✓
24/04/24	OCM	✓	✓	✓	LoA	✓	LoA	✓	LoA	✓
<b>May 2024</b>										
15/05/24	AF	✓	NA	✓	✓	✓R	LoA	✓	✓	✓
22/05/24	OCM						LoA			

TYPE LEGEND	
AF	Agenda Forum
CF	Concept Forum
OCM	Ordinary Council Meeting
SCM	Special Council Meeting
WS	Workshop

ATTENDANCE LEGEND	
✓	Attendance
✓R	Remote Attendance
Ap	Apology
LoA	Leave of Absence
NA	Non Attendance



### 3      RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

#### 3.1      Mr Winston Matthews - Ordinary Council Meeting - 24<sup>th</sup> of April 2024

At the April Ordinary Council Meeting the following question was taken on notice:

*Mr Winston Matthews asked a further question:*

*I have a concern regarding dogs around the children's play equipment which is leading to dogs approaching children, and an issue with dog urination in the same area children are playing... Mr Matthews asked if it was possible to have a dog exercise area away from children play areas, preferably a dedicated fenced area away from children?*

*Director Sustainable Development, Mr Ashwin Nair replied that under the Shire of Dardanup Local Law, dogs are allowed to enter children's play areas, however, they must be on a lead at all times. Mr Ashwin Nair advised that Mr Matthews's second question would be taken on notice.*

Response from Director Sustainable Development Mr Ashwin Nair :

*The issue of dogs in exercise areas, and in other areas, has been raised several times. A number of options are available to enable clearer awareness of the requirements of dog owners whilst using exercise areas such as clearer signage around playgrounds and more frequent patrols by Rangers to enforce the rules and regulations as well as educating dog owners. There is also the option to fence designated dog exercise areas as suggested, however, this will be subject to further investigation by Officers and ultimately a decision of Council .*

### 4      PUBLIC QUESTION TIME

### 5      APPLICATIONS FOR LEAVE OF ABSENCE

#### COUNCIL RESOLUTION

**THAT ..... be granted leave of absence for the Special Council Meeting to be held on the 29<sup>th</sup> of May 2024.**

#### COUNCIL RESOLUTION

**THAT ..... be granted leave of absence for the Ordinary Council Meeting to be held on the 26<sup>th</sup> of June 2024.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

*7.1 Ordinary Council Meeting Held on the 24<sup>th</sup> of April 2024*

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 24<sup>th</sup> of April 2024, be confirmed as true and correct subject to no/the following corrections:**

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

8.1 Title: *Shire President Monthly Report*

**Reporting Department**

*Elected Members*

**Elected Member**

*Cr. Tyrrell Gardiner - Shire President*

Report to be tabled at the meeting.

## 9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

### 9.1 Title: Sale of 2 Sanford Way, Eaton

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:** *The meeting would go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(c) where 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 CnG CP039.

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

- *Elected Member Cr. S L Gillespie declared a Proximity Interest in item 12.4.3 - Eaton Bowling & Social Club Inc – Proposed Upgrade to Bowling Green Lights – Pratt Road as her residence is on Pratt Road.*
- *Shire President, Cr. T G Gardiner declared an Impartiality Interest in Item 12.4.3 - Eaton Bowling & Social Club Inc – Proposed Upgrade to Bowling Green Lights – Pratt Road as he is a patron of the centre*
- *Elected Member Cr. A L Webster declared an Impartiality Interest in Item 12.4.3 - Eaton Bowling & Social Club Inc – Proposed Upgrade to Bowling Green Lights – Pratt Road as she is on the Building Joint Management Committee – Eaton Bowling & Social Club & Eaton Senior Citizens*

## 12      REPORTS OF OFFICERS AND COMMITTEES

### 12.1    EXECUTIVE REPORTS

#### 12.1.1      Title: *Australian Local Government Association Annual Assembly*

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Acting Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mrs Brooke Sudbury - Executive Support Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.1.1A – Conference Program 12.1.1B – Risk Assessment</i>

#### **Overview**

This report was considered at the 24<sup>th</sup> of April 2024 Ordinary Council Meeting, with Council resolving to defer the decision until after a workshop was held to consider this item and Councillor attendance at the WALGA State Conference.

This report recommends that the Shire President, Deputy Shire President and Chief Executive Officer attend the Australian Local Government Association Annual Assembly in Canberra, including the Regional Conference, which is scheduled to take place between 2<sup>nd</sup> and 5<sup>th</sup> July 2024. The estimated cost for the conference, flights, and accommodation is expected to be approximately \$9,000. The aim of this conference is to meet with relevant federal government officials and politicians, in addition to participating in an interesting program.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the attendance of the Shire President, Deputy Shire President and Chief Executive Officer at the Australian Local Government Association Annual Assembly, including the Regional Conference, from the 2<sup>nd</sup> to the 5<sup>th</sup> of July 2024.**

#### ***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:

## **Background**

This report was originally put forward at the 24<sup>th</sup> of April 2024 Ordinary Council Meeting, with Council amending the resolution to allow for a workshop to take place (Res: 105-24) before making a decision.

*THAT Council defer making a decision on the attendance of the Shire President, Deputy Shire President and Chief Executive Officer at the Australian Local Government Association Annual Assembly, including the Regional Conference, between 2<sup>nd</sup> to the 5<sup>th</sup> of July 2024 in order to workshop the merits of this conference.*

A Councillor workshop was held on Wednesday 8<sup>th</sup> of May 2024 to consider this request and Councillor attendance at the WALGA State Conference. After workshopping this item, it has been agreed to return the item to Council for determination.

The Australian Local Government Association Annual Assembly in Canberra is a significant event that provides an opportunity for local government representatives to engage with federal government officials and politicians. The conference program will cover various topics such as infrastructure, governance, and environmental management (Appendix ORD: 12.1.1A). This event is a great opportunity to network with other local governments across Australia and learn from their experiences.

## **Legal Implications**

There are no legal implications associated with attending the conference.

## **Council Plan**

8.1 - Support responsible planning and development.

8.2 - Advocate for adequate utility infrastructure to support a growing community and economy.

10.2 - Advocate for improved access to public and shared transport services.

## **Environment**

There are no significant environmental impacts associated with attending the conference.

## **Precedents**

It is common practice for local governments to send representatives to attend the Australian Local Government Association Annual Assembly. Many local governments see this conference as a valuable opportunity to meet with federal government officials and politicians and learn about best practices in other local government areas.

## **Budget Implications**

The estimated cost for attending the conference in Canberra, which is scheduled to take place between 2<sup>nd</sup> and 5<sup>th</sup> July 2024, including flights and accommodation is around \$3,500 per person. This cost will be borne by the Shire of Dardanup, and it will be funded from the relevant 2023/2024 training budgets. The Councillor's training budget has a remaining total of \$14,801 and the overall Chief Executive Officer Professional Development Training budget has \$5,632.00 available.

At the 2023 ALGA conference both the then Deputy Shire President and Chief Executive Officer attended the cost for this in total was approximately \$7,500. This comprised of the following approximate costs:

- Accommodation at \$1,800,
- Flights at \$3,000 and
- Conference attendance \$2,700.

**Budget – Whole of Life Cost** - None.

## **Council Policy Compliance**

### **CnG CP112 – Councillors’ Induction Training and Professional Development**

#### 4.5 Conferences & Training Courses

d) *Examples of other conferences include:-*

- *National General Assembly of Local Government (Shire President and Chief Executive Officer);*
- *Annual Road Conference;*
- *Special “one off” conferences sponsored by WALGA or the Department of Local Government, Sport and Cultural Industries.*

#### 4.6 Restrictions and Exclusion on Travel

*No more than two Elected Members may attend the same Interstate event and no more than three Elected Members exclusive of the President and Deputy President may attend the same intrastate event (authorised training and development courses excluded).*

*Travel Interstate is not permitted without the prior approval of Council; and within three months of being elected as an Elected Member and is not permitted within six months of the date of expiry of office, unless approved in advance by a resolution of Council. Attendance at any overseas conference, seminar or other development event requires the specific approval of Council.*

#### 4.7 Accommodation

*Council staff will arrange and make payment for reasonable accommodation for the Councillor for a room at or in close proximity to the event venue.*

#### 4.11 Approval Process

*Applications from Elected Members for attendance at interstate training, seminars and conferences will be considered by the President and Deputy President in consultation with the Chief Executive Officer with regard to applicability of the development opportunity to the Councillor’s role and budget availability, and a report to Council to seek approval.*

*The application can only be approved where the costs including registration fees, travel, accommodation and an estimation of other expenses can be accommodated within the approved allowance allocated to the Elected Representative for this purpose in accordance with the annual budget provision. The annual training budget determined by the Council will be equally allocated to each Elected Representative on a pro-rata basis in accordance with election dates. An individual’s unspent funds can be carried forward for use within the biennial election cycle.*

*The Chief Executive Officer is authorised to approve requests from Elected Members for professional development training and conferences without referral to Council provided that:*

- a) *The event is within the state*
- b) *The cost does not exceed the annual allowance; and*
- c) *The course of conference is organised by an identified, industry recognised training provider.*

*The Chief Executive Officer is to maintain a register of each Elected Members’ training and professional development expenses.*

*Nothing in this policy provision prevents the Council from approving additional funds to be accessible or the Council from approving a specific application that is outside of the existing budget.*

*This Policy does not apply to meetings or workshops attended by an Elected Member, where they are the approved Council delegate or representative.*

## **Risk Assessment**

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



<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Australian Local Government Association Annual Assembly
Inherent Risk Rating (prior to treatment or control)	Low 1-4
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council’s reputation may suffer if it is not involved with current issues affecting Local Government as a whole

### ***Officer Comment***

Attending the Australian Local Government Association Annual Assembly, including the Regional Conference, presents a valuable opportunity for the Shire President, Deputy Shire President and Chief Executive Officer to network with other local government representatives across Australia and learn about best practices in other areas. In addition, the opportunity to meet with relevant federal government officials and politicians is highly valuable, as it allows the Shire of Dardanup to advocate for the local government area's interests.

In the recent Federal Budget announcements significant Federal Funding programs have been announced that aligns well with the Shire of Dardanup’s projects and 2050 Vision Objectives. The National Assembly will provide an opportunity for the Shire’s delegates to attend and learn firsthand how these programs are intended to be rolled out.

Overall, the benefits of attending the conference are significant, and it is recommended that the Shire President, Deputy Shire President and Chief Executive Officer attend.

END REPORT

**12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS**

12.2.1 Title: Council Policy for Naming of Roads and Thoroughfares

<b>Reporting Department</b>	Sustainable Development Directorate
<b>Responsible Officer</b>	Mr Ashwin Nair - Director Sustainable Development
<b>Reporting Officer</b>	Mr Jan Strijdom - Senior Statutory Planner
<b>Legislation</b>	Planning and Development Act 2005
<b>Council Role</b>	Quasi-Judicial.
<b>Voting Requirement</b>	Absolute Majority.
<b>Attachments</b>	12.2.1A – SDev CP510 – Council Policy - Road Naming 12.2.1B – Risk Assessment

**Overview**

The purpose of this report is for Council to consider adopting draft Council Policy *SDev CP510: Road Naming* (draft Policy) [Appendix ORD: 12.2.1A] which pertain to all public roads, however, most commonly used for the purposes of naming of newly created roads through the subdivision process.

Currently the Shire of Dardanup (Shire) has no policy to assist in the road naming process. The proposed draft policy seeks to detail the provisions and procedures the Shire will follow in considering the approval of road names prior to sending a recommendation to the Geographic Names Committee. This allows the Shire to follow a structured process resulting in a consistent approach to determining suitable road names.

The draft policy has been prepared in accordance with Landgate’s document ‘Policies and Standards for Geographic Naming in Western Australia’ Officers recommend that Council adopt the draft Policy prepared by Officers to assist in the road naming process.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopts draft Council Policy ‘SDev CP510 Road Naming’ which includes an application form for New Road Names.**



COUNCIL POLICY NO:-
<b>SDev CP0510 – Road and Thoroughfare Naming</b>

GOVERNANCE INFORMATION			
Procedure Link:	PR0?? – or NA	Administrative Policy Link:	NA

ADMINISTRATION INFORMATION							
Version:		New	OCM	22/05/2024	Res:	Synopsis:	Policy created.
Version:							

**1. RESPONSIBLE DIRECTORATE**

Sustainable Development

## 2. PURPOSE OR OBJECTIVE

1. Formalise a standard procedure for local road naming within the Shire of Dardanup (Shire).
2. Provide Shire staff, the local community and developers with clear guidance on the requirements for the naming of roads.
3. Ensure that road names comply with relevant legislation and requirements.
4. Encourage the application of themes to areas of new subdivision.
5. Ensure consideration to the history, natural environment, culture and character of the area is duly given when determining road names.

## 3. DEFINITIONS

**Road:** refers to a local government-controlled road and does not include state-controlled roads.

**Thoroughfares:** a course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

**Theme:** refers to a consistent or unifying subject that may be and not limited to physical, historical, cultural or other character or characteristics.

## 4. BACKGROUND

The naming of roads is a key component of the creation of new subdivisions, and in turn contribute towards a sense of place. Roads are also critical in directing emergency services, mail delivery and road transport. These names form an important part of the Shire's historic and cultural heritage.

The Land Administration Act 1997 (section 26A) requires developers of new subdivisions to submit road and thoroughfare names for approval by the Shire. This Policy seeks to detail the provisions and procedures the Shire will follow in considering the approval road names and in forming a recommendation to the Geographic Names Committee. This Policy applies to all proposed public roads in the Shire that are created through the subdivision process.

The responsibility for proposing road names created through subdivision rests with the subdivider, in accordance with the requirements set out in the Land Administration Act 1997. To the extent of any inconsistency between this policy and the Land Administration Act 1997(the Act), the Act shall prevail. The following provisions apply to road naming applications.

## 5. POLICY

1. Proponents are required to put forward an overall theme for road names for approval by Council at structure plan stage as part of a proposed new estate (residential, rural, commercial or industrial). Or where this has not yet occurred, and a Structure Plan is approved prior to the commencement of site works and in parallel with the lodgement of engineering drawings for approval under Section 170 of the Planning and Development Act 2005.
2. Where no overall theme has been approved yet and five (5) or more new roads are proposed to be created as part of a new estate (residential, rural, commercial or industrial), the proponent shall submit an overall theme for approval by Council.
3. Where a road name theme has been approved by Council, the proponent shall submit road names consistent with the theme approved.
4. Where no overall theme has been approved and four (4) or less new roads are proposed to be created, the proponent will still be required to submit road names for approval that are generally consistent with the theme established for the surrounding areas, or to nominate a theme for the estate.
5. The completion of the attached Appendix 1 – Application for New Road Names are required to accompany applications for new road names.

Road names and themes are to be prepared consistent with the requirements of the ‘Geographical Names Committee Western Australia – Principles, Guidelines and Procedures’ which provides requirements and guidelines not limited to:

- i) Consideration of current and future street names.
- ii) Consideration shall be given to current and future street numbering to ensure numbering is sequential, easy to follow and considers future density increases.
- iii) The origin of each name shall be clearly stated and subsequently recorded.
- iv) Names shall not be offensive or likely to give offence, incongruous or commercial in nature.
- v) Names shall be easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public.
- vi) Unduly long names and names comprised of two or more words should generally be avoided.
- vii) Proposals for road names shall include an appropriate road type suffix.
- viii) Practical application of road names to maps and plans shall be considered such as the long street names should not be allocated to short roads.

Preferred Themes for Road Names

In accordance with the Geographic Names Committee Guidelines suitable sources of road names suitable sources of names include:

- a) Aboriginal languages currently or formerly identified with the general area,
- b) Pioneers of the State or area,
- c) Citizens who have made a significant community contribution,
- d) War casualty lists and thematic names (e.g. nautical, sporting etc).
- e) Ethnic and gender diversity is encouraged.
- f) Given/first and surname combinations are suitable only if the surname alone cannot be used because of duplication. All name proposals must clearly identify the origin of the name and provide relevant references to allow for the verification of the name.

**APPENDIX 1: Application for New Road Names**

Shire of Dardanup

Attention: #####  
 Ph: #####  
 Email: #####

Applicant Name:	
Notification Address:	
Telephone Number:	
Site Address:	Estate Name and Stage:

Proposed New Names (only four (4) names permitted per application. If you are applying for more than four (4) new road names please use additional forms and highlight the road/numbers on the site plan that apply to each):

<b>Road Number:</b>	<b>Road Number:</b>
1 <sup>st</sup> Preference:	1 <sup>st</sup> Preference:
2 <sup>nd</sup> Preference:	2 <sup>nd</sup> Preference:
3 <sup>rd</sup> Preference:	3 <sup>rd</sup> Preference:

<b>Road Number:</b>	<b>Road Number:</b>
1 <sup>st</sup> Preference:	1 <sup>st</sup> Preference:
2 <sup>nd</sup> Preference:	2 <sup>nd</sup> Preference:
3 <sup>rd</sup> Preference:	3 <sup>rd</sup> Preference:

**Significance of Preferred Names:**

<b>Road Number</b>		

**Required Information:**

This form must be fully completed and accompanied by a road layout plan, including future road extensions. Please provide 2 copies with the new roads numbered (1,2,3 etc) for identification.

**Certification:**

I hereby certify that the information contained in this application (including the information contained in the attachment) is correct in all particulars:

<b>Applicants Signature:</b>	<b>Date:</b>
------------------------------	--------------

**6. REFERENCE DOCUMENTS**

<b>Name of Policy</b>	
<b>Previous Policy</b>	
<b>Date of Adoption and Resolution Number</b>	
<b>Review dates and Resolution Numbers</b>	
<b>Next review date</b>	
<b>Related documents</b>	<p><b>Acts/Regulations</b></p> <p><b>Plans/Strategies</b></p> <p><b>Policies</b></p> <p><b>References</b></p> <p><b>Delegations</b></p> <p><b>Work Procedures</b></p>

*By 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:

## **Background**

The naming of roads is a key component of the creation of new subdivisions, and in turn contribute towards a sense of place. Roads are also critical in directing emergency services, mail delivery and road transport. These names form an important part of the Shire's historic and cultural heritage.

The responsibility for proposing road names created through subdivision rests with the subdivider, in accordance with the requirements set out in the Land Administration Act 1997.

Section 26A of the *Land Administration Act 1997* however, requires the relevant Local Government to approve names for roads created as part of an approved subdivision. Those names approved by the Local Government must then be forwarded to the Geographic Naming Committee (GNC) who have delegated authority to approve road names from the Minister for Planning, Lands and Heritage.

This Policy has been prepared in accordance with Landgate's document 'Policies and Standards for Geographic Naming in Western Australia'. It will apply to all proposed public roads in the Shire of Dardanup however, most typically applied to new roads created through the subdivision process.

## **Legal Implications**

The *Land Administration Act 1997* (section 26A) requires developers of new subdivisions to submit road names for approval by the Shire. If this step is not followed through, a delay in the approval for subdivision can happen and consequently Land Titles cannot be registered in time with Landgate.

## **Council Plan**

- 8.1 - Support responsible planning and development.
- 10.3 - Improve road safety, connectivity and traffic flow.
- 13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents** - None.

## **Consultation**

### Other Consultation

The draft Policy was circulated to Council on 25<sup>th</sup> of January 2024 for a period of 21 days. At the end of this no comments were received.

**Budget Implications** - None

**Budget – Whole of Life Cost** - None.

**Council Policy Compliance** None.

## **Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.					
Risk Event	Council Policy for Naming of Roads and Thoroughfares				
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	<table border="0"> <tr> <td>Reputational</td> <td>A lack of policy will provide a high degree of inconsistency when considering and determining road name proposals. In addition to a lack of guidance for the community</td> </tr> <tr> <td>Property</td> <td>Land Titles cannot be registered with Landgate.</td> </tr> </table>	Reputational	A lack of policy will provide a high degree of inconsistency when considering and determining road name proposals. In addition to a lack of guidance for the community	Property	Land Titles cannot be registered with Landgate.
Reputational	A lack of policy will provide a high degree of inconsistency when considering and determining road name proposals. In addition to a lack of guidance for the community				
Property	Land Titles cannot be registered with Landgate.				

### Officer Comment

For the purposes of this report, a road is considered to be any public or private land-based thoroughfare or course navigable by vehicle or foot that can be used for assigning addresses or allowing access between points or to a feature. Examples of roads include alleyways, roads, streets, highways, fire tracks, bike paths and walking tracks.

The main objectives of the draft Policy are to:

1. Formalise a standard procedure for local road naming within the Shire of Dardanup.
2. Provide Shire staff, the local community and developers with clear guidance on the requirements for the naming of roads.
3. Ensure that road names comply with relevant legislation and requirements.
4. Encourage the application of themes to areas of new subdivision.
5. Ensure consideration to the history, natural environment, culture and character of the area is duly given when determining road names.

The key provisions of the draft Policy seek to provide for road names based on themes which assists in contributing towards a sense of place. This also provides for a high degree of consistency in the road naming process. The provisions are as follows:

- *Where no overall theme has been approved yet and five (5) or more new roads are proposed to be created as part of a new estate (residential, rural, commercial or industrial), the proponent shall submit an overall theme for approval by Council.*
- *Where no overall theme has been approved and four (4) or less new roads are proposed to be created, the proponent will still be required to submit road names for approval that are generally consistent with the theme established for the surrounding areas, or to nominate a theme for the estate.*

Where themes have been approved by Council, future road names through subdivisions in proximity will have to comply with the theme. Themes are typically sourced from local connections to the area. Some examples from the GNC policy are as follows (not limited to):

- Aboriginal languages currently or formerly identified with the general area,
- Pioneers of the State or area,
- Citizens who have made a significant community contribution,

- War casualty lists and thematic names (e.g. nautical, sporting etc).
- Ethnic and gender diversity is encouraged.
- Given/first and surname combinations are suitable only if the surname alone cannot be used because of duplication. All name proposals must clearly identify the origin of the name and provide relevant references to allow for the verification of the name.

Another key part of the draft Policy is to ensure that road names are prepared consistent with the requirements of the GNC - Principles, Guidelines and Procedures' which provides requirements and guidelines not limited to:

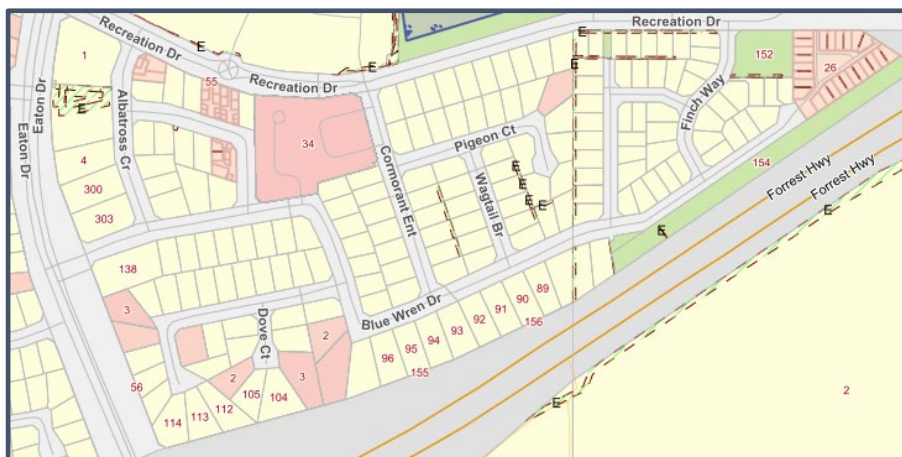
- *Consideration of current and future street names.*
- *Consideration shall be given to current and future street numbering to ensure numbering is sequential, easy to follow and considers future density increases.*
- *The origin of each name shall be clearly stated and subsequently recorded.*
- *Names shall not be offensive or likely to give offence, incongruous or commercial in nature.*
- *Names shall be easy to read, spell and pronounce in order to assist emergency services, service providers and the travelling public.*
- *Unduly long names and names comprised of two or more words should generally be avoided.*
- *Proposals for road names shall include an appropriate road type suffix.*
- *Practical application of road names to maps and plans shall be considered such as the long street names should not be allocated to short roads.*

An applicant who is proposing a road name will have to propose a 'Preferred' and Secondary' name for Council consideration and adoption in the instance the GNC refuse the proposal.

Officers request that Council adopt the draft Policy to enable a consistent and structured process towards the road naming process. It also provides guidance for developers of the statutory requirements through this process.

Existing Road Name Themes within the Shire

For Council's information, Officers have identified existing road name themes within the Eaton locality. Please see below examples.



Birds

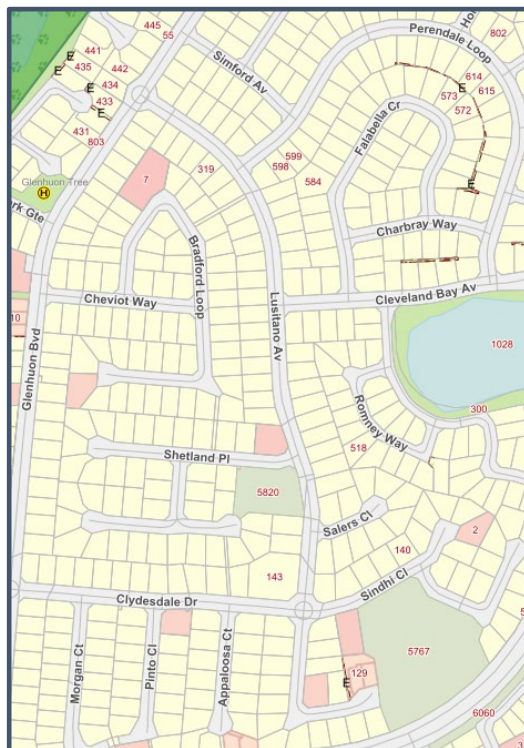




Plants/Trees



University related names



Horse Breeds

**Conclusion**

The adoption of this policy will allow Shire officers to follow a consistent process to assess an application for the naming of new roads within the Shire. Importantly it provides for a consistent approach towards this process and assists in informing developers of their requirements.

Shire officers recommend Council to consider and adopt the Council Policy for the naming of roads.

END REPORT

12.2.2 Title: Bushfire Risk Management Coordinator Shared Role

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Ashwin Nair – Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Ms Ashwin Nair – Director Sustainable Development</i> <i>Mr Stephen Loiterton – Coordinator – Emergency, Health &amp; Ranger Services</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Attachments</b>	<i>Bushfire Risk Mitigation Coordinator (BFMC) Grant Agreement – Confidential Document Under Separate Cover Tardis link <a href="#">OCM-R1590464</a> Appendix ORD: 12.2.2 – Risk Assessment</i>

**Overview**

This report seeks Council's continued support to co-contribute towards funding the Bushfire Risk Mitigation Coordinator (BRMC) position shared between the Shires of Collie, Capel and Dardanup. Furthermore, authorise the Chief Executive Officer (CEO) to sign the Bushfire Risk Mitigation Coordinator Grant Agreement received from the Department Fire Emergency Services (DFES) to continue to receive partial funding (30%) for the role from DFES.

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

- 1. Notes the Bushfire Risk Mitigation Coordinator Grant Agreement.**
- 2. Approves the Shire of Dardanup to continue to co-contribute towards the Bushfire Risk Mitigation Coordinator position for a further three (3) years to cover the period 2025-2026 to 2027-2028 in collaboration with the Shires of Capel and Collie.**
- 3. Authorises the Chief Executive Officer to sign the Bushfire Risk Mitigation Coordinator Agreement (Confidential Document Under Separate Cover – Tardis Link [OCM-R1590464](#)) for a further three years to cover the period 2025-2026 to 2027-2028 in collaboration with the Shires of Capel and Collie.**

**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:

## **Background**

The BRMC is a DFES initiative to support local government in bushfire mitigation. The primary role is to identify mitigation activities through seeking grant funding from the Mitigation Activity Fund, and implement measures approved through the grant.

An Officer is currently engaged in the role and has coordinated the Shire's application for Mitigation Activity Fund grants and implementing related mitigation projects. The Shire of Capel hosts the officer appointed to the role and will provide administrative support. The existing grant funding covers the Financial Year period from 2022/23 to 2024/25.

Since 2019/20 the BRMC has successfully obtained \$1,503,000 in grant funds that have been applied to 147 treatments within the Shire of Dardanup. A further \$328,000 has been applied for 32 treatments for the 2024/25 period, DFES is still assessing this application.

The current grant agreement for funding of the position was entered into in August 2022, and is due to expire at the end of 2024/25. Currently DFES contribute 30% of the overall cost of the position with the remaining 70% cost shared between the Shire's of Capel, Collie and Dardanup.

Recently the Chief Executive Officers of the respective Local Governments approached DFES to request an extension to the DFES funding for a further 3 years. The DFES in response has supported the request and has put forward a grant agreement as attached to cover the period 2025/26 to 2027/28. Correspondence received from the respective Local Governments have also supported in-principle the continuing co-funding of the role to ensure the risk of bushfire is appropriately managed within the respective Shires, which is still pending formal endorsement by the respective Council's.

## **Legal Implications**

The *Emergency Management Act 2005* requires the Shire to have effective local emergency management arrangements. A component of those arrangements is the Bushfire Risk Management Plan, which outlines the process of assessing bushfire risk and implementing mitigation measures. The BRMC will work to implement that plan.

Clause 36 of the *Emergency Management Act 2005* states:

### *36. Functions of local government*

*It is a function of a local government —*

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and*
- (b) to manage recovery following an emergency affecting the community in its district; and*
- (c) to perform other functions given to the local government under this Act.*

The obligations on the grantee are outlined in Schedule 1 of the Grant Agreement (the Shire of Capel will fulfil these responsibilities as the primary grantee).

- Prepare and submit reports (especially an annual acquittal report, treatment reports and business plan);
- Engage an officer to be the BRMC (an officer is currently engaged);
- Properly manage all records;
- Hold sufficient insurance;
- Use local/regional resources, products and services where possible; and
- Maintain oversight of the daily activities of the BRMC to ensure achievement of the program's objectives.

## **Council Plan**

7.1 - Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.

### **Environment**

The impact of bushfire mitigation programs provides general benefits for the environment, especially in the prevention and mitigation of significant bushfires.

### **Precedents**

The current grant agreement was entered into in August 2022 by the Shire of Dardanup, Collie and DFES. From this time, 147 treatments in the Shire of Dardanup have been undertaken by the BRMC to manage the risk of bushfire, these activities comprise of the following:

- Manual fuel reduction, including slashing and mulching;
- Chemical treatments;
- Prescribed burning; and
- Refurbishing fire access ways and gates.

The BRMC position has been filled since August 2022.

### **Budget Implications**

Accepting this grant will incur a cost. The grant provides for \$50,780, \$51,043 and \$52,353 for the three financial years 2025/26 to 2027/28, paid to the Shire of Capel. This represents 30% of the overall cost. The Shires of Capel, Collie and Dardanup are expected to provide the remaining 70%, equally split between the Shires.

The Shire of Dardanup has \$36,173 allocated in 2023/24 as a contribution towards the Bushfire Mitigation Activity Coordinator. A contribution of \$37,048 in allocated in the draft 2024/25 budget for this role.

### **Budget – Whole of Life Cost**

FY2025-26	\$50,780	DFES funding
	\$39,495	Shire of Dardanup's contribution
	\$39,495	Shire of Capel's contribution
	\$39,495	Shire of Collie's contribution
<b>Total</b>	<b>\$169,265</b>	
FY 2026-27	\$51,043	DFES funding
	\$39,700	Shire of Dardanup's contribution
	\$39,700	Shire of Capel's contribution
	\$39,700	Shire of Collie's contribution
<b>Total</b>	<b>\$170,143</b>	
FY2027-28	\$52,353	DFES funding
	\$40,719	Shire of Dardanup's contribution
	\$40,719	Shire of Capel's contribution
	\$40,719	Shire of Collie's contribution
<b>Total</b>	<b>\$174,510</b>	

Continued support for this program has been included in the Shire of Dardanup Long Term Financial Plan which has been endorsed by Council at the 24<sup>th</sup> of April 2024 Ordinary Council Meeting.

### **Council Policy Compliance**

Exec CP201 – Execution of Documents and Application of Common Seal.

### **Risk Assessment**

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

<b>TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>	
Risk Event	Bushfire Risk Management Coordinator Shared Role
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Engage Bushfire Risk Management Coordinator to seek and implement Mitigation Activity Fund activities.
Residual Risk Rating (after treatment or controls)	Moderate (5-11)
Risk Category Assessed Against	Environment Having no one specific to the role will exacerbate bushfire impact due to reduced/no mitigation

### **Officer Comment**

The BRMC is responsible for developing and implementing local government bushfire treatment programs. The BRMC works closely with relevant stakeholders to identify and prioritise mitigation activities within designated local governments and ensures treatment plans are effectively planned, delivered, and evaluated.

The mitigation activities coordinated by the Bushfire Risk Management Coordinator usually involve:

- Manual fuel reduction, including slashing and mulching;
- Chemical treatments;
- Prescribed burning; and
- Refurbishing fire access ways and gates.

The approved purpose of the grant is to enable the organisation to pay the salary of the BRMC to work with stakeholders and plan, complete and evaluate bushfire risk mitigation activities.

The BRMC will focus a third of their time on Shire of Dardanup mitigation activities and will work from the Shire of Dardanup office at least one day per week, in order to liaise closely with relevant areas of the organisation.

Officers recommend that Council approve for the Shire of Dardanup to continue to co-contribute towards the BRMC position shared between the Shires of Dardanup, Collie and Capel and to authorise the CEO to sign the DFES funding agreement to secure partial funding of the role for a further 3 years.

END REPORT

12.2.3 Title: Make-It Space Hybrid Model

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Ms Cassandra Budge - Manager Community Development</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.2.3A - Make-It Space Project Report 12.2.3B – Risk Assessment Hybrid Model</i>

**Overview**

This report seeks Council's endorsement of a 'Hybrid Model' of operations for the first 2 years of the 'Mick Bennett Make-It-Space' (the Space) as a result of grant funding being received by the Shire sooner than anticipated.

Council at its March 2023 Ordinary Council Meeting (OCM) endorsed a 5-year plan for the Make-it Space which was largely based around funding, staffing resources and governance. The plan sought to implement Model 1 –'Connect and Collaborate' with a gradual transition to the ultimate Model 2 –'Connect, Centralise and Develop'.

Model 1 allows a basic fit out, focusing on creating a publicly accessible and programmable space without extensive financial outlay. Transitioning to full operations under Model 2 over a 5- year period affords Officers' time to obtain further grants, to setup the framework/governance for the Space and to establish an advisory group for the space. This allows for a Business Plan to be prepared to identify matters associated with the fee structure, membership model, operation hours and other governance obligations for the Space in the ultimate model. However funding has been obtained sooner than expected, with Council receiving grant funding at the January and February 2024 Council meetings of \$47,000 and \$151,581.

This report seeks Council's endorsement to move towards a 'Hybrid Model' between Model 1 and Model 2 for the first 2 years of operation of the Make-it Space. This comprises of a partial out of the space including technology, equipment, and consumables, in addition to facilitated controlled programmes. This 'Hybrid Model' also requires the allocation of dedicated staffing resources to coordinate and plan the procurement and setup of the space, and the ongoing programming and supervision of activities. The Space is proposed to only be open during allocated controlled programmed times and not open to the broader public. This model would see the activation of the Space in a controlled manner which does not depart significantly from what Council previously adopted. User groups would have to enter into a Memorandum of Understanding (MoU) with the Shire first before using the Space.

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

1. **Endorse the Hybrid Model of operations for the Make It Space for a period of 2 years as the first step in transitioning towards the 5 year plan to transition to Model 2 – ‘Connect, Centralise and Develop’, which will enable the fit-out of the space and facilitate controlled activation of the Mick Bennett Make It Space;**
2. **Endorse the creation of a dedicated “Library Officer – Make It Space & Programs” for a fixed term to coordinate the fit-out and coordination of programs within the Space, and the Workforce Plan and Budget be updated to reflect this role;**
3. **Requests the development and presentation to Council of a detailed Make It Space Hybrid Model Transition Plan which considers the operating and governance issues outlined in the Makerspace Service Model 2023 Report, (Appendix ORD: 12.2.3A) before grant funded capital equipment is purchased for the Space;**
4. **Following acceptance by Council of the Make It Space Hybrid Model Transition Plan, authorise the Chief Executive Officer to commence discussions with community groups who are interested in utilising the Mick Bennett Make It Space and to enter into a Memorandum of Understanding with these groups prior to the use of the Space.**
5. **Requests during the 2 year Hybrid Model period the development and presentation to Council of a detailed Make It Space Business Plan and Risk Assessment which considers the operating issues and sustainability outlined in the Makerspace Service Model 2023 Report (Appendix ORD: 12.2.3A).**

***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:



## **Background**

Council at its 22<sup>nd</sup> of March 2023 Ordinary Council Meeting (OCM) resolved to endorse two models of operation over a 5-year period for the Space and an indicative Implementation Plan (Appendix ORD: 12.2.3A). The models are as follows:

**Model 1** - Connect and Collaborate: Focus is on creating a publicly-accessible programmable space in which community members can connect, design and create.

This is the simplest of models, the space offers working surfaces such as tables, counters, or desks and a limited organic collection of tools that reflect the interests of the individuals and community groups who use the space and the projects they develop. Initial budget impact estimated at \$47,280.94

**Model 2** – Connect, Centralise and Develop: Focused on providing the public access to a variety of craft/STEAM streams with supporting equipment infrastructure the founding principle (based on the FabLab model and similar to Canning Libraries MakerSpace) is to enhance the work and abilities of the home hobbyist.

Model 2 provides access to a core set of tools (including basic electronics equipment, a laser cutter, a vinyl cutter, a CNC router, a CNC milling machine, overlockers, etc.) which allow novice makers to make almost anything on a small scale, given a brief introduction to engineering and design development. Initial budget impact estimated at \$198,129.05 including re-usable and non-reusable consumables, facilitator fees and more.

Offering public access to standard manufacturing equipment and initial training to use the equipment, this model relies on patron's access to experience volunteers and paid technicians to provide assistance as needed. Conditions of access to use the space (when experienced volunteers or paid technicians are unavailable) are usual with this model; with patrons required to be aged 16+.

Model 2 sees individuals and groups given access to hardware, reusable tools and limited consumables plus storage facilities- such as lockers, in exchange for set (often monthly) membership fee, or hourly machinery fee and detailed Terms of Use agreement.

Model 2 relies heavily on external funding sources for its initial set up. The sustainability of the space is supported by affordable membership fees plus regular community workshops to provide an income. Additionally costs of individual project consumables lies with patrons.

The initial report that was endorsed supported a 5 Year Transition Plan from Model 1 to Model 2.

Following the acceptance of this report, Officers were successful in securing funding.

- *January OCM 2024 - Council accepted Wespine Sponsorship \$47,000 (Res: 06-24); and*
- *February OCM 2024 – Council accepted Lotterywest Grant \$151,581.00 (Res 39-24)*

The funding has opened the opportunity for the Shire to pursue a 'Hybrid Model' to better activate the Space, however, still continue to transition towards Model 2 within the 5 years. This will still allow the Shire to deliver the actions within the approved indicative Implementation Plan endorsed by Council.

## **Make it Space Report – Indicative Implementation Plan**

The indicative Implementation Plan for the Space formed part of the overall Project Report which was adopted by Council at the March 2023 OCM and has been included as an attachment to the report. The Plan considered that within the 2 years that Model 1 was operational, Officers in preparation for the 5 year transition would create an 'advisory group', seek funding (already sourced) for the ultimate Model

2 scenario and prepare a Business Plan. The preparation of a Business Plan would enable Council to better understand the operational requirements of the Space considering the fee structure, preferred membership model, opening times and risks amongst other items. The Business Plan as a result of being prepared in the 2 years, would be based on actual statistics obtained from the Space being open and functional which is advantageous.

These elements, despite Officers recommending a ‘Hybrid Model’ of operations, will still be delivered within the 2 years and be discussed further in the report.

**Legal Implications**

*Local Government Act 1995*

**Council Plan**

- 4.1 - Assist young people to reach their potential.
- 11.2 - Encourage life-long learning.
- 13.4 - Foster strategic alliances and resource sharing opportunities.
- 11.1 - Support industry and business growth.

**Environment** - None.

**Precedents**

Council at its 23<sup>rd</sup> of March 2023 OCM endorsed a Project Plan which identified two models of operation for the Space over a 5 year period.

Council at its January OCM 2024 accepted Wespine Sponsorship \$47,000 Res: (06-24); and

Council at its February OCM 2024 accepted Lotterywest Grant \$151,581.00 (Res 39-24).

**Budget Implications**

During the 2023/24 financial year, Council received grant funding of \$151,581 from Lotterywest and a contribution commitment from Wespine of \$47,000 totalling \$198,581 to fund the Make It Space Operational and Capital Expenditure. These amounts are currently reflected in the following General Ledger Accounts

- *2023/24 Budget Implications*

General Ledger Account	Description	Revised Budget	Funding Source	Ordinary Council Meeting & Resolution
08 1 2501	Minor Assets – Make It Space	\$0		
08 1 2004	Make It Space Operating Expenditure	\$19,126 + 12,000 + \$15,000 + \$874	-Equipment, Materials & Consumables -Online software, support & resources fees -Facilitators for programs Year 2 -Other costs	
08 3 2001	Capital Expenditure – Furniture/Equipment Make It Space	\$0		
Sub-total		\$47,000	Wespine Contribution	OCM 31.01.24 CR 06-24

General Ledger Account	Description	Revised Budget	Funding Source	Ordinary Council Meeting & Resolution
08 1 2501	Minor Assets – Make It Space	\$81,663.00	-Equipment, Materials & Consumables -Online software, support & resources fees -Facilitators for programs Year 2 Other costs	
08 1 2004	Make It Space Operating Expenditure	\$15,000	-Facilitators for programs Year 1	
08 3 2001	Capital Expenditure – Furniture/Equipment Make It Space	\$54,917.20	- Equipment, Machinery	
Sub-total		\$151,581	Lotterywest Grant	OCM 28.02.24 CR 3-24
<b>TOTAL</b>		<b>\$198,581</b>		

It is now anticipated that approximately \$60,000 of the \$198,581 expenditure will be expended in 2023/24 with the remaining balance of \$138,581 carried forward to the 2024/25 draft budget.

The 2024/25 Draft Budget now incorporates the carried forward Make It Space expenditure:

- Minor Assets – Make It Space - Expenditure General Ledger Account 08 1 2501 of \$117,581; funded by \$107,581 from Lotterywest funding, \$10,000 from Wespine. *The 24/25 draft budget also includes a Council funded allocation of \$5,000 for Minor Assets totalling the General Ledger Account to \$122,581).*
- Capital Expenditure – Make It Space Expenditure General Ledger Account 08 3 2001 of \$21,000; funded by the balance of the Lotterywest Grant.

On completion of the 2023/24 financial year, the Grant/Contribution Funded Expenditure will be fully reconciled by the Financial Accounting team, and the 'Actual' reconciled carried forward amount will be updated in the 2024/25 budget forecast.

- *Workforce Plan*

An additional 1.0 FTE Library Officer has been included in the Workforce Plan for the 2024/25 Financial Year. This role would predominantly be dedicated to the Library services, however, a portion of the Officers time is expected to oversee the activities occurring in the Make-It Space. This would be an extension to their responsibilities in ensuring existing/new programmes and activities are continued to being offered to the community.

Council should also note that although not in the Workforce Plan, on receiving the grants, Officers have engaged a subject matter expert for a period of 6 months to assist in delivering the Space, from May 2024 – November 2024. The position has been funded from saving as a result of vacant positions in the Library over the last 6 months. The contract position will not only work to procure the technology, but also work with the industry to set up programmes and activities in the space for the 2-year period.

- *Tech Support*

Minimal PCs and Network support will be supplied by in-house IT Department (on same model as public Library PCs). IT will not be required to provide tech support on equipment other than the permanent computers. Specialised equipment will be procured by WA suppliers who have built in remote support and by qualified facilitators. Software support for specialist programs and machines will have access to support via their helpdesk channels.

- *Network*

ICT is seeking quotes to install a separated Network Switch and Access Point to ensure total separation from the main Shire network. This is expected to be approximately \$4,800.00. This is not covered in grant funding.

We have sought quotes to ensure the finalisation of the power points from an electrician which is costed at \$3,299.00. Requested to come from final building budget.

- *Grant Funding*

Lotterywest Funding up to \$151,588 total (Per estimated budget submitted in funding application) Comprising of items estimated in.

- Large Machinery up to \$46,650;
- IT Equipment up to \$28,679.92;
- Media equipment up to \$9268.29;
- Electronics \$1230.88;
- Furniture \$27,751.84;
- Consumables, facilitation fees and Promotional fees \$36,698.50; and
- Contingency remaining.

Wespine Funding - \$47,000 initially for the exclusive fit-out and procurement of equipment. A request has been made to Wespine to change the use of the funds on 10<sup>th</sup> of May 2024, which has been verbally agreed to by Wespine.

- |  |             |
|--|-------------|
| - Equipment, materials and consumables       | \$19,126.00 |
| - Online Software, support and resource fees | \$12,000.00 |
| - Facilitators for programs Year 2           | \$15,000.00 |
| - Admin and other associated costs           | \$874.00    |

- *Sundry Ongoing Expenditure*

Internet provider and Firewall costs approximately \$370p/m Operational cost. Other on-going operational costs that should be considered that have not been modelled in Models are:

- Utilities cost (water, power, rubbish);
- Heating and cooling costs; and
- Depreciation.

Advised that these costs will be consumed by the overall New Building utilities.

Items will be categorised per the asset management process through Finance and Accountants. For example, Capital Furniture/Equipment Items > \$5,000 allocated to this GL and captured as asset by accountants.

Once 2023/24 financial year is finalised, we will reconcile up the expenditure to determine the Actual carried forward amount (as the above are based on estimates only pending final model and procurement approvals).

### ***Budget – Whole of Life Cost***

Consideration needs to be given as to the long term financial commitment by Council to the Make-It-Space Hybrid Model. This may include current staffing requirements which can be accommodated within

the Library Salaries & Wages budget and reallocated to the Make It Space Salaries & Wages budget expense account.

The Long Term Financial Plan, and subsequent Annual Budgets will need to include ongoing operational costs which are not grant or externally funded. Currently the adopted Long Term Financial Plan does not include these operational and consumable costs other than the initial \$5,000 allocated under Model 1. Additionally, a Fees and Charges Schedule should form part of the Business Plan in Year 3 and future years.

**Council Policy Compliance**

- Exec CP089 – *Advisory Groups*;
- CnG CP034 – *Procurement Policy*
- CnG CP126 – *Cyber Security*
- SDev CP507 – *Corporate Sponsorship (Incoming)*

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Make-It Space Hybrid Model
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)
Risk Action Plan (treatment or controls proposed)	Per Appendix Risk Assessment Register
Residual Risk Rating (after treatment or controls)	Moderate (5 - 11)
Risk Category Assessed Against	Health Unskilled or trained users incorrectly using equipment causing harm to themselves and others in the space.
	Health Failure to ensure the safety of children/young people.
	Health Purchasing of poor-quality equipment and no additional support from the supplier of the items could result in community or user injury.
	Financial Impact Supply interruptions could cause increase in costs since original scope of projects.
	Financial Impact Ineffective contract management for supply of space equipment / Poor vendor selection.
	Service Interruption IT can provide limited support to this space in addition to current operational requirements. This leaves equipment without support and will impact delivery of the space.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Legal and Compliance	If quotes and research phase not thorough, quotes and procurement process may be in breach of LG Act.
	Legal and Compliance	Failure to ensure that all people involved directly with the minors has a Working with Children (WWC) check.
	Reputational	Poor quality equipment and machinery resulting in poor review and public opinion of the space and service delivery.
	Property	Purchasing of poor quality equipment and no additional support from the supplier of the items could result in failure and property damage.
	Property	Community access to facility could cause damage to assets and or property.
	Property	Community Groups getting access cards and sharing them between members.

### **Officer Comment**

- *Hybrid Model*

The Hybrid Model will be provided initially via a programmable space with facilitated “How to Workshops” and “Have a go” style programming and only pre-qualified Community Groups who will be able to hold their meet-ups. These groups will have access to their own public liability insurance and consist of “Makers” who are highly skilled in the use of the machinery and equipment.

The ‘Hybrid Model’ requires the Shire of Dardanup to be in control of all programs and activities in the Space within current staffing allocations. The space will be fit out and activated. The broader community do not have free use access within the 2 years as part of this model. It is important to note that they only have access during the programmed activations / workshops and pre-approved meet ups. The Space will only be opened during the programmed events with Shire Officers present.

This programmed space will allow a younger cohort of users to be able to use some of the equipment and space and gain a better community-led understanding of how we can provide the service to best suit community need and ensure the space is activated.

A key part of the Hybrid Model is having the Space being made available for certain community groups only on planned events/programmed days. These groups can only use the Space subject to entering into a Memorandum of Understanding (MoU) with the Shire which outlines their obligations and the Shire’s expectations of using the Space.

As part of this report, Officers have requested that Council endorse the Chief Executive Officer to commence discussions with various community groups to enter into an MOU to use the Space. The MOU will be presented to Council once prepared and when groups have been engaged. Council should note that a mechanism in the MOU will be to commit community groups who utilise the Space to commit to a set number of volunteers hours to assist with the upkeep and facilitation of the space. This also lends to the programming and keeping costs down.

Below is a table that shows the difference between the previously endorsed Model 1 scenario and the proposed Hybrid Model:

<b>Model 1</b>	<b>Hybrid Model</b>	<b>Officer Comment</b>
<p>Focus is on creating a publicly-accessible programmable space in which community members can connect, design and create.</p> <p>24/7 access: Safety management Monitoring space usage Responsibility for call outs to address issues that may arise.</p>	<p>Generally, the same, however, access will be controlled, facilitated and supervised. <b><u>Not 24/7.</u></b></p> <p>Access will only be permitted during pre-scheduled workshops for the wider community and pre-scheduled meet-ups for community groups that have been approved via the application process and user agreement.</p>	<p>The proposed model does not significantly depart from Model 1.</p> <p>The hybrid approach activates the space and is accessible to public in a controlled manner without the risk of having community in and out of the building or using machines without supervision.</p> <p>The proposed model does not significantly depart from Model 1.</p>
<p>Storage of items is limited to the makerspace tool collection, with users having to supply their own consumable resources, specialised tools and equipment for each visit to the makerspace.</p>	<p>Users will have access to the Shire of Dardanup’s Make-It Space library of re-usable tools, and equipment.</p> <p>Any non-reusable consumables such as 3D Printing filament, or arts and craft materials are only accessible to community who have registered for a SoD facilitated workshop. They will be given the amount of non-reusable consumables to complete the workshop only.</p> <p>Community groups who have access (During their pre-allocated times) will be responsible for providing their own non-reusable consumables.</p> <p>Access to the tool library will be detailed in the Memorandum of Understanding.</p>	<p>The proposed model does defers to Model 1 in-so-much that the Shire will supply the equipment and tools and non-reusable consumables (3D filament, craft items)for programmes only.</p>
<p>Simplest of models, the space offers working surfaces such as tables, counters, or desks and a limited organic collection of tools that reflect the interests of the individuals and community groups who use the space and the projects they develop.</p>	<p>Space is fitted out with purpose fit furniture, tools, machines and consumables.</p> <p>Controlled use is scheduled and booked in per above.</p>	<p>Due to receiving funding quicker than anticipated, the Shire can fit out the space.</p>
<p>Development and ongoing management of an online booking system</p>	<p>No Change to this in hybrid model. Will be managed with outlook calendar by staff.</p>	<p>No change</p>

Model 1	Hybrid Model	Officer Comment
No additional support required to provide access to specialist technicians.	All specialist machines are supplier supported with help-desk style support.  ICT In-house have indicated their ability to support the permanent PCs on same model they support the Library Public PCs.	With the proposed Hybrid model, procurement of the machinery and technology will come with help support from the suppliers through service agreements.
Responsibility to develop programs or workshops to draw activity and build interest.	Extension of what Library and PACE staff already offer.	Facilitator fees for first 2 years (proposed Hybrid Model) have been grant funded.
It is recommended that during this initial stage that the focus of the Governance Group/Steering Committee is to drive the development of programs and specialist interest workshops to draw activity, source local champions and build a local sustainable culture that encourages connection, collaboration, and creation.	No change – Advisory committee / governance committee will be convened to advise to ensure sustainability of space and guide ongoing planning for the implementation to final Model 2.	
Development of a Shire usage policy	No change – Usage policy to govern community group use and rules for space.	

- *Indicative Implementation Plan*

As previously mentioned, the Indicative Implementation Plan previously endorsed by Council sought for several actions to occur towards preparation of transitioning to the Model 2 scenario. The most significant of this is the preparation of a Business Plan to address several operational matters that need to be considered to understand the best way to operate the Space. This would be required to be delivered in year 2 of operations.

It is proposed that this still occur during the 2 years to understand the preferred framework for the Space in terms of fees, membership, operational hours etc for the Model 2 scenario. The Hybrid Model does not trigger the need for a Business Plan to be prepared earlier as the Space will only be used by specific groups on programmed/planned days, however a Make It Space Hybrid Model Transition Plan is proposed to guide the establishment of programmes and activities within the space, and to assist in determining the type of equipment to be purchased that best suits the early users of the Space. The cost to the Shire would be the staff and facility costs associated with having the space available on the dedicated planned days.

In terms of advisory groups, the ‘Hybrid Model’ will go to some lengths to establish this as the Space would be seen as being delivered and activated, encouraging subject matter experts to seek membership to the group. This is advantageous as members would be an important part of preparing the governance and processes around the Space in moving towards the full Model 2 scenario. This is still being delivered as part of the overall indicative Implementation Plan and proposed Make It Space Hybrid Model Transition Plan.

END REPORT



## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1 Title: Yabberup Road Gate Licence Renewal Request

<b>Reporting Department:</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>M Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.3.1A – Risk Assessment Appendix ORD: 12.3.1B – Submissions</i>

#### **Overview**

Council considered a request from Yabberup Road landowner, Mr Anthony Pitts (the Applicant), for a gate licence for two gates across Yabberup Road, and granted temporary permission to operate the gates for a trial period of 12-months. The trial period has expired, and Council is asked to consider the Applicant's request to renew the gate licence.

Gates across public roads are generally not permitted as they obstruct public thoroughfares and can be hazardous to road users, however, under the Local Government Act, a landowner can apply to the local government for permission to install and operate a gate for the purpose of preventing livestock from straying.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council advises Mr Anthony William Pitts of 874 Yabberup Road, Wellington Forest, that:**

- 1. Permission for a gate licence renewal on Yabberup Road is not granted.**
- 2. The existing gates, signs and any subsidiary fencing that is wholly contained within the road reserve shall be removed from Yabberup Road within 30 calendar days of the date of the notice sent from the Shire of Dardanup.**

#### **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:

## Background

At its meeting held on the 14<sup>th</sup> of December 2022, Council considered the original request from Yabberup Road landowner, Mr Anthony Pitts, for a gate licence for two gates across the road and public submissions were considered after a four-week advertising period. At this meeting, it was resolved (Res: 318-22):

*THAT Council*

1. *Advise Mr Anthony William Pitts of 874 Yabberup Road, Wellington Forest, that the two existing gates across Yabberup Road (located at SLK 0.27 and SLK 1.14) are temporarily permitted to remain and that Council allows Mr Pitts to operate the gates subject the following conditions:*
  - a) *The gates may only be closed for the express purpose of supervised transferring livestock across and along Yabberup Road from property to property. Otherwise, the gates must remain fully open;*
  - b) *The gates shall not be locked at any time and must be able to be opened easily by anyone wishing to pass the gates;*
  - c) *Mr Pitts shall relocate to the boundary fence the signs "Visitors please respect farm biosecurity..." that are located within the road reserve;*
  - d) *Signs to be installed on the gates with a copy of this council resolution to inform the general public;*
  - e) *The gates are maintained in a safe and serviceable condition at all times and to the satisfaction of the Shire of Dardanup;*
  - f) *Forty Eight (48) Hour notice by way of email or text messaging is to be given to the neighbours Susan and Brian Pass of 775 Yabberup Road before the gates are closed;*
  - g) *The Shire of Dardanup reserves the right to recoup the cost of repairs of any damage caused to the road directly attributable to stock along Yabberup Road;*
  - h) *The Shire of Dardanup will consider cancelling the permission if any of the conditions of this resolution are breached;*
  - i) *The Shire of Dardanup may consider renewing permission at the expiration of a 12-month trial period.*
2. *At the expiration of a 12-month trial period, requests that the Chief Executive Officer advertises the proposal of renewing permission for the two gates, via a public notice for a period of not less than four weeks, and also seeks direct feedback from the other landowner on Yabberup Road as well as the other relevant land managers (Department of Planning, Lands and Heritage and Department of Biodiversity, Conservation and Attractions). Once feedback is received, that the matter be brought back to Council for consideration of renewing permission;*
3. *That the Chief Executive Officer investigates permanent closure of the Yabberup Road reservation and creation of a new road on the western boundary, inside the property at 874 Yabberup Road to service the existing properties, which currently gain access off Yabberup Road by way of a potential land swap agreement.*

This report deals with Items 1 and 2 of the above Council Resolution. As per Item 2, the proposal of renewing permission for the two gates was publicly advertised, direct feedback from adjacent landowners/managers was obtained, and the submissions received are presented here for consideration by Council of renewing the gate licence.

Item 3, that of investigating the permanent closure of the Yabberup Road Reservation and creation of a new road on the western boundary, was dealt with at the Ordinary Council Meeting held on 26<sup>th</sup> of April 2023 (Res: 81-23).

### **Legal Implications**

Landowners are able to request permission to have gates across public thoroughfares. Clause 9 of the *Local Government (Uniform Local Provisions) Regulations 1996* states:

#### **9. Permission to have gate across public thoroughfare — Sch. 9.1 cl. 5(1)**

- (1) *A person may apply to the local government for permission to have across a public thoroughfare under the control or management of the local government a gate or other device that enables motor traffic to pass across the public thoroughfare and prevents livestock from straying.*
- (2) *The local government may, before dealing with the application, require the applicant to publish notice of the application in such manner as the local government thinks fit.*
- (3) *Permission granted by the local government under this regulation —*
  - (a) *must be in writing; and*
  - (b) *must specify the period for which it is granted; and*
  - (c) *must specify each condition imposed under subregulation (4); and*
  - (d) *may be renewed from time to time; and*
  - (e) *may be cancelled by giving written notice to the person to whom the permission was granted.*
- (4) *The local government may impose such conditions as it thinks fit on granting permission under this regulation including, but not limited to, conditions on the construction, placement and maintenance of the gate or other device across the public thoroughfare.*
- (5) *The local government may, when renewing permission granted under this regulation or at any other time, vary any condition imposed by it under subregulation (4) and the variation takes effect when written notice of it is given to the person to whom the permission was granted.*
- (6) *The local government may at any time, by written notice given to the person to whom permission was granted under this regulation, cancel the permission and request the person responsible for the gate or other device to remove it within a time specified in the request.*
- (7) *A person to whom a request is made under subregulation (6) must comply with the request. Penalty: a fine of \$5 000.*
- (8) *A local government must keep a register of gates and other devices constructed in accordance with a permission granted under this regulation.*

*Note: This regulation is of a kind prescribed in the Local Government Act 1995 Schedule 3.1 Division 2 item 1A. This means that an offender might be given a notice under section 3.25(1)(b) of the Act and if the notice is not complied with the local government may, under section 3.26, itself do what the notice required and recover the cost from the offender. [Regulation 9 amended in Gazette 1 Feb 2013 p. 425-6.]*

### **Council Plan**

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

### **Environment**

If livestock are allowed for an extended period within the road reserve, there is the possibility of “incidental grazing”, which could adversely impact natural vegetation alongside the road.

**Precedents**

The Shire granted temporary permission for Mr Tony Pitts to operate the gates on Yabberup Road for a trial period of 12 months, subject to conditions and review following the expiration of the trial period, which was 20<sup>th</sup> of December 2023.

The Shire received an application for the erection of a gate across Rose Road Burekup some years ago from W & L Rose of Lot 1. The request was granted at the Ordinary Council Meeting held on 5<sup>th</sup> of November 2014 (Res: 348-14) subject to conditions and consideration of renewing permission at the expiration of a 12-month trial period. The matter was further considered at the Ordinary Meeting held on 23<sup>rd</sup> of September 2015 (Res: 266-15), Council approved the application subject to review as at 5<sup>th</sup> of November 2015. The matter was finally considered at the Ordinary Meeting held on 25<sup>th</sup> of November 2015, including reviewing public submissions, whereby Council ultimately approved the request (Res: 312-15).

**Budget Implications -**

The proposal has no direct financial impact on Council as the gates are historical and were installed at no cost to Council. Removal of the gates and ancillary fences, if required, would also be at no cost to Council.

Shire Rangers have expressed concern of having to attend on a regular basis due to complaints and the result of the deteriorated relationship between the two private landowners on Yabberup Road. Although this is unlikely to have any direct financial impact on budgets, the situation does have the potential to create additional staff workload.

**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: 12.3.1A] for full assessment document.

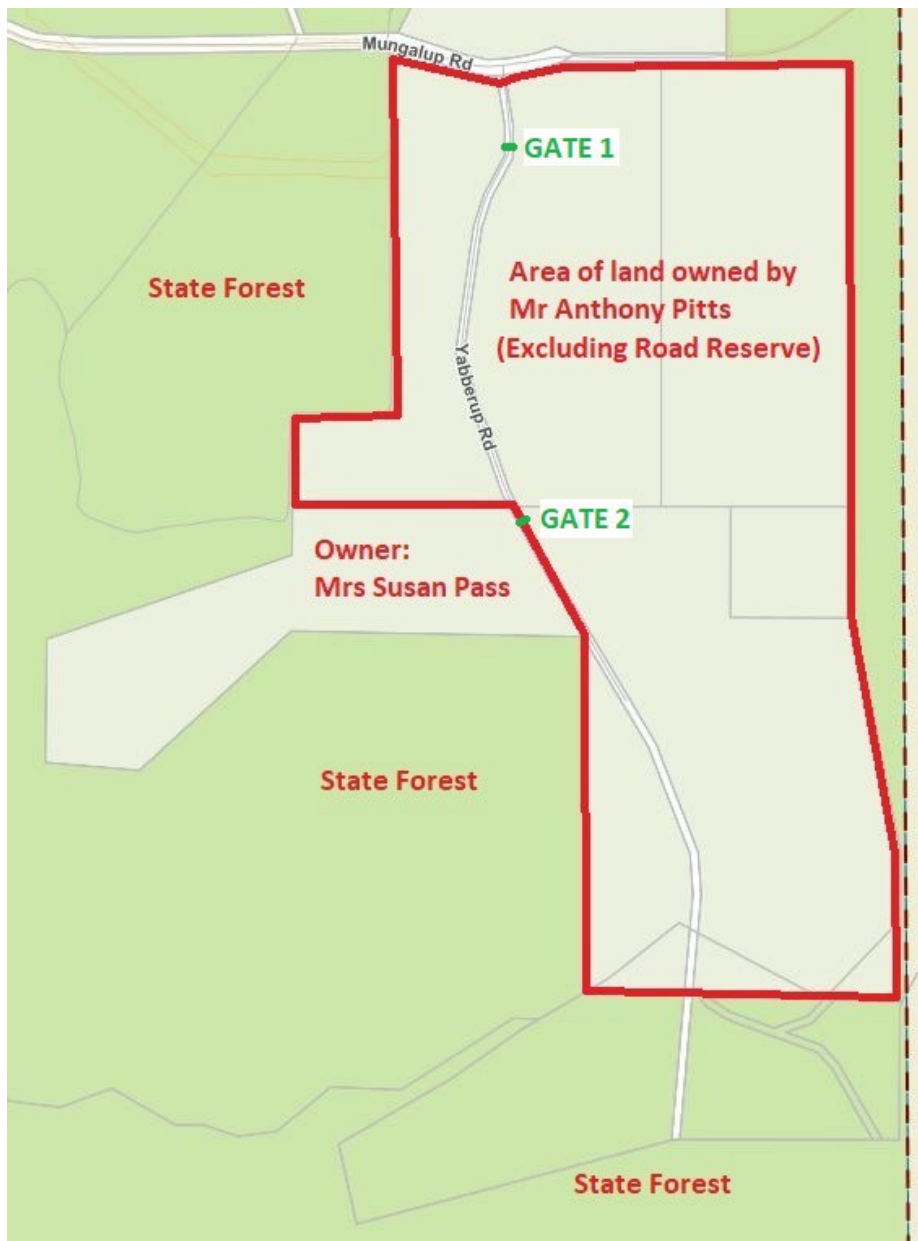
<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Yabberup Road Gate Licence Renewal Request
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Service Interruption Livestock on roads can cause damage to public roads.
	Legal and Compliance Gates across public thoroughfares introduce risk to the general public including for emergency access and creating a hazard to road users.
	Reputational Precedence has been set by Council that allowed one Shire landowner a gate licence (subject to a trial period).
	Environment Livestock allowed for an extended period within the road reserve could adversely

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	impact natural vegetation alongside the road

**Officer Comment**

Following expiration of the 12-month trial period, as per Item 2 of Council Resolution (Res:318-22), which expired on 20<sup>th</sup> of December 2023, Mr Tony Pitts (‘the Applicant’), was contacted by the Shire of Dardanup to see if there was interest in seeking permission to renew the gate licence. The Applicant provided a letter to the Shire of Dardanup and confirmed to the Officer by phone that he wished for the gates to remain in place and to have ongoing permission to operate the gates. A copy of the letter received from the Applicant is included in [Appendix ORD: 12.3.1B].

A diagram showing the various land ownerships is provided herewith:



As per Item 2 of the Council Resolution (Res: 318-22), the request to renew permission to operate the gates was advertised publicly and direct feedback was also sought for other landowners on Yabberup Road.

Public consultation was carried out during the period 19<sup>th</sup> of March 2024 to 16<sup>th</sup> of April 2024 (four weeks) and comprised the following:

- Direct letters to the other landowner on Yabberup Road, Mrs Susan Pass, as well as the other land managers Department of Planning, Lands and Heritage (DPLH) and Department of Biodiversity, Conservation and Attractions (DBCA); and
- Public Notice on Shire notice boards and published in the Bunbury Herald on Tuesday 19 March 2024.

All submissions received have been considered and are included in the table below together with Officer Responses. Full copies of all submissions received are included in [Appendix ORD: 12.3.1B].

ITEM	COMMENT/CONCERN	OFFICER RESPONSE
1.	<p>Acting Project Officer, Department of Planning Land and Heritage.</p> <p>DPLH Land Use Management Division provides no objection to the gate licence renewal request. It is noted that Yabberup Road leads to Wellington National Park (Class A Reserve 46213) and the Shire should ensure consultation with the National Park responsible agency occurs, being Department of Biodiversity, Conservation and Attractions (DBCA).</p> <p>Additionally, regarding the 14 December 2022 Council Minutes that are referenced in your letter, specifically page 14 'Officer Recommended Resolution &amp; Council Resolution "B" (point 3)', Land Use Management would not support a land swap for any future decision by Council regarding moving the location of Yabberup Road. Instead, the landowner would need to cede the portion of their freehold land which will become road, free of charge, to the State and purchase the portion of existing road to be closed for amalgamation with their freehold lot.</p>	<p>Noted</p> <p>Noted. At the Ordinary Council Meeting held on 26 April 2023, Council resolved to not pursue any further the permanent closure and/or realignment of Yabberup Road or any part thereof.</p>
2.	<p>Planning Officer, Land Use Planning, Department of Planning Land and Heritage.</p> <p>The Department of Planning, Lands and Heritage has no comment or objection to the proposal.</p>	<p>Noted</p>
3.	<p>Regional Manager, Department of Biodiversity, Conservation and Attractions</p> <p>The Lot 1 western boundary is adjacent to the DBCA-managed Wellington State forest. DBCA uses Yabberup Road to access the small portion of the Wellington National Park adjacent to Mungalup Road, in addition to the adjacent Wellington State forest.</p> <p>DBCA has no objections to the renewal of the gate licence for gates 1 and 2 along Yabberup Road, as indicated on the attached plan, for the purpose of the Lot 1 landowner transferring livestock between the two portions of his property. DBCA requests that the gates remain unlocked.</p> <p>DBCA notes the Shire of Dardanup (Shire) ordinary Council Meeting minutes dated 14 December 2022 included Resolution 3 that refers to the Shire investigating the permanent closure of the Yabberup Road reserve within Lot 1. DBCA does not support the closure of this portion of Yabberup Road within Lot 1 as the road is required for</p>	<p>Noted</p> <p>Noted. Gates will remain unlocked and ultimately removed if Council resolve not to grant extension of the Gate Licence.</p> <p>Noted. At the Ordinary Council Meeting held on 26<sup>th</sup> April 2023, Council resolved to not pursue any further the permanent closure and/or realignment of</p>

	<p>DBCA’s access to the Wellington National Park and State forest for management purposes, including for fire management.</p>	<p>Yabberup Road or any part thereof.</p>
<p>4.</p>	<p>From: Susan and Brian Pass, Lot 3383 at 775 Yabberup Road</p> <p>We comment on the resolution as follows (by reference to its numbered clauses):</p> <p>As to 1 (c ) – this condition requiring relocation of the visitor bio security sign from on the gate to a side fence appears to be one condition complied with. However:</p> <p>As to 1 (d) – signs with a copy of the resolution have never been attached to the gates; we have dated photographic evidence of this from time to time if required – see examples dated 7 May 2023 and 4 February 2024 attached;</p> <p>As to 1 (f) – no email or text or any message regarding closure of the gates has been received by us during the trial period or since - 20 December 2022 to Sunday 14 April 2024); we have found the (north) gate closed - with no cattle on the road or in the vicinity – see attached; on our visits we have occasionally seen a few cattle on the road, with no person apparently nearby managing them; additional gates from both paddock to paddock, and from paddock onto the road verge seem to have been installed - enabling stock transfer from paddock to paddock / directly across the road without needing to close the gates.</p> <p>The above is evidence that the Pitts;</p> <ul style="list-style-type: none"> <li>• have not followed the conditions attached to the trial period licence;</li> <li>• have failed to alert other road users to the trial period licence by failing to attach the Resolution with conditions to the two gates;</li> <li>• do not require the benefit of Council Resolution 318-22.</li> </ul> <p>Please note we exchanged mobile numbers with both Tony and Lyn Pitts some years before this issue arose and had communicated with them on a number of occasions.</p> <p>In these circumstances we submit there should be no further extension or renewal of the temporary licence, and the two gates and fencing in the road verge which is associated with them should be removed as soon as practicable.</p> <p>We refer also to paragraph 2 of resolution 318-22 (about public notices and the matter being brought back to Council for consideration of whether to renew), and as presently being the only other landowner directly affected due to Yabberup Road being the street address for our property, we request that we be provided with:</p> <ol style="list-style-type: none"> <li>1. copies of notices direct by email;</li> <li>2. copies of submissions from the Pitts and other parties responding; and</li> <li>3. notice and details of any Council meeting where Resolution 318-22 is to be considered;</li> </ol> <p>in sufficient time for us to consider, and respond including with more photographic evidence if requested, and attend the meeting.</p>	<p>Noted</p> <p>Agreed</p> <p>Noted</p> <p>Noted</p> <p>Noted</p> <p>Objection noted</p> <p>All submissions received are presented for consideration by Council in this Report. Notice has been provided of this Ordinary Council Meeting (OCM) and also the opportunity for members of the community to attend, make a statement or deputation or ask questions. The Agenda to the OCM containing all information and submissions will be available 3 business days before the meeting date of 22<sup>nd</sup> May 2024.</p>

Shire Ranger Services have previously commented on the matter and suggested that a gate licence should not be granted for the following reasons:

- If a gate is installed, Ranger Services would be required to patrol the area on a regular basis;
- Rangers would receive reports on a regular basis that the gate is closed beyond the given time it is permitted to be closed; and
- Throughout the farming communities with the Shire of Dardanup, and another local governments, farmers move their stock without the road being closed. Farmers control their own livestock.

The following factors have been taken into consideration in developing the Officer recommendations:

- The Applicant has not complied with condition (d) of Council Resolution (318-22) *“(d) Signs to be installed on the gates with a copy of this council resolution to inform the general public”*
- The Applicant has not complied with condition (f) of Council Resolution (318-22) *“(f) Forty Eight (48) Hour notice by way of email or text messaging is to be given to the neighbours Susan and Brian Pass of 775 Yabberup Road before the gates are closed”*
- Yabberup Road is a very low volume road.
- The road reserve is discontinuous where it ends at State Forest (although travel along forestry tracks is still possible) and it is generally not used by the general public as a through road.
- There is an ongoing dispute between the two private landowners on Yabberup Road and the relationship has deteriorated over the matter of the livestock and gates.
- To mitigate bushfire risk and other emergencies, any gate across a road or emergency access way must always be able to be opened by anyone in the event of an emergency.
- Any gate across a road or public thoroughfare, if permitted, must be able to be opened by anyone at any time.
- There are many instances of other farmers within the Shire who regularly transfer livestock across public roads that do not have gates and effect the transfer quickly and without incident. They often employ the use of handlers and traffic management depending on the specific circumstances. The requested six-hour gate closure in order to transfer livestock is considered excessive.
- The Applicant has claimed that, due to their current personal circumstances, their ability to obtain assistance from others during livestock transfers is very limited and they would struggle to secure any additional support.

Weighing up the various factors of the matter, and in particular, failure of the Applicant to comply with the conditions stipulated by Council for the 12-month trial period (Res:318-22), it is the Officer's recommendation that permission for renewal of the gate licence should not be granted. Furthermore, it is recommended that the existing gates and associated fencing wholly contained within the road reserve are removed by the Applicant within 30 calendar days of the date of the notice sent from the Shire of Dardanup.

END REPORT



12.3.2 Title: RoadWise Council

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Kristin McKeachie - Manager Assets</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.3.2A – RoadWise Council Declaration Form 12.3.2B – Risk Assessment</i>

**Overview**

Council is requested to consider the invitation from WALGA to register as a RoadWise Council, this will demonstrate leadership towards initiatives and actions to improve road safety outcomes for our communities.

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

1. **Accepts WALGA's invitation to register as a RoadWise Council.**
2. **Notes that the RoadWise Council Registration Form has been submitted on the 24<sup>th</sup> of April 2024, nominating the following (initial) contacts:**
  - **Theo Naudé – Director Infrastructure**
  - **Kristin McKeachie – Manager Assets**
  - **Andrew Coulson – Development Engineer**
3. **Notes that the RoadWise Council Declaration Form (Appendix ORD: 12.3.2A) has been signed by Shire of Dardanup President, Cr. Tyrrell Gardiner and Chief Executive Officer, André Schönfeldt and submitted on the 24<sup>th</sup> April 2024.**

**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:

## **Background**

Correspondence has been received from WALGA inviting the Shire of Dardanup to sign up to a new initiative and register as a RoadWise Council.

Council has previously operated a Roadwise Advisory Group over multiple years. This committee was disbanded in October 2022 as a result of Decision (Res: 270-22).

RoadWise Advisory Groups, or road safety committees were the precursor to the current RoadWise Council delivery mechanism for Road Safety through the Western Australian Local Government Association (WALGA). These Groups were formed to address road safety issues at a community level throughout the state to provide a forum where local issues are discussed, and community-based road safety campaigns developed and delivered to address these issues.

It was hoped that these committees would assist the Local Governments to enhance the local coordination of road safety activities. They encouraged the idea of shared responsibility on our roads and the intervention from all spheres within our society including each and every individual.

Unfortunately, over time, most such groups (including at the Shire of Dardanup) were unable to retain their community volunteer membership. As a result, the intended outcomes could not be sustained over time and WALGA were forced to review their delivery mechanisms for this important work.

The new RoadWise Council initiative differs from the original (community/committee based) approach, targeting Local Government directly to deliver of road safety through establishment of Best Practice design and project management practice along with provision of guidance and state-sponsored support for identification and rectification of safety issues. Access to personnel within WALGA RoadWise is provided (on a limited basis) to Local Governments to assist with the implementation of the recommended Best Practice procedures.

The new RoadWise Councils Framework informs the approach WALGA's road safety team takes in supporting Local Governments in working towards delivering best practice road safety. The Framework takes into account the elements which determine the level of safety of the road transport system within the context of Local Governments.

To register, Local Governments can accept the invitation by providing a Council resolution or a written declaration of commitment to road safety and nominating at least two personnel (Officers and/or Elected Members) to be the primary point of contact for road safety matters.

Local Governments are encouraged to remain registered RoadWise Councils to ensure they have access to specialist advice and assistance in managing road safety at a local level to the best of their capacity and capability.

**Legal Implications**                      None

## **Council Plan**

1.1 - Support the community to feel safe while using Shire facilities and public spaces.

9.3 - Provide quality community facilities.

10.1 - Provide a safe active transport network to encourage more walking and cycling.

10.3 - Improve road safety, connectivity and traffic flow.

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment**    -              None.

**Precedents** -

Council has previously operated a Roadwise Advisory Group over multiple years. This committee was disbanded in October 2022 as a result of Decision (Res: 270-22):

*THAT Council:*

1. *Disband the following:*

*Place Based Advisory Group*

- *Wanju & Waterloo Advisory Group*

*Topic Based Advisory Groups*

- *Sustainable Development Advisory Group*
- *Economic Development Advisory Group*
- *Community Advisory Group*
- *Roadwise Advisory Group*
- *Sport & Recreation Advisory Group.*

**Budget Implications** -

There are no budget implications in the current financial year to register as a RoadWise Council.

**Budget – Whole of Life Cost** -

Over time, as a result of increased activity in identification and rectification of road safety related issues, additional costs may arise that impact future budgets. Examples may include costs for:

- Additional Road Safety Auditing;
- Increased placement of low cost safety improvements such as guide posts and advance warning signs;
- Increased public consultation and outreach; and
- Etc.

**Council Policy Compliance**

- Exec CP090 – *Community Engagement*
- Infr CP049 - *Road Safety Audit*
- Infr CP074 – *Asset Management*

This decision may also need to be reflected in the implementation of other existing or new Council Policies.

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.					
Risk Event	RoadWise Council				
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	<table border="0"> <tr> <td>Reputational</td> <td>Registration as a Roadwise Council is likely to be seen in a positive light by the Community</td> </tr> <tr> <td>Reputational</td> <td>Failure to carry through on the Statements made in the Vision Statement may have a negative impact on the Shire’s Reputation</td> </tr> </table>	Reputational	Registration as a Roadwise Council is likely to be seen in a positive light by the Community	Reputational	Failure to carry through on the Statements made in the Vision Statement may have a negative impact on the Shire’s Reputation
Reputational	Registration as a Roadwise Council is likely to be seen in a positive light by the Community				
Reputational	Failure to carry through on the Statements made in the Vision Statement may have a negative impact on the Shire’s Reputation				

**Officer Comment**

Based upon feedback from Councillors following the 10<sup>th</sup> of April 2024 presentation from the RoadWise Safety Advisor (Katherine Celenza), and to secure its place in the available schedule of participants, the Shire has undertaken the following initial steps towards full Registration as a RoadWise Council, pending formal acceptance of the RoadWise Invitation from the full Council:

- The RoadWise Council Registration Form has been submitted, nominating the following to be the primary points of contact:
  - Theo Naudé – Director Infrastructure
  - Kristin McKeachie – Manager Assets
  - Andrew Coulson – Development Engineer
- The Shire of Dardanup’s RoadWise Council Declaration Form of commitment (Appendix ORD: 12.3.2A) has been prepared outlining the initial Vision and Intent for road safety in the Shire of Dardanup. The Vision and Statement(s) of Intent may change with time as Council identifies new areas of need.

As a result of the above activities (pending this Decision of Council) the Shire of Dardanup has been provisionally registered as a RoadWise Council. Should Council choose to formally accept WALGA’s invitation to register as a RoadWise Council, the provisional registration will be confirmed as permanent.

The benefits for Local Governments that register as RoadWise Councils include:

- use of the RoadWise logo,
- priority access to WALGA’s road safety services and products,
- exclusive quarterly meetings and support from a Road Safety Advisor,
- priority access to participate in WALGA’s road safety policy development, training,
- professional development forums and knowledge-sharing workshops offered by WALGA,
- access to incentives and sponsored programs, and
- participation in the new RoadWise Recognised initiative.

The Roadwise Recognised aspect of being a RoadWise Council provides formal recognition for, and enables benchmarking and monitoring of road safety management, actions and interventions.

RoadWise Recognised will assist Local Governments with continuous improvement in road safety actions and outcomes through regular support, monitoring and sharing of information.

In return for the above Benefits, Council should also consider the potential Obligations implied by acceptance of the invitation to become a RoadWise Council. In particular these may include:

- Increased public expectation related to road safety related activities and investment;
- Increased need for formal Road Safety Auditing at both design and construction phases of projects, leading to the need for access to specialist personnel,
- Some initiatives or outcomes may require additional community consultation which will occur when and if required,
- Potential for road safety related design changes to proposed road projects as a result of the increased levels of auditing and consultation.

All of the above are potential sources of increase in the overall cost of delivery, offset by the public benefit of improved road safety.

#### *Statutory environment*

Road authorities owe all road users a duty of care and must do what is reasonable to be aware of deficiencies in the road transport system, to assess and prioritise them, and have a system for remedying them.

#### *Strategic implications*

This decision may need to be incorporated when strategic plans are reviewed.

END REPORT

12.3.3 Title: Final Shire of Dardanup CHRMAP

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Mr Nathan Ryder - Manager Infrastructure Planning &amp; Design</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.3.3A –Final Shire of Dardanup CHRMAP (e-appendix Under Separate cover) Tardis Link <a href="#">OCM-R1575072</a> 12.3.3B – Risk Assessment Confidential Attachment Under Separate Cover. - 2020 Memorandum of Understanding (MOU)</i>

**Overview**

In order to address the State Government’s requirement for local governments to consider and plan for coastal hazards as a result of rising sea levels and identifying storm activity, a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) has been developed for the Shire of Dardanup through the Peron Naturaliste Partnership (PNP).

Council is requested to adopt the Final Shire of Dardanup CHRMAP and progress further detailed studies prior to implementation of any ‘on-ground’ activities.

**OFFICER RECOMMENDED RESOLUTION****THAT Council:**

- 1. Adopts the Final Shire of Dardanup Coastal Hazard Risk Management and Adaptation Plan (CHRMAP), as included in (E-Appendix ORD: 12.3.3A), to serve as a guide for future planning and coastal management in the Shire.**
- 2. Acknowledges that further detailed investigations will be required before the implementation of any “on-ground” works.**
- 3. Continues as a member of the Peron Naturaliste Partnership (PNP) as per the Memorandum of Understanding (MOU) (Confidential Attachment Under Separate Cover) that the Shire signed in 2020; and**
- 4. Continues to work with the Peron Naturaliste Partnership (PNP) and CoastWA, with Shire officers participating in meetings as required, to proceed with further detailed investigations and identifying any suitable grant funding opportunities, in conjunction with other local governments where appropriate, to include the following:**
  - (i) Sand Source Feasibility Study for the South West Region, through the PNP, to follow the Department of Transport’s current study, which is due for completion in 2025; and**
  - (ii) Review and update the draft “Lower Collie River Erosion Management Plan.”**

***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:

### **Background**

Rising sea levels and intensifying storm activity will increase the risk of coastal inundation, storm erosion and long-term shoreline recession. State governments across Australia have introduced obligations that require local governments to consider and plan for these hazards. In Western Australia, the governing policy is the Western Australian Planning Commission's (WAPC) State Planning Policy No. 2.6: State Coastal Planning Policy, which recommends that management authorities develop a Coastal Hazard Risk Management and Adaptation Plan (CHRMAP) for land use or development potentially vulnerable to coastal hazards.

Membership of the Peron Naturaliste Partnership (PNP) comprises of nine local government authorities. The PNP's Coastal Adaptation Pathways Project identified the coastal areas of Capel, Leschenault and Greater Bunbury as being particularly exposed to coastal hazards and climate change, which triggered the need for this CHRMAP. The project has investigated and planned for coastal hazards that are likely to affect these regions from Capel to Leschenault.

Further details are provided in the Officer Comment section.

### **Legal Implications**

WAPC State Planning Policy No.2.6 State Coastal Planning Policy 2013.

### **Council Plan**

7.1 - Minimise risks and impacts from fires, floods, heat waves, and other natural disasters.

8.1 - Support responsible planning and development.

### **Environment**

The CHRMAP has identified significant impacts on the environment and the Shire's natural assets. Environmental vulnerability due to erosion was rated Extreme and environmental vulnerability due to inundation was rated Medium.

### **Precedents**

Council has previously adopted numerous plans and guiding strategies that feed into the Shire's long term financial plans and works programs. One of the recent plans is the Shire of Dardanup Local Bike Plan, which was adopted by Council in March 2023.

### **Budget Implications**

By continuing to serve as a member of the Peron Naturaliste Partnership (PNP), as per the Memorandum of Understanding (MOU) that the Shire signed in 2020 (Confidential Attachment - Under Separate Cover), an annual contribution is required, which is an amount that is determined by the PNP Board at its Annual General Meeting (AGM).

PNP advised that the proposed contribution by the Shire of Dardanup in the 2024/25 Financial Year is \$4,461.20, representing around 2.3% of the total contributions by all the nine participating local governments. The average annual contribution paid to the PNP by the Shire of Dardanup since 2017 has been approximately \$6,400.

Should the Shire of Dardanup apply for grant funding, for example through the Coastal Adaptation and Protection (CAP) Grants, a co-contribution of 50% would be required. Since there are no funding opportunities currently identified, there are no budget implications at the moment. Council approval will be sought as future funding opportunities arise.



**Budget – Whole of Life Cost** - None.

**Council Policy Compliance** - None.

### **Risk Assessment**

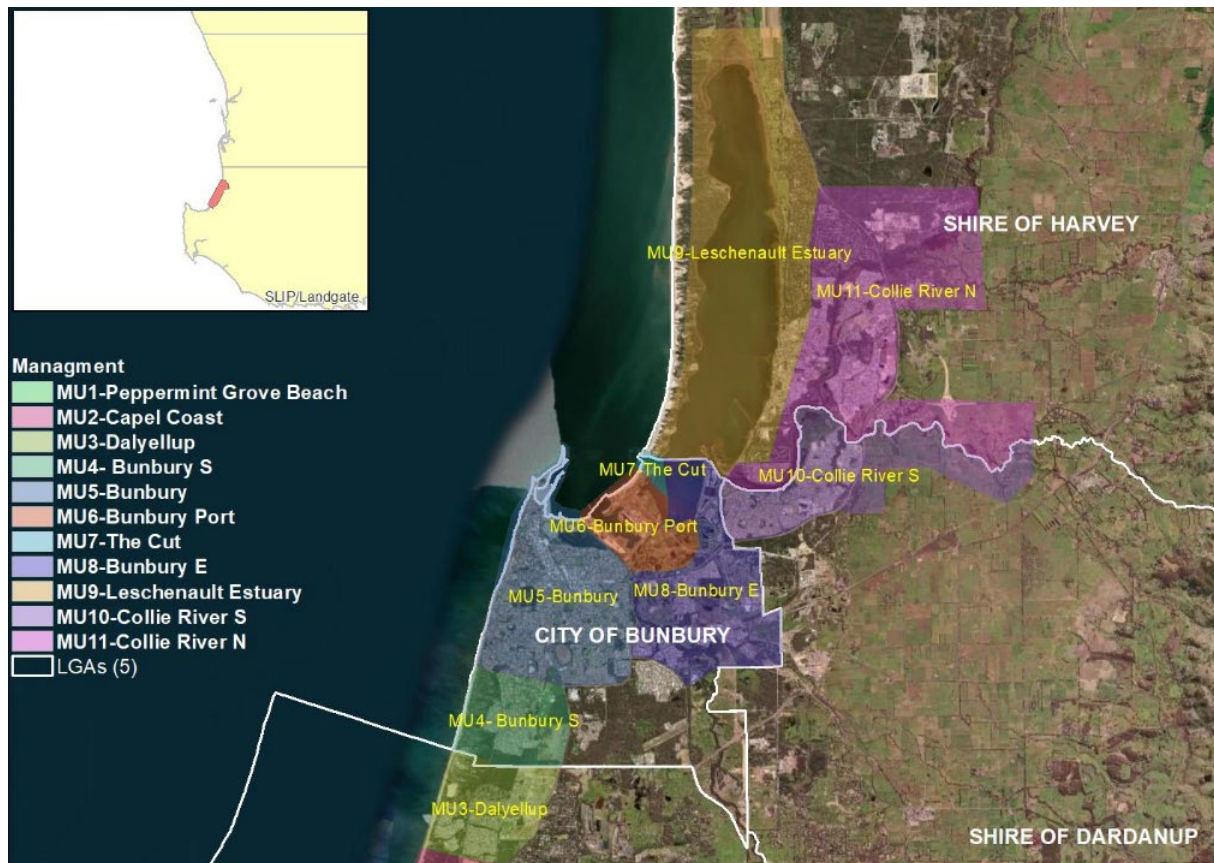
The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3.3B) for full assessment document.

<b>TIER 3 – ‘High’ or ‘Extreme’ Inherent Risk.</b>		
Risk Event	Final Shire of Dardanup CHRMAP	
Inherent Risk Rating (prior to treatment or control)	High (12 - 19)	
Risk Action Plan (treatment or controls proposed)	Continue with the planning to mitigate coastal hazards as per the recommendations in the CHRMAP.	
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 plan, manage and mitigate coastal risks may result in claims against the Shire, particularly should residential property be impacted.
	Legal and Compliance	Failure to comply with WAPC State Planning Policy No.2.6 State Coastal Planning Policy 2013, which requires LGAs to plan for management of coastal hazards.
	Reputational	As a coastal manager, the Community expects the Shire to put in place appropriate planning and implement measures to protect homes and community infrastructure.
	Environment	Failure to protect foreshore vegetation and wildlife due to long term coastal hazards.
	Property	Future long term property impacts due to long term erosion and inundation.

### **Officer Comment**

The Shire signed a Memorandum of Understanding (MOU) (Confidential Attachment - Under Separate Cover) with the PNP in 2020, together with the other associated local governments: City of Bunbury, City of Busselton, Shire of Capel, Shire of Harvey, City of Mandurah, Shire of Murray, City of Rockingham and the Shire of Waroona. There was a previous MOU in place prior to this, which was signed by the Shire in 2015. Various Shire officers have attended meetings and provided input over the years, including during the development of the CHRMAP, since around 2016.

The CHRMAP study area and Management Units (MUs) are illustrated in the following figure:



**CHRMAP Study Area and Management Units**

The land areas within the Shire of Dardanup are not as exposed to coastal hazards as other neighbouring local governments. These areas are located at the lower end of Collie River and are affected by both marine (e.g., storm surge) and riverine processes (river flood) and also boat wakes. It is a transitional zone from riverine to an estuary environment showing a widening and meandering channel, as well as the presence of tidal-riverine flow interaction.

The CHRMAP assessment produced hazard maps for present and future scenarios (2035, 2050, 2120) to guide regional planning. More detailed studies will be necessary for estuarine and river courses and caution should be applied in interpreting results at a micro-scale due to inherent assumptions and resolution limitations of the study.

Below is a summary of the assets within the Shire of Dardanup that were determined to be at risk:

- Approximately 7 roads at risk of erosion by 2120, 5 by inundation;
- 57 environmental assets at risk from erosion by 2120, 54 by inundation;
- 14 residential properties predicted to be impacted by erosion by 2120;
- 36 residential properties predicted to be impacted by inundation by 2120;
- 3 commercial properties at risk of inundation from the present day;
- 2 Aboriginal Heritage assets at risk from inundation from the present day; and
- Public and community assets at risk of erosion and inundation from the present day.

In determining the recommended protection option for implementation to address the identified risks, a multi-criteria analysis was performed and each option was assigned a score based on technical, economic, social and environmental criteria.

To address erosion for the Collie River South Management Unit (MU10), protection with sand nourishment was shown to be the preferred approach. To address inundation in the short-term, it is recommended that further investigations are undertaken with neighbouring land managers.

A number of additional general investigations are recommended:

1. Prepare an Asset Management Plan for each Management Unit
2. Investigate opportunities for leaseback of land and land swaps in the context of planned and managed retreat.
3. Sand source feasibility study
4. Emergency evacuation planning
5. Update Foreshore Management Plans (FMPs) - Updated foreshore management plans for the study areas may increase the protective capacity of the natural dune system.
6. Coastal Hazard Mapping Study

The recommended adaptation options to manage the coastal erosion and inundation risk in the Shire are presented to give direction for future investigations and funding opportunities. The recommendations are preliminary as they are based on currently available information. Future investigations are required to confirm they are suitable, including further consultation with stakeholders and the community. Subsequently a likely outcome is that a combination of options may be the preferred approach in some locations. The recommendations are based on the analysis presented in the CHRMAP report. Additional considerations may be incorporated into future analyses.

A draft version of the Shire of Dardanup's CHRMAP was released for public review and comment for a period of 12 weeks in 2023. No comments were received for this document.

The CHRMAP is a strategic planning document that considers long timeframes. While the CHRMAP provides a rationale for coastal hazard management a substantial amount of preparatory work is required before "on the ground implementation" can proceed.

The PNP's Coastal Adaptation Coordinator, Mr Craig Perry, presented the Final Shire of Dardanup CHRMAP to Councillors on the 10<sup>th</sup> of April 2024. One of the main questions raised by attendees at the presentation was related to the recommendation for sand nourishment and concerns that the Shire may be "locked into" this treatment. Mr Perry responded that the Shire should seek State Government funding in the future to investigate, and if deemed feasible, to implement other options such as hard protection, and that the Shire would not be locked into seeking funding for sand nourishment only. This was later confirmed by the Department of Transport; that sand nourishment is in the category of "protection" and that Coastal Adaptation Protection (CAP) grant funding could be applied for the investigation of other forms of protection, such as hard protection, which could be combined with sand nourishment.

A full copy of the Final Shire of Dardanup CHRMAP is included in (E-Appendix ORD: 12.3.3A).

It should be noted that the CHRMAP is to be reviewed every five years.

As per notes in Table 8-3 of the CHRMAP (MU10 Collie River South Recommendations), implementation of the protection option is not required until 2035. However, preliminary works are required before, which is why the table indicates that works will commence before this date.

The recommended way forward is for Council to adopt the Final Shire of Dardanup CHRMAP to serve as a guide for future planning and coastal management in the Shire and acknowledge that further detailed investigations will be required before the implementation of any "on-ground" works.

One of the recommendations in the CHRMAP, as per Table 8-3 "Investigation 1", is to carry out a Sand Source Feasibility Study, which would be to determine the capacity and cost of local sand supplies, and

focus on sand nourishment for the river shoreline and the need for appropriate fill to raise the height of land in the inundation hazard zone. This would be best carried out in conjunction with other neighbouring local governments through the PNP rather than the Shire embarking on a single stand-alone study. The Sand Source Feasibility Study has been suggested that it could be a broader study including local governments from Rockingham to Busselton, led by the PNP. Note, the Department of Transport is currently undertaking a Perth and Peel Region study with the intent to do a study in the South West Region afterwards. Results of the Perth and Peel study will be available towards the end of 2025.

One of the other recommendations in the CHRMAP, as per Table 8-3 "Investigation 2", is to prepare an updated Foreshore Management Plan (FMP). The Shire does not have a Council-endorsed FMP at this point in time, however, a consultant was engaged by the Shire in 2020 to carry out a detailed assessment of the Lower Collie River Foreshore, examining the area pertaining to the Shire of Dardanup, and make some recommendations as to particular treatments for foreshore stabilisation and their associated priorities. The study "Lower Collie River Erosion Management Plan" was only completed to a draft stage and was neither presented to Council nor finalised due to the commencement of the CHRMAP by the PNP. It was decided at the time that it would be best to allow the CHRMAP process to be completed and then review this FMP in light of the outcomes of the CHRMAP. As such, it is recommended to review and update this FMP, consistent with the CHRMAP recommendation, and that this would likely be best carried out in discussion or possibly in conjunction with the Shire of Harvey, given that our foreshores share the same section of the Lower Collie River. Contrary to the CHRMAP outcomes, the original draft study "Lower Collie River Erosion Management Plan" did not favour sand nourishment as an option to achieve the Shire's management objectives. The techniques recommended were largely based on increasing foreshore robustness, either through engineered edge treatments (walls, revetments or gabions) or vegetated treatments (revegetation or bioengineering). However, a review and update of the study should consider sand nourishment as a treatment option that could be used in combination with more robust options such as those mentioned above.

Since finalisation of the CHRMAP, Shire officers were contacted by, and met with, CoastWA representatives in April 2024, which is an initiative administered by the Department of Planning, Lands and Heritage (DPLH). CoastWA supports the planning, managing and adapting to the impacts of coastal hazards to ensure sustainable land use and development on the coast for the long-term. Its objectives include providing support to coastal managers, including partnerships with local governments, to evaluate the options for coastal management and adaptation strategies and also to provide the means to plan, budget and manage the impacts of coastal hazards.

WALGA has also appointed a CoastWA facilitator for local government support, which one of the key roles is to provide information and assistance to the Shire about annual CoastWA grants that are available, including hosting information sessions to cover the different grant streams.

At the recent meeting in April 2024 with Shire officers, CoastWA mentioned that further studies, such as those recommended in the CHRMAP report, would be eligible for grant funding through the Coastal Adaptation and Protection (CAP) Grants. The types of projects covered under this grant stream are coastal monitoring, investigation studies, hazard assessment, asset management, beach nourishment, coastal protection infrastructure, managed retreat and maintenance of protection infrastructure. Available grant funding ranges from \$15,000 up to \$400,000 with a minimum co-contribution of 50%. CoastWA grants have closed for 2024, however, will be open again in February 2025.

END REPORT

**12.3.4** Title: Joint Town Planning Scheme No.1 Committee Meeting Minutes held on 18<sup>th</sup> of December 2023

<b>Reporting Department</b>	Infrastructure Directorate
<b>Responsible Officer</b>	Mr Theo Naudé - Director Infrastructure
<b>Reporting Officer</b>	Mr Andrew Coulson - Development Engineer
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	12.3.4A – JTPS1 Committee Meeting Minutes 18 December 2023 12.3.4B – Table 4 – Refund Methodology 12.3.4C – Risk Assessment

**Overview**

Minutes from the Monday, 18 December 2023 meeting of the Shire of Harvey (SoH) and Shire of Dardanup (SoD) Joint Town Planning Scheme No.1 (JTPS1) Meeting are attached for Council's consideration.

**OFFICER RECOMMENDED RESOLUTION "A"**

**THAT Council receives the minutes of the Shire of Harvey and Shire of Dardanup Joint Town Planning Scheme No.1 Committee Meeting held on 18<sup>th</sup> December 2023 [Appendix ORD: 12.3.4A].**

**OFFICER RECOMMENDED RESOLUTION "B"**

**THAT Council:**

- Adopts the following modified contribution rates with effect from 18<sup>th</sup> December 2023;**

Contribution Rate Category	Current 2022-23 Contribution Rate (per ha)	Proposed 2023-24 Contribution Rate (per ha)
Shire of Harvey without weighting factor	\$54,486.31	\$56,092.86
Shire of Harvey with weighting factor	\$65,053.09	\$66,456.29
Shire of Dardanup	\$31,637.87	\$31,672.96

- Approves a reimbursement of \$45,212.72 (in equal thirds) to Australian Vanguard, Treendale Nominees and Ardross Estates for pre-funding LK Advisory's review of the Scheme for further expenditure incurred from 1<sup>st</sup> July 2022 until 30<sup>th</sup> of September 2022. A sum of \$14,551.21 of which is to be paid from the Shire of Dardanup Joint Scheme Account with the balance, \$30,661.51, being paid from the Shire of Harvey Joint Scheme Account;**
- Approves a disbursement of \$600,000 from Joint Town Planning Scheme No. 1 funds to landowners that have overpaid to date, distributed according to the refund**

methodology described in the JTPS1 Committee meeting Minutes of the 18<sup>th</sup> December 2024(Appendix ORD: 12.3.4A) and provided for in Table 4 [Appendix ORD: 12.3.4B];

4. Considers engaging the services of an external Consultant to independently administer the Scheme in real-time, including calculating invoices upon request, updating the scheme model and maps, and undertaking each annual review up until 2026.
5. Accepts that, at the Scheme administrator's ultimate discretion, developers with a substantial balance of overpayments may request to offset contributions against the balance of a future refund, thereby reducing the developer's ultimate disbursement by an amount that is equal to the liability subject to the offset request.
6. Approves a transfer of \$44,701.45 from the Shire of Dardanup Joint Scheme Account to the Shire of Harvey Joint Scheme Account to account for its share of the \$138,893.39 that was reimbursed to Australian Vanguard, Treendale Nominees and Ardross Estates for prefunding LK Advisory's review of the scheme in 2021 and 2022.
7. Notes that further adjustments in funds held between the Shires of Harvey and Dardanup will be required to facilitate equitable redistribution of excess funds and interest.
8. Supports the advise in writing, to all remaining contributing landowners in the Joint Town Planning Scheme No. 1 area of the following:
  - a. That on 17<sup>th</sup> of March 2026, pursuant to clause 17.5 of the Scheme, the Shires may serve written notice requiring payment of the owner's proportion of the Shared Costs within ninety (90) days of the service of such notice; and
  - b. Their remaining liability under the Scheme, calculated at the True Rate, as summarised in Table 5 of the JTPS1 Committee Meeting Minutes (Appendix ORD: 12.4.3A).
9. Supports refusing the request from Mr. Paul McQueen of Lavan Legal and Mr. Tony Paduano of Element WA, on behalf of the owners of Lot 565 Paris Road, Australind to:
  - Increase the JTPS1 cost to deliver Kingston Drive (The Promenade) to accommodate the additional 'extra cost' for the owner to construct a new intersection between Road 01 on SPN/2248 and The Promenade; and
  - JTPS1 reimbursing 70% of the Owner's additional "extra over" costs to construct this intersection, with the remaining 30% to be reimbursed to the Owner using the Shire of Harvey's municipal funds.

for the following reasons:

- a. The subdivision alone generates the need and nexus for the intersection, and it is not otherwise required by JTPS1 and is only needed to facilitate the subdivision of Lot 565.
- b. JTPS1's obligation to deliver Kingston Drive (The Promenade) has been fully discharged, and there is no basis to retrospectively increase the cost of that item.
- c. Increasing the cost of Kingston Drive (The Promenade) with less than 20% NSA

remaining could create an undesirable precedent where landowners at any time may lodge a claim for reimbursement of ordinary subdivision costs on the assertion that those cost should have been included as infrastructure items funded by JTPS1.”

#### OFFICER RECOMMENDED RESOLUTION “C”

THAT Council approves the draw down from Reserves of \$459,252.65 to fund the disbursements detailed in Resolutions 2, 3 and 6 with the drawdown distributed as follows:

Reserve Name	Current Balance	Drawdown	Post Balance
Collie River (Eaton Drive) Bridge Construction	\$183,848.28	\$152,380.03	\$31,468.25
Eaton Drive Access Construction – Lanes 1 & 2	\$144,007.71	\$107,648.82	\$36,358.89
Eaton Drive Scheme Construction Lanes 3 & 4	\$248,624.80	\$199,223.80	\$49,401.00

#### *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:

## **Background**

The JTPS1 authorises the Shires of Harvey (SoH) and the Shire of Dardanup (SoD) with the administration of the Scheme. The Shires have formed a joint committee consistent with the *Local Government Act 1995*, with equal representation from the SoH and SoD, to assist the Shire's in the administration of the Scheme.

The most recent meeting of that Joint Committee was held Monday, 18<sup>th</sup> of December 2023. A delay in the adoption of the Minutes has occurred due to ongoing matters with regard to item 9 of the Minutes, that is the subject of a State Administrative Tribunal appeal.

## **Legal Implications**

### 5.8. Establishment of committees

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

*\* Absolute majority required.*

### 5.9. Types of committees

(1) *In this section —*

**“other person”** means a person who is not a Council member or an employee.

(2) *A committee is to comprise —*

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

### 5.10. Appointment of committee members

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

- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

(2) *At any given time each Council member is entitled to be a member of at least one committee referred to in section 5.9(2) (a) or (b) and if a Council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that Council member in the persons appointed under subsection (1) (a) to at least one of those committees as the local government decides.*

(3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*

(4) *If at a meeting of the Council a local government is to make an appointment to a committee that has or could have a Council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*



- (5) *If at a meeting of the Council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
- (a) *to be a member of the committee; or*
  - (b) *that a representative of the CEO be a member of the committee,*
- the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

5.11. Tenure of committee membership

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;*
  - (b) *the person resigns from membership of the committee;*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day, Which ever happens first.*

**Council Plan**

- 8.1 - Support responsible planning and development.
- 13.1 - Adopt best practice governance.
- 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

**Environment** - None.

**Precedents**

At the Ordinary Council Meeting held 26<sup>th</sup> October 2022 Council received the minutes and endorsed the resolution of the JTPS1 Committee that was held on 5<sup>th</sup> September 2022.

**Budget Implications**

Nil, funds held within and distributed from the Joint Town Planning Scheme Reserves, does not impact on the Shire of Dardanup's annual budget(s)

**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: 12.3.4C) for full assessment document.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Joint Town Planning Scheme No.1 Committee Meeting Minutes held on 18 <sup>th</sup> of December 2023
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.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>							
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.						
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Not acting on the scheme committee resolutions promptly could lead to developer frustration and possible financial penalties.</td> </tr> <tr> <td>Legal and Compliance</td> <td>Not acting promptly to scheme committee decisions could lead to legal action against the Shire.</td> </tr> <tr> <td>Reputational</td> <td>Not acting promptly on scheme committee decisions could lead to developer dissatisfaction and public airing</td> </tr> </table>	Financial	Not acting on the scheme committee resolutions promptly could lead to developer frustration and possible financial penalties.	Legal and Compliance	Not acting promptly to scheme committee decisions could lead to legal action against the Shire.	Reputational	Not acting promptly on scheme committee decisions could lead to developer dissatisfaction and public airing
Financial	Not acting on the scheme committee resolutions promptly could lead to developer frustration and possible financial penalties.						
Legal and Compliance	Not acting promptly to scheme committee decisions could lead to legal action against the Shire.						
Reputational	Not acting promptly on scheme committee decisions could lead to developer dissatisfaction and public airing						

**Officer Comment**

The contributions collected for the JTPS1 are held in three Reserve accounts. The proposed refunds from the Reserves was not known at the time of adoption of the 2023/24 annual budget and therefore does not feature in the 2023/24 annual Budget.

A recommendation has therefore been made to drawdown \$459,252.65 from the Reserves to fund the recommended resolutions 2, 3 and 6.

END REPORT

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1      *Title: Corporate Business Plan Review 2024-2027*

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>12.4.1A – Corporate Business Plan 2024-2027 12.4.1B – Council Plan 2022-2032 (Under E-Separate Cover) Tardis Link <a href="#">OCM-R1578244</a> 12.4.1C – Risk Assessment</i>

#### **Overview**

This report presents Council with an updated Corporate Business Plan 2024-2027, which forms part of Council’s adopted “Council Plan 2024 – 2034” [Appendix ORD: 12.4.1A ] A number of minor updates have been made to the Corporate Business Plan endorsed by Council in 2023.

The adopted “Council Plan 2024 – 2034” incorporates both the Strategic Community Plan and Corporate Business Plan required under legislation.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the updated Shire of Dardanup Corporate Business Plan 2024-2027, (Appendix ORD: 12.4.1A) which forms part of Council’s adopted “Council Plan 2024 – 2034”.**

*By 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:

## **Background**

Council adopted its reviewed and updated ten year “Council Plan 2022-2032” [E-Appendix ORD: 12.4.1B] in July 2022 [OCM Res:179-22] to fulfil the role of both the Strategic Community Plan and Corporate Business Plan. This review formed part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements.

At the 24<sup>th</sup> April 2024 Ordinary Council meeting, Council considered the internal review of the Strategic Community Plan 2024-2034 and endorsed the amendments noted within the review report, which formed part of Council’s updated “Council Plan 2024 – 2034”.

The *Local Government Act 1995* requires the four year Corporate Business Plan to be reviewed and updated (if required) on an annual basis (refer to pages 11 to 50 of the “Council Plan 2024-2034”). The Strategic Community Plan is only reviewed every two years and is scheduled for a full review early in 2026.

- *Corporate Business Plan*

The Corporate Business Plan (CBP) contains details of the actions and resources (human and financial) to achieve each Objective. It is a four year plan which acts as an organisational guide to the Council and management.

The financial capacity to undertake these tasks is evidenced in the long term financial plan for the period. This long term financial planning provides an assurance that the actions contained in the Corporate Business Plan can be adequately resourced over the next four years and highlights the long term consequences of the application of human and financial resources to undertaking various projects.

The Corporate Business Plan is reviewed annually to assess the progress of projects and realign actions and priorities with current information and funding availability. The first year of the Corporate Business Plan and Long Term Financial Plan is usually ‘sliced off’ to form the basis of the draft annual budget for consideration by the Council.

- *Linkage with Informing Strategies and Service Plans*

The Corporate Business Plan is informed by three other major plans developed in response to the Department of Local Government’s Integrated Planning and Reporting Framework. The Asset Management Plans, Long Term Financial Plan, and Workforce Plan inform the Council as to its resource options and financial circumstances.

It should be noted that the Community Facilities Plans adopted by Council following significant consultation with the Community and relevant Place Based Advisory Groups, inform the Asset Management Plans and therefore indirectly informs the Corporate Business Plans.

- *Review process*

This report presents Council with the reviewed and updated Corporate Business Plan 2024-2027 [Appendix ORD: 12.4.1A], which will be updated within the “Council Plan 2024-2034”. Council Officers have reviewed the Priority Projects and timings to reflect the completion of some actions, and the addition or amendment of others.

## **Legal Implications**

*Local Government (Administration) Regulations 1996:*

*Division 3 — Planning for the future*

[Heading inserted: Gazette 26 Aug 2011 p. 3483.]

**19C. Strategic community plans, requirements for (Act s. 5.56)**

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to—
  - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
  - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
  - (c) demographic trends.
- (6) Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]

**19DA. Corporate business plans, requirements for (Acts. 5.56)**

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
  - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
  - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
  - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A Council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.  
\*Absolute majority required.

- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the Council, the plan or modified plan applies to the district for the period specified in the plan.*

**Council Plan**

13.1 - Adopt best practice governance

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making

**Environment** - None.

**Precedents**

The Shire of Dardanup ten year “Council Plan 2024 – 2034” was updated in 2024 in accordance with legislative requirements, and incorporates both the ten year Strategic Community Plan and four year Corporate Business Plan.

**Budget Implications**

Revenue and expenditure forecasts for the next four years are incorporated within the current Long Term Financial Plan. Once this is adopted by Council the Council Plan will be updated to reflect relevant implications.

**Budget – Whole of Life Cost** - None.

**Council Policy Compliance**

Council Policy CP018 – *Corporate Business Plan & Long Term Financial Plan* notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan needs to be compiled within the last weeks of April or early May.

The Policy notes that *year 1 of the Corporate Business Plan shall inform the development of the draft Annual Budget utilising the forecast rate change, loan projections, asset management plans, capital works, operating income and expenditure and reserve transfers.*

While Council Policy Exec CP090 - *Community Engagement* sets out the basis for community engagement related to major plans, the annual Corporate Business Plan review does not require community consultation. The next full review of the Council Plan (incorporating both the Strategic Community Plan and Corporate Business Plan) will involve community engagement and consultation.

**Risk Assessment**

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

<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Corporate Business Plan Review 2024-2027
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance	Legislative requirements and compliance determine the need for the production of Corporate Business Plan.
	Financial	The financial implications associated within the elements of the Corporate Business Plan can affect the financial sustainability of Council.
	Reputational	The inclusion of projects and works within the various plans within the Corporate Business Plan build community expectation.

**Officer Comment**

Short to medium term priorities within Council’s Strategic Community Plan are translated into services and facilities that are delivered to the community through the Corporate Business Plan. This ensures strategic priorities are translated into real actions. The Council’s four year Corporate Business Plan is reviewed annually and reported to community through the Annual Report. By combining the Strategic Community Plan and the Corporate Business Plan into one “Council Plan”, it is possible to see how the organisation is intending to deliver on the priorities in one compact document.

END REPORT

### 12.4.2 Title: Café Lease – Shire of Dardanup Library, Administration and Community Building

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mrs Michelle Edwards - Building Property Management Officer</i> <i>Mrs Donna Bailye – Manager Governance</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Absolute Majority.</i>
<b>Attachments</b>	<i>12.4.2– Risk Assessment</i>

#### **Overview**

This report seeks Council's endorsement for the execution of a Lease Agreement with Atticus and Finch Café for the lease of the new Café area located in the Shire of Dardanup, Library, Administration and Community Building.

#### **OFFICER RECOMMENDED RESOLUTION**

##### **THAT Council:**

- 1. Notes that following the 14 day public advertising period, no public submissions were received on the proposed lease conditions with Atticus & Finch Café for the lease of approximately 16m<sup>2</sup> of exclusive use Café area on Lot 1111 on Plan DP 422040 within the Shire of Dardanup Library, Administration and Community Building, with 71m<sup>2</sup> of shared use library area and 31m<sup>2</sup> of shared use alfresco seating area.**
- 2. Authorises the Chief Executive Officer to finalise negotiations and sign a 2-year lease agreement (with a 3 + 5 year further lease term period) with Atticus & Finch Café for the lease of the Café area identified within the new Shire of Dardanup Library, Administration and Community Building.**

*By 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:



## **Background**

Council developed a Business Case in 2017 relating to the new Shire of Dardanup Library and Administration and Community Building, which incorporated the inclusion of commercial lease spaces. One of those commercial lease spaces comprised of a ground floor Library Café.

A Registration of Interest (ROI) process was undertaken by the Shire to attract potential applicants to this commercial lease space with experience in food and Café operations. During the ROI period the Shire received a number of enquires, with two formal ROI submissions being received and subsequently evaluated.

An evaluation was undertaken, with both submissions being presented to Council at the 28<sup>th</sup> February 2024 Ordinary Council Meeting. The matter was taken Behind Closed Doors and Council resolved (41-24)

*THAT Council:*

1. *Receives the Registration of Interest submission for the Café Lease in the new Shire of Dardanup Library, Administration and Community Building, received from “Respondent A”, as detailed in [Confidential Attachment A Tardis Link OCM-R1512583] Confidential Attachment and referred to as “Submission A”;*
2. *Receives the Registration of Interest submission for the Café Lease in the new Shire of Dardanup Library, Administration and Community Building, received from “Respondent B”, as detailed in [Confidential Attachment B Tardis Link OCM-R1514578] Confidential Attachment and referred to as “Submission B”;*
3. *Authorises the Chief Executive Officer to obtain a current market value for the proposed Café Lease and Commercial Office Space in the new Shire of Dardanup Library, Administration and Community Building;*
4. *Supports the proposed establishment of a 2+3+5 year lease agreement with “Respondent B” for the Café area in the new Shire of Dardanup Library, Administration and Community Building, based on the terms and conditions detailed in [Confidential Attachment C Tardis link: [LEA-R1409690](#)];*
5. *Authorises a 14-day advertising period (local public notice) inviting public comment on the proposed lease to “Respondent B” in accordance with section 3.58 of the Local Government Act 1995 following the obtaining of a current market value; and*
6. *Requests that any submissions received following the giving of local public notice be presented to the next available Ordinary Council Meeting for consideration and a final decision.*

## **Legal Implications**

Leasing of Council property falls under Section 3.58 of the *Local Government Act 1995* “Disposing of Property”.

### *3.58. Disposing of property*

#### *(1) In this section —*

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

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

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

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

- (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) it gives local public notice of the proposed disposition —*
- (i) describing the property concerned; and*
- (ii) giving details of the proposed disposition; and*
- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
- and*
- (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) the names of all other parties concerned; and*
- (b) the consideration to be received by the local government for the disposition; and*
- (c) the market value of the disposition —*
- (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
- (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*
- (5) *After the last day for submissions, the local government is to consider any submissions made and may decide\* to proceed with the undertaking or transaction as proposed or so that it is not significantly different from what was proposed.*
- \* Absolute majority required.*
- (10) *For the purposes of this section, regulations may —*
- (a) prescribe any land transaction to be an exempt land transaction;*
- (b) prescribe any trading undertaking to be an exempt trading undertaking.*

### **30. Dispositions of property excluded from Act s. 3.58**

- (1) *A disposition that is described in this regulation as an exempt disposition is excluded from the application of section 3.58 of the Act.*
- (2) *A disposition of land is an exempt disposition if —*
- (a) the land is disposed of to an owner of adjoining land (in this paragraph called the transferee) and —*
- (i) its market value is less than \$5 000; and*
- (ii) the local government does not consider that ownership of the land would be of significant benefit to anyone other than the transferee;*
- or*
- (b) the land is disposed of to a body, whether incorporated or not —*
- (i) the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*
- (ii) the members of which are not entitled or permitted to receive any pecuniary profit from the body's transactions;*
- (3) *A disposition of property other than land is an exempt disposition if —*
- (a) its market value is less than \$20 000; or*
- (b) the entire consideration received by the local government for the disposition is used to purchase other property, and where the total consideration for the other property is not more, or worth more, than \$75,000.*

*Commercial Tenancy (Retail Shops) Agreements Act 1985 (Retail Shops Act)* will apply the café. The Retail Shops Act imposes rights and obligations on parties to a “retail shop lease”. In regard to the café, Section 3 of the Retail Shops Act defines a “retail shop lease” to mean a lease that provides for the occupation of a retail shop, being:

- *any premises situated in a retail shopping centre that are used wholly or predominantly for the carrying on of a business; or*
- *any premises not situated in a retail shopping centre that is used wholly or predominantly for the carrying on of a retail business, by a business that wholly or predominantly involves the sale of goods by retail or a specified business, subject to certain exceptions.*

Part II of the Retail Shops Act relates specifically to the café tenancy and the requirement to provide the café tenant a disclosure statement on the prescribed form.

6. *Disclosure statement, tenant’s rights if not given by landlord etc.*

- (4) *A disclosure statement given for the purposes of this section shall be in the prescribed form duly completed and signed by or on behalf of the landlord and the tenant and shall contain a statement notifying the tenant that he should seek independent legal advice.*

In regard to the leased office space, Section 3 of the Retail Shops Act defines a “retail business” as

- (b) *a specified business;*

### **Council Plan**

9.1 - Strengthen the vibrancy of our town centres.

11.1 - Support industry and business growth.

13.2 - Manage the Shire’s resources responsibly.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

### **Environment**

The draft Lease Agreement (clause 4.14 and 4.17) outlines the waste disposal requirements for the Lessee, to ensure waste facilities are accessible and available.

### **Precedents**

Council have leased facilities to community groups in the past. Commercial and retail tenancy agreements have not occurred to date. These are the first submissions received for the Café Lease that Council is required to consider.

### **Budget Implications**

Annual rental for the Leased area for the 2024/25 period will be \$12,453 which will be reflected in the 2024/25 budget. Atticus & Finch Cafe have submitted a proposal for an annual rent of \$14,240 (based on \$890 per square metre - 16sqm), with a lease incentive of the 1st month free rent and 2nd month ½ price rent. The forecast annual rental is therefore calculated to be \$12,453, with a rent review after the 1st year, and each year thereafter.

### **Budget – Whole of Life Cost**

Ongoing rental for the leased premises will be based on the lease terms and conditions. The annual rental proposed for the 2024/25 period will be \$12,453, with subsequent year’s rental based on \$14,240 plus CPI, with an annual review. The proposed lease term is 2+3+5 year periods.

**Council Policy Compliance** - None.

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Café Lease – Shire of Dardanup Library, Administration and Community Building
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial                      Not leasing the space will result in a budget shortfall</p> <p>Legal and Compliance      Failure to establish a robust lease agreement could result in undesirable implications to the Council.</p> <p>Reputational                    Council may be seen in a negative light if they failed to capitalise on revenue raising opportunities.</p>

### **Officer Comment**

In accordance with section 3.58 of the *Local Government Act 1995*, a Public Notice on the disposition of property for:

*Approximately 16m<sup>2</sup> of exclusive use Café area on Lot 1111 on Plan DP422040 within the Shire of Dardanup Library, Administration, and Community Building, with 71m<sup>2</sup> of shared use library area and 31m<sup>2</sup> of shared use alfresco seating area*

was advertised in the South Western Times on Thursday 25<sup>th</sup> April 2024. The notice was also posted on the Shire of Dardanup website, and placed on the Shire of Dardanup’s Public Notice Board at the Main Administration Building and Libraries.

The Public Notice invited submissions on the proposed disposition until 4pm Monday 13<sup>th</sup> May 2024. At the close of the public submission period, no submissions were received. It is therefore recommended that Council proceed with the disposition/lease to Atticus & Finch Café

END REPORT

**12.4.3**      Title: Eaton Bowling & Social Club Inc – Proposed Upgrade to Bowling Green Lights – Pratt Road

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mr Phil Anastasakis - Deputy CEO
<b>Reporting Officer</b>	Ms Michelle Edwards – Building Property Management Officer Mrs Donna Bailye – Manager Governance
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.4.3A - Eaton Bowling & Social Club correspondence Appendix Ord:12.4.3B – Risk Assessment

**DECLARATION OF INTEREST**

Elected member Cr. S L Gillespie declared a Proximity Interest in this item. Elected members Cr. T G Gardiner and Cr. A L Webster declared a Impartiality Interest in this item.  
Please refer to Part 11 'Declaration of Interest' for full details.

**Overview**

In accordance with the lease terms and conditions, this report seeks Council approval to upgrade the current flood lights on the "A" Bowling Green (North West Green) to LED Lights, and for Council to support the Eaton Bowling & Social Club grant application to the Community Sporting and Recreation Facilities Fund (CSRFF) opening in July 2024.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. **In accordance with the lease terms and conditions, supports the removal of the floodlights on "A" Bowling Green at the Eaton Bowling & Social Club and upgrade to new LED lights, subject to:**
  - a) **The Eaton Bowling & Social Club completing and obtaining approval of the necessary Shire of Dardanup applications and approvals prior to works commencing;**
  - b) **The Eaton Bowling & Social Club providing the required Works Health and Safety documentation prior to works commencing, confirming the works are being undertaken by a suitably qualified person, with notification of when site works are to commence;**
  - c) **A final inspection of the works following completion of the installation to ensure they meet the required safety and building standards.**
  - d) **The Eaton Bowling & Social Club funding 100% of the works.**

2. **Requests the Chief Executive Officer write a letter of support for the grant application by the Eaton Bowling & Social Club for funding under the Community Sporting and Recreation Facilities Fund - July 2024 funding round.**

***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:

## **Background**

The Eaton Bowling & Social Club currently hold a lease with the Shire of Dardanup over the new Bowling Club building located on Lot 510 Pratt Road Eaton.

Prior to construction of the new building, a Memorandum of Understanding (MOU) was signed in December 2019 by the Eaton Bowling & Social Club Inc and the Eaton Senior Citizens Association, for the shared use of the newly constructed facilities. The MOU is identified in the new lease agreement with the Eaton Bowling & Social Club Inc. In accordance with *Section 7.15 – Management Obligations* of the Lease Agreement a Joint Management Committee, (consisting of the Eaton Bowling & Social Club, Eaton Senior Citizens Association and one Councillor), was established to meet the obligations of the Memorandum of Understanding.

At the 19<sup>th</sup> of February 2024 Joint Management Committee meeting the Committee agreed to the upgrade of the lights on A Green. Item 3.4 of the Minutes is provided below:

*3.4 Upgrade of greens lighting: Shane advised that the Bowling Club is applying for a grant to upgrade the lights on 'A' green to enable games to be played at night. The Senior Citizens agreed to the project going ahead.*

In accordance with *Item 11 – Schedule of Maintenance* in the Lease Agreement, any alterations to the Premises are payable by the Eaton Bowling & Social Club Inc and no works are permitted without the prior written approval of the Lessor.

*Item 11 – Schedule of Maintenance* also addresses the matter of structural repair, replacement and/or maintenance, wherein the Lessee is responsible for any replacement of items which occurs before the normal serviceable life expectancy. As the current flood lights are still functional, the Lessee will be responsible for their replacement.

In May 2023 Council received a request to provide support and financial contribution for the application by the Eaton Bowling Club and Social Club (the Club) to the Community Sporting and Recreation Facilities Fund (CSRFF) for the construction and upgrade of the old unused A green.

This matter was taken to Council at the 23<sup>rd</sup> of August 2023 Council meeting and Council resolved (Res:199-23).

*THAT Council:*

- 1. Subject to receiving a letter from the Eaton Bowling Social Club Joint Management Committee, supports the Eaton Bowling Club's CSRFF grant funding application for the February 2024 Small Grants funding round to reconstruct and upgrade the old unused A Green for a new Disabled Bowling Green 3, and declines the request to co-contribute a \$100,000 (ex GST) as financial support.*
- 2. Requests the Chief Executive Officer to write a letter of support for the application by the Eaton Bowling Club for CSRFF funding for the February 2024 Small Grants Funding Round.*

## **Legal Implications**

The Eaton Bowling & Social Club Inc. has a 20 year Lease with the Shire of Dardanup to 2041 for Reserve 27516.

Upgrades to the premises are identified in *Item 11- Schedule of Maintenance*.

**Council Plan**

- 1.1 - Support the community to feel safe while using Shire facilities and public spaces.
- 3.1 - Grow participation in arts, culture and community events.
- 2.2 - Increase participation in sport, recreation and leisure activities.
- 4.3 - Increase involvement in volunteering.

**Environment** - None.

**Precedents**

Council have previously supported the Eaton Bowling & Social Club in their applications for funding through the CSRFF.

**Budget Implications**

Works for the upgrade of lighting on A Green is to be fully funded by the Eaton Bowling & Social Club, with possible grant funding from the CSRFF. There will be no budget implications to Council.

**Budget – Whole of Life Cost**

The upgrade of the lights will have minimal impact on future budgets, though depreciation, maintenance and insurances will continue.

**Council Policy Compliance** None.

**Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Eaton Bowling & Social Club Inc – Proposed Upgrade to Bowling Green Lights – Pratt Road
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational Council could be seen in negative light by the community if it does not support the upgrade and application for funding.

**Officer Comment**

The Eaton Bowling & Social Club have advised through their letter to the Shire (Appendix ORD: 12.4.3A) that the upgrade of the lights on A Green (refer to Figure 1 below) are planned works as they have been identified in the Eaton Bowling & Social Club Business Plan 2023-2028.





Figure 1

The upgrade of the lighting will provide the Club with the opportunity to increase evening usage and would also enable the Eaton Bowling & Social Club to tender for more state and national events. At present the current lighting does not meet the National Standards required to host such events. It is anticipated that the upgrade in lighting will also see an increase in social evening bowls.

Officers are therefore recommending that Council:

- Support the request to upgrade the lights; and
- Supports the Eaton Bowling & Social Club application for CSRFF Funding.

END REPORT

12.4.4 Title: Monthly Statement of Financial Activity for the Period Ended on the 30<sup>th</sup> of April 2024

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Mr Ricky Depillo - Accountant</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.4.4.A – Monthly Financial Report 30 April 2024 12.4.4.B – Risk Assessment</i>

**Overview**

This report presents the monthly Financial Statements for the period from the 1<sup>st</sup> of July 2023 to the 30<sup>th</sup> of April 2024 for Council endorsement.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council: receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.4A] for the period ended on the 30<sup>th</sup> of April 2024.**

**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:

## **Background**

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

## **Legal Implications**

### **Local Government Act 1995 – Section 6.4**

#### **6.4. Financial Report**

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

### **Local Government (Financial Management) Regulations 1996 r. 34**

#### **Part 4 — Financial Reports — s. 6.4**

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

- (1A) *In this regulation—*  
**committed assets** *means revenue unspent but set aside under the annual budget for a specific purpose.*
- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
  - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
  - (b) *budget estimates to the end of the month to which the statement relates; and*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
  - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
  - (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
  - (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.*
  
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

**Council Plan**

13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents**

Each month Council receives the Monthly Financial Statements in accordance with Council Policy and *Local Government (Financial Management) Regulations 1996*.

**Budget Implications**

The financial activity statement compares budget estimates to actual expenditure and revenue to the end of the month to which the statement relates. Material variances and explanations of these are included in the notes that form part of the report. Although the statement has no direct budget implications, any identified permanent budget variances are adopted separately by the Council as part of specific project approval or periodic budget review reporting.

**Budget – Whole of Life Cost** - None.

**Council Policy Compliance**

- CnG CP036 Investment Policy
- CnG CP306 – Accounting Policy for Capital Works.
- CnG AP008 Significant Accounting Policies

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 April 2024
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Legal and Compliance	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 30<sup>th</sup> of April 2024 is contained in [Appendix ORD: 12.4.4A] and consists of:

- Statement of Financial Activity by Nature – including Net Current Assets (liquidity)
- Statement of Comprehensive Income by Program
- Statement of Financial Position
- Notes to the Statement of Financial Activity:
  - \* Note 1 Statement of Objectives
  - \* Note 2 Explanation of Material Variances
  - \* Note 3 Trust Funds
  - \* Note 4 Reserve Funds
  - \* Note 5 Municipal Liabilities
  - \* Note 6 Statement of Investments
  - \* Note 7 Accounts Receivable (Rates and Sundry Debtors)
  - \* Note 8 Salaries and Wages
  - \* Note 9 Rating Information
  - \* Note 10 Borrowings
  - \* Note 11 Budget Amendments

The Statement of Financial Activity shows operating revenue and expenditure by nature and type, as well as expenditure and revenue from financing and investing activities - comparing actual results for the period with the annual adopted budget and the year-to-date revised budget. The previous year annual results and current year forecasts are also included for comparative information.

The statement includes the end-of-year surplus brought forward from 2022/23. When the 2023/24 Budget was adopted in June 2023, this surplus was estimated to be \$332,558. After completion of audited accounts, the actual surplus was reduced to \$278,067.

While the estimated surplus at 30 June 2024 in the adopted 2023/24 budget was \$179,736, as a result of a series of budget amendments and budget review adopted by Council since July 2023 to March 2024 the revised/amended 2023/24 budget will result in a surplus of \$103,425.

As at the time of preparation of this monthly report, officers forecast the surplus at the 30<sup>th</sup> of June 2024 will be \$652,817. This is an improved position from revised/amended 2023/24 budget surplus of \$103,425. This forecast is based on known variances in actual performance in the year to date and

estimates for the remainder of the year based on current trends in revenue and expenses. The most significant contributors to this forecast surplus position include:

- Increase of \$185,000 net additional interest income from cash investments due to higher than anticipated interest rates;
- Increase of \$132,500 in the Retail Sales Café and Fees & Charges : Memberships and Court hire as per budget review adoption;
- Increase of \$153,379 in the following Cost Centres: Fitness and Retail Sales;
- Increase of \$112,554 in Salaries and Wages due to vacancies to be filled up during the current Financial Year.

*Note 2* – Contains explanations for items with a material variance. Actual values for the year-to-date are compared to the year-to-date budget to present a percentage variance as well as the variance amount. The minimum level adopted by Council to be used in the Statement of Financial Activity in 2023/24 for reporting material variances is 10% or \$50,000, whichever is greater.

The most significant reported material budget variances relate to:

- Timing of delivery of capital works program. Whilst costs incurred to date on major building projects (including the new Administration Centre & Library and Fishwick Pavilion) are ahead of the budgeted timing, construction on several roads, bridges and parks projects are yet to have any significant payments recorded;
- Changeover of motor vehicles due to ongoing delays in availability of specific models;
- Timing of New loan for Eaton administration/Library not yet raised;
- Timing of transfers to reserve account are made upon receipt of the interest whereas the budget of these transfer is to be made later in the year;
- Timing of Grants not yet received from CSRFF, RRG and DFES.

*Note 6* – Statement of Investments reports the current Council cash investments and measures the portfolio against established credit risk limits based on reputable credit ratings agencies and incorporated in the Council's Investment Policy.

The total investment portfolio is currently \$8,000,000 – being \$7,000,000 in Reserve Account and \$1,000,000 in general municipal fund term deposit funds. As at the reporting date, 75% of the portfolio is invested with AA rated Australian banks, 12.5% invested with A rated Australian banks and 12.5% invested in BBB rated Australian banks.

Our two Business Online Saver accounts are offering competitive interest rates around 4.35% and are close in line with the term deposit investments, therefore several term deposits have been redeemed to improve our liquidity come the end of the financial year.

The investment with Judo Bank has exceeded the policy maximum at the month end due to the composition of the portfolio changing with the redemption of several term deposits which is permissible under grandfathering clause contained in Council Policy CnG CP036 – Investment Policy. *The Grandfathering clause is an exemption which allows Council to continue with investment activities that were approved before the implementation of new rules, regulation or laws.*

Additional explanatory comments are included as part of each note within the monthly financial report to assist in understanding the reasons for positive and adverse trends and balances.

END REPORT

12.4.5 Title: Schedule of Paid Accounts as at the 30<sup>th</sup> of April 2024

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i>
<b>Council Role</b>	<i>Local Government (Financial Management) Regulations 1996</i>
<b>Voting Requirement</b>	<i>Executive/Strategic.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.5 – Risk Assessment</i>

**Overview**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Schedule of Paid Accounts report from 01/04/2024 to 30/04/2024 as follows:**

**SHIRE of DARDANUP**  
**30-04-2024 Schedule of Paid Accounts**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT55532	04/04/2024	Amanda Burrows	Reimburse Uniform Purchase	MUNI	55.00
EFT55533	04/04/2024	Andrew White	Reimburse Payment of Starlink Internet Invoice 22/03-21/04/2024 - J/C Brook BFB - ESL Recurrent Exp	MUNI	139.00
EFT55534	04/04/2024	Annette Webster	Meeting Allowance	MUNI	1,283.17
EFT55535	04/04/2024	Anthony Charles Jenour	Meeting Allowance	MUNI	1,283.17
EFT55536	04/04/2024	Ausmic Pest Control	Spraying for Spider Control - Wellington Mills BFB - ESL Recurrent Exp	MUNI	110.00
EFT55537	04/04/2024	Australian Tax Office	PAYG - Payrun: 29/03/2024	MUNI	89,620.00
EFT55538	04/04/2024	Blackwoods	Full Face Respirators - Council - ESL Recurrent Exp	MUNI	24,405.15
EFT55539	04/04/2024	Bluesteel Enterprises Pty Ltd	Hose Branch & Fire Fighter Clothing - Waterloo BFB - ESL Recurrent Exp	MUNI	1,037.23
EFT55540	04/04/2024	BOC Ltd	ERC - R400C Oxygen Medical C Size: March 2024	MUNI	13.83
EFT55541	04/04/2024	Boyles Plumbing and Gas	RPZD Test- Eaton / Junior Aust Football Clubrooms	MUNI	181.50
EFT55542	04/04/2024	Bradley Scott Farrant	Refund Gym Membership Fees Due to Misunderstanding of Cancellation Process	MUNI	588.00
EFT55543	04/04/2024	Brecken Corporate Care	Pre-Employment Medical - Francis Davis - Preferred Candidate Plant Operator	MUNI	261.80
EFT55544	04/04/2024	Bunbury Auto Electrics	Fit Redarc Tow Pro Brake Unit, Anderson Plug With Relay & Reverse Camera as Required: DA005, DA993, DA994 & DA995	MUNI	4,299.98
EFT55545	04/04/2024	Bunbury Subaru	Service - 008DA	MUNI	580.72
EFT55546	04/04/2024	Bunnings Group Limited	Karcher K2 High Pressure Washer & Maintenance Items - Eaton Admin, Battery, Charger & Garden Hose - Dardanup Office	MUNI	334.01



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55547	04/04/2024	Cassandra Budge	Reimburse Council Portion of Farewell Gift Purchased for Susan Oosthuizen	MUNI	100.00
EFT55548	04/04/2024	Christine Worsfold	ERC Umpire Payment - 02/04/2024	MUNI	54.00
EFT55549	04/04/2024	Citygate Properties Pty Ltd	Summer In Your Park Survey Giveaway & Youthfest \$50 Vouchers	MUNI	100.00
EFT55550	04/04/2024	Civil Projects Southwest	Road Repair - Giumelli Road & Collie River Road	MUNI	7,562.50
EFT55551	04/04/2024	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road	MUNI	2,618.39
EFT55552	04/04/2024	Country Landscaping Pty Ltd	Install Irrigation Around Perimeter of Building - Eaton Oval Clubrooms	MUNI	25,514.73
EFT55553	04/04/2024	Dapco Tyre and Auto Centre	4 x New Tyres & Wheel Alignment - DA9668	MUNI	1,080.00
EFT55554	04/04/2024	Dell Australia Pty Ltd	10 x Monitors & Desktops - New SoD Admin/Library Building	MUNI	15,114.00
EFT55555	04/04/2024	Earth 2 Ocean Communications	Re-Install Existing Antennae & Radios - New SoD Admin/Library Building	MUNI	3,201.00
EFT55556	04/04/2024	Ellen Patricia Lilly	Meeting Allowance	MUNI	1,883.92
EFT55557	04/04/2024	Fulton Hogan Industries WA	8 Tonne of Cold Mix - Coppelstone Road	MUNI	1,552.76
EFT55558	04/04/2024	Grant Leslie William Ratcliffe	FCO Allowance	MUNI	500.00
EFT55559	04/04/2024	Gull Waterloo Roadhouse	Refreshments for Fire Fighters attending Pole Top Fires - 21/02/2024 - ESL Recurrent Exp	MUNI	93.85
EFT55560	04/04/2024	Hanson Construction Materials Pty Ltd	Graded Aggregate - Panizza Road	MUNI	1,162.52
EFT55561	04/04/2024	Heatleys	Occ Health & Safety Expenditure - Public Works	MUNI	782.57
EFT55562	04/04/2024	Illion Australian Pty Ltd (Tenderlink)	Tenderlink Public Notice - Eaton Foreshore Bore RFT-F0345938	MUNI	209.00
EFT55563	04/04/2024	Jack David Manoni	Meeting Allowance	MUNI	1,283.17
EFT55564	04/04/2024	JDSI Consulting Engineers Pty Ltd	Moore Road - Busher Road - Intersection Upgrade - Design Review & Western Power Fees	MUNI	16,109.18
EFT55565	04/04/2024	Jetline Kerbing Contractors	Path Repair - Sykes Avenue	MUNI	4,345.00
EFT55566	04/04/2024	Kate Louise Maloney	Early Year Workshop: 28/03/2024	MUNI	300.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55567	04/04/2024	Landgate	GRC Interim Valuations	MUNI	239.89
EFT55568	04/04/2024	Lily Knight	ERC Umpire Payment: 02/04/2024	MUNI	81.00
EFT55569	04/04/2024	Luke William Davies	Meeting Allowance	MUNI	1,283.17
EFT55570	04/04/2024	M & J Essential Solutions Pty Ltd	EAP Consultations 2023-2024	MUNI	300.00
EFT55571	04/04/2024	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,283.17
EFT55572	04/04/2024	Michelle Edwards	Reimburse Uniform Purchase	MUNI	16.37
EFT55573	04/04/2024	Noisenet Operations Pty Ltd	Charges for Use of Barking Dog Device	MUNI	1,100.00
EFT55574	04/04/2024	Omnicom Media Group Australia Pty Ltd	Public Notice - SW Times 07/03/2024 - Power Station Lot 504 Hardisty Court, Picton East	MUNI	599.50
EFT55575	04/04/2024	Perfect Landscapes	Lawn Mowing: 4 x Shire Locations	MUNI	550.00
EFT55576	04/04/2024	Scope Rentals Pty Ltd	Managed Print Contract - Usage - February 2024	MUNI	1,948.24
EFT55577	04/04/2024	Securepay Pty Ltd	Bank Fees - March 2024 Securepay Web & IVR Merchant ID	MUNI	33.26
EFT55578	04/04/2024	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	502.62
EFT55579	04/04/2024	South West Tree Safe	Remove Gum Hanger - Crampton Road	MUNI	880.00
EFT55580	04/04/2024	St John Ambulance Western Australia Ltd	Provide First Aid Course for First Aid Officers for New SoD Admin Building: 25/3/24 - Rebecca Wilson	MUNI	170.00
EFT55581	04/04/2024	Stacey Gillespie	Meeting Allowance	MUNI	1,283.17
EFT55582	04/04/2024	Stewart and Heaton Clothing Company Pty Ltd	Fire Trousers - Burekup BFB - ESL Recurrent Exp	MUNI	104.58
EFT55583	04/04/2024	Taneta Bell	Meeting Allowance	MUNI	1,283.17
EFT55584	04/04/2024	Taylor Burrell Barnett	DA Assessment and Council Report - Cleanaway Cell Wall Raise/Retaining Wall - Lot 2 Banksia Rd	MUNI	4,185.50
EFT55585	04/04/2024	Team Global Express - Toll	Brigade & Parks & Gardens Postage 2023/2024	MUNI	1,122.41

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55586	04/04/2024	Tennant Australia	Service On Court Scrubber & Replacement Vacuum - ERC	MUNI	1,114.91
EFT55587	04/04/2024	The Cafe Merchant	Bush Fire Advisory Committee Catering 13/03/2024	MUNI	215.00
EFT55588	04/04/2024	The Good Guys	Multiple Electrical Items for New SoD Admin/Library Building Fit-Out	MUNI	20,690.00
EFT55589	04/04/2024	The Print Shop	Printing of Dividers for Strategic Financial Plan 2024/25	MUNI	831.60
EFT55590	04/04/2024	Therese Price	ERC Umpire Payment: 02/04/2024	MUNI	54.00
EFT55591	04/04/2024	Tiana Fraser	ERC Umpire Payment: 02/04/2024	MUNI	66.00
EFT55592	04/04/2024	Timber Insight	Routine Bridge Works & Maintenance	MUNI	14,998.50
EFT55593	04/04/2024	Total Eden Pty Ltd	Reticulation Maintenance - Lavender Way	MUNI	170.98
EFT55594	04/04/2024	Tutt Bryant Hire	Bobcat Hire - Ferguson Road, Roller Hire - Henty Road & Lennard Road	MUNI	2,228.82
EFT55595	04/04/2024	Tyrecycle Pty Ltd	Waste Transfer Station Light Vehicle Tyre Collection and Processing	MUNI	3,396.89
EFT55596	04/04/2024	Tyrrell Gardiner	Local Government Allowance	MUNI	4,270.09
EFT55597	04/04/2024	WALGA	Report Writing for Informed Decision Making Course 26/03/2024 - Procurement Officer	MUNI	638.00
EFT55598	04/04/2024	Wheel Easy Australia Pty Ltd	30 x IT Crates - Move to New SoD Admin/Library Building	MUNI	800.00
EFT55599	04/04/2024	Woolworths Group Limited - Online Order Only		MUNI	1,406.78
			<i>Staff Kitchen Supplies - Eaton Office</i>		<i>257.04</i>
			<i>ERC - Cafe Goods</i>		<i>210.07</i>
			<i>ERC - Cafe Goods</i>		<i>383.77</i>
			<i>ERC - Cafe Goods</i>		<i>204.89</i>
			<i>CEO 15 Breakfast - Depot</i>		<i>151.37</i>
			<i>ERC - Cafe Goods</i>		<i>199.64</i>
EFT55600	04/04/2024	Woolworths Group Limited - Openpay Portal		MUNI	1,589.15
			<i>Milk for Staff Kitchen - Eaton Office</i>		<i>17.25</i>
			<i>Milk for Staff Kitchen - Eaton Office</i>		<i>27.45</i>
			<i>Milk for Staff Kitchen - Eaton Office</i>		<i>17.25</i>
			<i>Soft Drink for Staff Move to New SoD</i>		<i>89.70</i>

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
			<i>Milk for Staff Kitchen - Eaton Office</i>		16.65
			<i>Youth Advisory Meeting Catering</i>		38.30
			<i>Youth Advisory Meeting Catering</i>		27.13
			<i>Digital Connection Program Catering</i>		67.25
			<i>Digital Connection Program Catering</i>		69.40
			<i>Digital Connection Program Catering</i>		49.80
			<i>Digital Connection Program Catering</i>		83.30
			<i>ERC - Cafe Goods</i>		62.79
			<i>Refreshments for Councillor's Annual Assets Tour</i>		53.55
			<i>Farewell Gift - Kerrie Draper</i>		507.95
			<i>ERC - Cafe Goods</i>		99.82
			<i>ERC - 3 x Farewell Gift Cards</i>		85.97
			<i>Youth Development Program Catering</i>		56.95
			<i>ERC - Cafe Goods</i>		86.69
			<i>2 x Employee Recognition Gift Cards - Eaton Office</i>		105.95
			<i>Pest Control - Upper Ferguson BFB</i>		26.00
EFT55601	04/04/2024	Work Clobber	2024 Bush Adventure Scholarship Camp Shirts for 9 x Campers Including Shire of Dardanup, Bunbury 4X4 & Eaton Lions Logos Embroidery	MUNI	156.60
EFT55602	04/04/2024	Workwise Australia	Detailed Design of Cudliss St-Eaton Dr-Watson St - Additional Design for Eaton Drive Preflection	MUNI	3,183.40
EFT55603	04/04/2024	Zone 50 Engineering Surveys Pty Ltd	Wellington Mill Road Barrier Assessment and Centreline Spotting to MRWA Standards	MUNI	8,610.80
EFT55604	11/04/2024	A & L Printers Pty Ltd	Daily Vehicle Pre-Start Books x 40 - Depot	MUNI	1,166.00
EFT55605	11/04/2024	Acumentis South West (WA)	Rental Valuation - First Floor Office Space & Ground Floor Café Space, Lot 1111, 1 Council Drive, Eaton	MUNI	3,950.00
EFT55606	11/04/2024	All Aussie Truck and Bobcat Services	Truck & Bobcat Hire for General Maintenance - Banksia Road Site: March 2024	MUNI	1,980.00
EFT55607	11/04/2024	Altus Planning	DAP-F0361009 - Industrial Development - Lot 504 (5) Hardisty Court, Picton East - Preparation of a Responsible Authority Report	MUNI	4,180.00
EFT55608	11/04/2024	Amity Signs	Rural Road # 840 & 2 x Speed Signs - Dowdells Line	MUNI	879.45
EFT55609	11/04/2024	Amy Louise Bywaters	Reimburse Purchase of 3 x USB Extension Cables	MUNI	24.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55610	11/04/2024	Aquila Food Forest	Sustainable Living Workshop: 11/04/2024	MUNI	300.00
EFT55611	11/04/2024	Askwith Safe Company	Relocation of Current Safe & Install Additional Second-hand Safe to New SoD Admin & Library Building	MUNI	5,335.00
EFT55612	11/04/2024	Australia Post	Monthly Postage Cost - March 2024	MUNI	726.03
EFT55613	11/04/2024	B & B Street Sweeping Pty Ltd	Street Sweeping Around New SoD Office Building	MUNI	1,336.50
EFT55614	11/04/2024	Beilby Downing Teal Pty Ltd	Recruitment Fees for Manager Development Services	MUNI	4,125.00
EFT55615	11/04/2024	Bluesteel Enterprises Pty Ltd	10M Extruded Class H Hose - Well Mills BFB - ESL Recurrent Exp	MUNI	330.00
EFT55616	11/04/2024	Boyles Plumbing and Gas	Supply and Install RPZD Valves - ERC, Disconnect Transportable Toilet & Hot Water System - Old Eaton Office	MUNI	7,303.89
EFT55617	11/04/2024	Bunbury Auto One	Trailer Plug, Adaptors, Weld Putty - Sundry Trailers	MUNI	118.87
EFT55618	11/04/2024	Bunbury Harvey Regional Council	Kerbside FOGO Processing & Hook Bin Hire - Banksia Road: March 2024	MUNI	18,182.12
EFT55619	11/04/2024	Bunbury Tyre & Exhaust	Tyre Repairs - 008DA	MUNI	69.00
EFT55620	11/04/2024	Bunnings Group Limited	ERC - Vacation Care Items & Building Maintenance Items, Compressor & Tool Box - Parks & Gardens, Door Draft Seals - Glen Huon Club Rooms	MUNI	429.93
EFT55621	11/04/2024	Cadgroup Australia Pty Ltd	Annual Subscription Revu User Renewal 27/05/2024 - 27/05/2025	MUNI	8,415.00
EFT55622	11/04/2024	Cathy Lee	Reimburse Tea Towels Purchased for Staff Kitchen	MUNI	23.00
EFT55623	11/04/2024	City of Bunbury	Dog Pound - Impound & Sustenance Fees - March 2024	MUNI	210.00
EFT55624	11/04/2024	Citygate Properties Pty Ltd	Staff Prize for Survey - ERC	MUNI	50.00
EFT55625	11/04/2024	Civil Projects Southwest	Digger Hire to Clear Drain - Collie River Road & Roller Hire - Panizza Road	MUNI	3,811.50
EFT55626	11/04/2024	Cleanaway Solid Waste Pty Ltd	Waste Removal - Crooked Brook Road & Martin-Pelusey Road	MUNI	3,148.58
EFT55627	11/04/2024	Construction Training Fund : BCITF	BCITF Remittance - March 2024	MUNI	725.25
EFT55628	11/04/2024	Country Water Solutions	Reticulation Maintenance & Repairs - Eaton Oval	MUNI	379.72

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55629	11/04/2024	Cross Security Services	Decommission Alarm Sensors at Rear of Old SoD Eaton Admin Building Under Patio & in the Transportable Out Building, in Preparation for Removal	MUNI	275.00
EFT55630	11/04/2024	Dapco Tyre and Auto Centre	Service - DA017 & DA995	MUNI	1,487.60
EFT55631	11/04/2024	Dardanup Veterinary Centre	Animal Management Program (Sterilisation)	MUNI	35.00
EFT55632	11/04/2024	Department Of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - March 2024	MUNI	2,954.35
EFT55633	11/04/2024	Deputec Pty Ltd	ERC - Roster Scheduling: March 2024	MUNI	274.73
EFT55634	11/04/2024	Diesel Force	Works on Broom - DA2833 & Replace Rear Brakes - DA8457	MUNI	6,094.79
EFT55635	11/04/2024	DX Print Group Pty Ltd	200 x Business Cards - Natalie Reid, Adrienne Teede, Trent Bulman	MUNI	319.00
EFT55636	11/04/2024	Dardanup Removals	Removal of Office Furniture From Old Eaton Admin Office & Library Building - to Be Included in Auction, or Delivered to Onsite, as Required	MUNI	1,312.50
EFT55637	11/04/2024	Elliotts Irrigation Pty Ltd	Iron Filter Services - Millbridge Lakes - March 2024	MUNI	320.10
EFT55638	11/04/2024	Eve Yoga	Yoga Classes: 16-27/03/2024 - ERC	MUNI	240.00
EFT55639	11/04/2024	Fit2Work	Monthly Invoice for Police Checks: March 2024	MUNI	243.54
EFT55640	11/04/2024	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability - Pre Tax	MUNI	682.79
EFT55641	11/04/2024	Go Electrical Contracting	5 Light Fittings in Gym, Repair to Grandstand Cord, Rectify Fault With Carpark Lights - ERC	MUNI	495.00
EFT55642	11/04/2024	Grace Records Management	Records Management External - Storage, Destruction and Consumables	MUNI	1,192.31
EFT55643	11/04/2024	Hanson Construction Materials Pty Ltd	Graded Aggregate - Hayward Street - Bus Bay	MUNI	1,456.99
EFT55644	11/04/2024	Hardhat Media Pty Ltd	Timelapse Camera Rental: 02/12/2023-01/04/2024 - New SoD Admin & Library Building	MUNI	3,454.00
EFT55645	11/04/2024	Heatleys	Coverall Disposable Type - Public Works	MUNI	697.95

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55646	11/04/2024	Hersey's Safety P/L	Depot and Stores Items	MUNI	985.60
EFT55647	11/04/2024	Hills Home Maintenance and Lawn Care	Installation of New Lockbox & Lock - Well Mills BFB - ESL Recurrent Exp	MUNI	750.00
EFT55648	11/04/2024	Kerry Jean Hemsley	Rates Refund for Assessment A9446	MUNI	263.34
EFT55649	11/04/2024	KMART	Lanyards and Coat Hangers for Youth Advisory Group Youthfest Op Shop	MUNI	63.00
EFT55650	11/04/2024	Les Mills Asia Pacific	ERC - Group Fitness Program Monthly Subscription - April 2024	MUNI	1,571.35
EFT55651	11/04/2024	Lily Knight	ERC Umpire Payment: 09/04/2024	MUNI	81.00
EFT55652	11/04/2024	Main Roads Western Australia	LGA Contribution for Bridge 3660 - Substructure Repairs	MUNI	356,400.00
EFT55653	11/04/2024	Malatesta Road Paving and Hotmix	Supply and Lay Asphalt - Eaton Bowling Club Car Parks & Emulsion - Martin-Pelusey Road	MUNI	57,538.77
EFT55654	11/04/2024	Margery Ann Stevens	ERC Umpire Payment: 09/04/2024	MUNI	44.00
EFT55655	11/04/2024	Michelle Jane Marchant	Rates Refund for Assessment A3259	MUNI	170.23
EFT55656	11/04/2024	Midalia Steel Pty Limited	1 x Sheet Weld Mesh & 4 x Galvanised Angle for Valve Gage - ERC	MUNI	507.01
EFT55657	11/04/2024	Millwood Forest Products	Timber Milling and Kiln Drying for New SoD Library, Administration and Community Building	MUNI	9,993.50
EFT55658	11/04/2024	Moore Australia (WA) Pty Ltd	2024 Management Reporting Workshops & 2023/24 Rates Comparison Report	MUNI	2,310.00
EFT55659	11/04/2024	Nightguard Security Service SW	Alarm Monitoring Call Out Fees - 5 x Shire Locations	MUNI	940.50
EFT55660	11/04/2024	Nutrien Ag Solutions	Fertiliser, Weed & Ant Control - Various Eaton Locations	MUNI	4,928.00
EFT55661	11/04/2024	Nyssa Bader	Crossover Rebate - A12116	MUNI	127.20
EFT55662	11/04/2024	Officeworks Superstores Pty Ltd	15 x Newbury Chair - New SoD Admin/Library Building & Vacation Care Items - ERC	MUNI	1,307.55
EFT55663	11/04/2024	Omnicom Media Group Australia Pty Ltd	New Yarragadee Bore Eaton Foreshore Advertisement - West Australian 23/03/2024	MUNI	1,041.47

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55664	11/04/2024	One Eleven (WA) Pty Ltd - Roofwest	Graffiti Removal - Old Eaton Skate Park	MUNI	1,495.00
EFT55665	11/04/2024	Onsite Rental Group	Repayment: Lease 26 - Hire of Office & Ablution Block: March 2024	MUNI	4,728.26
EFT55666	11/04/2024	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 25/03/2024	MUNI	4,672.14
EFT55667	11/04/2024	Prime Supplies	Ultra Grime Wipes - Public Works & Butterfly Valve - Collie River Road Fire Hydrant	MUNI	307.68
EFT55668	11/04/2024	Proven Project Management	External Project Management Services - New Sod Administration Building/Library Project - February 2024	MUNI	13,563.00
EFT55669	11/04/2024	Robert George Bryant	Refund Cat Cage Hire Bond - Receipt # 153263	MUNI	150.00
EFT55670	11/04/2024	RTV Computers Pty Ltd	50 x Data Cables - Admin O/H	MUNI	165.00
EFT55671	11/04/2024	Scope Electrical Contracting Pty Ltd	Supply & Install 5 x Black Power Coated Streetlight Poles & 7 x Light Fittings to Front of the New SoD Building	MUNI	35,337.43
EFT55672	11/04/2024	Scope Rentals Pty Ltd	Managed Print Contract - Usage: March 2024 & Rental - April 2024	MUNI	5,554.81
EFT55673	11/04/2024	Sharon Lee Hall	Rates Refund for Assessment A1464	MUNI	799.00
EFT55674	11/04/2024	Simon Welsh Photography	Photography of Council's Key Projects: New SoD Library, Admin & Community Building, Wells Recreation Park Changerooms & Carramar Park	MUNI	1,300.00
EFT55675	11/04/2024	SJ Traffic Management	Traffic Control: 01/03/2024 - Henty Road	MUNI	1,602.70
EFT55676	11/04/2024	South West Tree Safe	Remove Hanger and Drop to Ground for Safety - Avon Gardens	MUNI	550.00
EFT55677	11/04/2024	Southern Lock and Security	15 x Master Keying Charge - Key Locks to Shire # 9 Key - Ancillary Town Maintenance	MUNI	1,256.97
EFT55678	11/04/2024	Spraymow Services	Broad Leaf Weed Treatment to Turf Areas - 4 x Shire Locations	MUNI	3,674.00
EFT55679	11/04/2024	Stewart and Heaton Clothing Company Pty Ltd	Firefighter Uniforms - Dardanup Central BFB - ESL Recurrent Exp	MUNI	1,230.90
EFT55680	11/04/2024	Synergy	Electricity Consumption - 6 x Shire Locations	MUNI	4,537.24
EFT55681	11/04/2024	Team Global Express - Toll	Brigade Postage 2023/24	MUNI	78.61



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55682	11/04/2024	Telair Pty Ltd	Library Nan Enterprise Ethernet Service - ECL: April 2024	MUNI	658.90
EFT55683	11/04/2024	Telstra	Telephone Use - West Dardanup BFB	MUNI	37.20
EFT55684	11/04/2024	The Trustee for AM2 & FM2 Trust	Monthly Subscription for Myosh Classic Plus: March 2024	MUNI	740.30
EFT55685	11/04/2024	Therese Price	ERC Umpire Payment: 09/04/2024	MUNI	54.00
EFT55686	11/04/2024	Tiana Fraser	ERC Umpire Payment: 09/04/2024	MUNI	66.00
EFT55687	11/04/2024	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Glen Huon Oval	MUNI	102.66
EFT55688	11/04/2024	Total Hygiene	12 Month Contract for 12 x Slimline Bins on Weekly Service for New SoD Eaton Admin & Library Building	MUNI	5,956.08
EFT55689	11/04/2024	TPG Network Pty Ltd	NBN Ee 1GBPS IP Line: March 2024	MUNI	6,585.50
EFT55690	11/04/2024	Traffic Force	Traffic Control - Hayward Street Bus Bay & Garvey Road	MUNI	5,313.74
EFT55691	11/04/2024	Veolia Recycling & Recovery Pty Ltd	Weekly Emptying of 3 x Commingled Recycling Skips & Monthly Cardboard Recycling - Waste Transfer Station - March 2024	MUNI	1,494.67
EFT55692	11/04/2024	Water Corporation	Service Charges: 01/03-30/04/2024 - Eaton Admin Office & Library	MUNI	417.44
EFT55693	11/04/2024	Winc Australia Pty Ltd	Stationery Room Order - Eaton Admin	MUNI	883.67
EFT55694	11/04/2024	Work Clobber	Protective Clothing - Public Works & Uniforms -Rangers	MUNI	846.90
EFT55695	11/04/2024	X5 Academy	Parkour Workshops at Youthfest 2024	MUNI	1,210.00
EFT55696	11/04/2024	Zachary Cloutman - Cloutz Event Hire	Fairy Floss, Retro Photo Booth & Operator - Youthfest	MUNI	1,067.99
EFT55697	12/04/2024	Summit Realty South West	Marketing and Property Preparation Expenses - Sale 2 Sanford Way	MUNI	1,095.00
EFT55698	18/04/2024	A1 Sign Shop	Relocation of All Current Directional Signage to New SoD Library Location	MUNI	198.00
EFT55699	18/04/2024	Amity Signs	Reduce Speed Signs - Hutchinson Road & Rural Road Numbers: 128, 20, 108	MUNI	586.85
EFT55700	18/04/2024	Ampol Australia Petroleum Pty Ltd	Shire Vehicle Fuel Usage - March 2024	MUNI	18,427.13

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55701	18/04/2024	Andre Van Der Merwe	Reimburse Coffee Purchased for CEO 15 - Depot	MUNI	87.00
EFT55702	18/04/2024	Australian Tax Office	PAYG - Payrun: 12/04/2024	MUNI	83,360.00
EFT55703	18/04/2024	Australind Landscaping Supplies	Karri and Peat Mulch - New SoD Admin Building Gardens	MUNI	845.00
EFT55704	18/04/2024	BCE Surveying Pty Limited	Surface Monitoring From Cha 0.00 to Cha 0.30 - Ferguson Road	MUNI	2,145.00
EFT55705	18/04/2024	Belinda Jansen Van Vuuren	Reimburse Staff Farewell Lunch Purchase	MUNI	134.50
EFT55706	18/04/2024	Bell Fire Equipment Company Pty Ltd	Repairs to Portable Pump - Dardanup Central BFB - ESL Recurrent Exp	MUNI	240.90
EFT55707	18/04/2024	Blue Child Collective Pty Ltd	Sound Technician and Equipment Hire for Youthfest 2024 2024	MUNI	1,666.50
EFT55708	18/04/2024	Boyles Plumbing and Gas	Investigate and Repair Vandalised Damaged Basin - Eaton Foreshore Toilets	MUNI	166.10
EFT55709	18/04/2024	Brandit Tech	RFID Wristbands 150 x Large 150 x Medium - ERC	MUNI	1,397.00
EFT55710	18/04/2024	Brett Hodgson	ERC Umpire Payment - 16/04/2024	MUNI	162.00
EFT55711	18/04/2024	Bunbury Subaru	Service - DA955	MUNI	867.50
EFT55712	18/04/2024	Bunnings Group Limited	Drop Bolts, Metal Tubes, Light Globes - New SoD Admin/Library Building, Wheel Lock Clamp - Sundry Trailers, Tank Maintenance - DA8457	MUNI	313.06
EFT55713	18/04/2024	Cameron Baker	ERC Umpire Payment - 17/04/2024	MUNI	81.00
EFT55714	18/04/2024	Cameron James Garwood	Rates Refund for Assessment A11914	MUNI	743.56
EFT55715	18/04/2024	Castledine Gregory	Sat Mediation Process - Lot 2 Banksia Rd - Amended LDP Refusal - February 2024	MUNI	506.00
EFT55716	18/04/2024	Chantal Emily Joan Shorter	Reimburse Uniform Purchase	MUNI	35.89
EFT55717	18/04/2024	Charlee Roberts	ERC Umpire Payment - 17/04/2024	MUNI	54.00
EFT55718	18/04/2024	Christine Worsfold	ERC Umpire Payment - 16/04/2024	MUNI	81.00
EFT55719	18/04/2024	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road	MUNI	2,597.24
EFT55720	18/04/2024	Connect Call Centre Services	After Hours SoD Call Centre Service - March 2024	MUNI	469.04

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55721	18/04/2024	Country Landscaping Pty Ltd	Labour & Sand to Repair Sunken Paving Using Existing Paving Brick - 2 Berkeley View - Illawarra Park	MUNI	407.00
EFT55722	18/04/2024	Dapco Tyre and Auto Centre	4 x Tyres & Wheel Alignment - DA9605, 3 x Tyres - DA9429, Service - DA1314 & DA648	MUNI	2,420.11
EFT55723	18/04/2024	Daryl Fishwick	ERC Umpire Payment - 17/04/2024	MUNI	81.00
EFT55724	18/04/2024	Department of Fire and Emergency Services	Eaton Library and Admin Building Pro Rata Annual Monitoring Fee: 12/03/2024 - 30/06/2024	MUNI	568.44
EFT55725	18/04/2024	Donna Bailye	Reimburse Uniform Purchase & Desk Extender Purchased for Reception Area - New SoD Admin Building	MUNI	157.92
EFT55726	18/04/2024	Donna Bastow	ERC Umpire Payment - 17/04/2024	MUNI	162.00
EFT55727	18/04/2024	Eaton Pet Vet	Animal Management Program - Sterilisation	MUNI	35.00
EFT55728	18/04/2024	Eaton Trophies	Engraving Lockers, Desk Name Plates & Office Door Plates - New SoD Admin/Library Building - Final Payment	MUNI	2,328.20
EFT55729	18/04/2024	Equans Mechanical Services Australia Pty Ltd	ERC - Air Conditioning Quarterly Servicing - March 2024	MUNI	705.38
EFT55730	18/04/2024	Eve Yoga	Yoga Classes: 30/03-10/04/2024 - ERC	MUNI	240.00
EFT55731	18/04/2024	Go Electrical Contracting	Floor Repairs on Basketball/Netball Court Electrical Box - ERC	MUNI	1,188.00
EFT55732	18/04/2024	Hanson Construction Materials Pty Ltd	Graded Aggregate - Hayward Street Bus Bay	MUNI	128.99
EFT55733	18/04/2024	Heatleys	Cleaner Lens Uniwipe Dispenser - Public Works	MUNI	450.05
EFT55734	18/04/2024	Huan Chen	Rates Refund for Assessment A2569	MUNI	626.29
EFT55735	18/04/2024	Hynes Contracting	Eaton Bowling Club Car Park Formation	MUNI	63,000.00
EFT55736	18/04/2024	Investing in Our Youth	Ryde Program Driving Simulator - Youthfest 2024 2024	MUNI	345.00
EFT55737	18/04/2024	J A K Civil Pty Ltd	Wet Hire Digger & Truck: 03-09/04/2024 - Hayward Street	MUNI	5,530.00
EFT55738	18/04/2024	Jodie Deeley	Event Photographer - Youthfest 2024	MUNI	450.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55739	18/04/2024	John Thompson	ERC Umpire Payment - 17/04/2024	MUNI	54.00
EFT55740	18/04/2024	Kate Louise Maloney	Face Painter - Youthfest 2024	MUNI	270.00
EFT55741	18/04/2024	Katie Marie Clayton	ERC Umpire Payment - 16/04/2024	MUNI	81.00
EFT55742	18/04/2024	Kavyen Fullerton	Musician - Youthfest 2024	MUNI	200.00
EFT55743	18/04/2024	Kenny Pomare	ERC Umpire Payment - 17/04/2024	MUNI	54.00
EFT55744	18/04/2024	Kent Lyon Architect	Superintendent Services for Shire of Dardanup New Library, Admin & Community Building - March 2024	MUNI	11,814.00
EFT55745	18/04/2024	KMART	Pens And Prizes For Heroes And Heroines Quiz Night - ECL	MUNI	60.00
EFT55746	18/04/2024	Liam Yates	Reimburse Uniform Purchase	MUNI	69.95
EFT55747	18/04/2024	Lily Knight	ERC Umpire Payment - 16/04/2024	MUNI	54.00
EFT55748	18/04/2024	Luke Wilkinson	ERC Umpire Payment - 17/04/2024	MUNI	108.00
EFT55749	18/04/2024	Main Roads Western Australia	J12919 23/24 Ferguson Road 0 - 0.27 R2R; Value Confirmed With Manager Finance - 30002581 Ferguson Road Silk 0.00 To 0. 27	MUNI	44,000.00
EFT55750	18/04/2024	Mainline Plumbing	Supply & Fit 80mm Butterfly Valve - Ferguson BFB - ESL Recurrent Exp	MUNI	780.80
EFT55751	18/04/2024	Malatesta Road Paving and Hotmix	Supply & Lay Black Asphalt - Hayward Street Bus Bay	MUNI	16,934.15
EFT55752	18/04/2024	Margery Ann Stevens	ERC Umpire Payment - 16/04/2024	MUNI	44.00
EFT55753	18/04/2024	Market Creations Agency Pty Ltd	Copy Editing and Design Work - Newsletter	MUNI	3,740.00
EFT55754	18/04/2024	Mckayhla Pomare	ERC Umpire Payment - 17/04/2024	MUNI	54.00
EFT55755	18/04/2024	Officeworks Superstores Pty Ltd	Stationery Order - Eaton Admin	MUNI	404.54
EFT55756	18/04/2024	One Eleven (WA) Pty Ltd - Roofwest	Graffiti Removal - Vandalism - Lofthouse Park Eaton	MUNI	880.00
EFT55757	18/04/2024	Perfect Landscapes	Weekly Reserves & Lawn Mowing Week Commencing 02/04/2024	MUNI	9,916.51

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55758	18/04/2024	Perkins WA Pty Ltd	Shire of Dardanup - Design and Construct Contract - New Admin, Library And Community Building - Progress Claim # 22	MUNI	497,827.40
EFT55759	18/04/2024	PFI Supplies	Cleaning Items - Don Hewison Public Toilets & Dardanup Hall	MUNI	120.20
EFT55760	18/04/2024	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Replacement Tyres and Rims for 1.4 Fire Appliance - Burekup BFB - ESL Recurrent Exp	MUNI	6,827.00
EFT55761	18/04/2024	Promote You	Embroidery of Staff Uniforms - Administration	MUNI	26.40
EFT55762	18/04/2024	Proven Project Management	External Project Management Services - New SoD Administration Building/Library Project - March 2024	MUNI	13,563.00
EFT55763	18/04/2024	Rebecca Jayne Hobby	Reimburse Uniform Purchase	MUNI	234.88
EFT55764	18/04/2024	Regional Media Specialists P/L	Advertising Space in Monthly Community News Page - Bunbury Herald Newspaper: March 2024	MUNI	1,001.00
EFT55765	18/04/2024	Right Foot Forward	Bush Adventure Scholarship Program: 9 x Campers	MUNI	6,791.40
EFT55766	18/04/2024	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	502.62
EFT55767	18/04/2024	Shelle's Fancy Face Painting and Artistry	Facepainting - Youthfest 2024	MUNI	332.00
EFT55768	18/04/2024	Signs Plus	Name Badges for Shire Staff	MUNI	106.00
EFT55769	18/04/2024	SMR Psychology	Employee Assistance Consultations	MUNI	203.50
EFT55770	18/04/2024	Sophie Diment	Reimburse Uniform Purchase	MUNI	110.00
EFT55771	18/04/2024	South West Septics	Quarterly Grease trap Service - Glen Huon Club Rooms	MUNI	297.00
EFT55772	18/04/2024	South West Tree Safe	Remove Conifer Pine & Grind Stump Located On Side Verge - 34 Millard Street & Trim Overhanging Branches - 10 Hale Street	MUNI	1,760.00
EFT55773	18/04/2024	Spotlight Pty Ltd	White Canvas Bags - ECL School Holiday Programs	MUNI	50.00
EFT55774	18/04/2024	St John Ambulance Western Australia Ltd	Medical Staff & Equipment Standby for Youthfest 2024	MUNI	488.40
EFT55775	18/04/2024	Stacey Patterson	Reimburse Uniform Purchase	MUNI	227.88

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55776	18/04/2024	Studio Milton	Furniture for New SoD Admin/Library Building - Remaining 50%	MUNI	33,671.22
EFT55777	18/04/2024	Synergy	Electricity - 6 x Shire Locations	MUNI	37,487.08
EFT55778	18/04/2024	Te Wairimu Elinor Pomare	ERC Umpire Payment - 17/04/2024	MUNI	54.00
EFT55779	18/04/2024	Telstra	Telephone - 4 x Shire Buildings	MUNI	1,283.91
EFT55780	18/04/2024	Territory Concrete Pty Ltd	Glen Huon Clubrooms Concrete. Additional Labour, Earthworks & Materials Due to Design Change	MUNI	13,145.00
EFT55781	18/04/2024	The Strategic Directions Group Pty Ltd	Business Process Mapping Tranche 2 & 3	MUNI	5,500.00
EFT55782	18/04/2024	Tint City	Window Tinting With Decals - New SoD Admin/Library Building	MUNI	275.00
EFT55783	18/04/2024	Total Eden Pty Ltd	Reticulation Maintenance - Gromark Park	MUNI	408.72
EFT55784	18/04/2024	Tutt Bryant Hire	Pavement Saw Hire: 10/04/2024 - Hayward Street Bus Bay	MUNI	167.07
EFT55785	18/04/2024	Veolia Recycling & Recovery Pty Ltd	Monthly Shire Rubbish Collection - March 2024	MUNI	86,682.89
EFT55786	18/04/2024	WA Skills Training	Workplace Health & Safety Representative Training - Adrienne Teede	MUNI	995.00
EFT55787	18/04/2024	Water Corporation	Water Use 11/01-14/03/2024 & Service Charges - ECL: 01/03-30/04/2024	MUNI	28.67
EFT55788	18/04/2024	Winc Australia Pty Ltd	Stationery Room Order - Eaton Admin	MUNI	147.72
EFT55789	24/04/2024	A1 Sign Shop	Aluminium Composite CCTV Signs - Townsites	MUNI	148.50
EFT55790	24/04/2024	Access Wellbeing Services	Employee Assistance Consultations And Services	MUNI	594.00
EFT55791	24/04/2024	Adrian Ian Ang Lee	Crossover Rebate - A12031	MUNI	397.50
EFT55792	24/04/2024	Arrow Bronze	Single Niche 8 Lines - Caroline Baird - Dardanup Cemetery	MUNI	283.82
EFT55793	24/04/2024	Australian Institute of Management - Western Australia	Training Course - The New Manager:11-13/06/2024 - D Bailye	MUNI	1,751.00
EFT55794	24/04/2024	Blackwoods	Instant Foam Hand Sanitiser - Health Expenditure	MUNI	136.38
EFT55795	24/04/2024	Bunbury Mower Service	Pole Saw Quick Release Clip - Sundry Parks & Gardens	MUNI	124.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55796	24/04/2024	Bunbury Plumbing Service	Supply and Delivery of Water to Re-Fill Water Tank - Wellington Mills BFB - ESL Recurrent Exp	MUNI	390.00
EFT55797	24/04/2024	Bunnings Group Limited	Metal Tex Screws: Townsite Maintenance & Keys - Glen Huon Oval Fencing Reinstatement	MUNI	63.12
EFT55798	24/04/2024	Cemeteries and Crematoria Association of WA	Cemeteries & Crematoria Assoc WA 2024 Annual General Meeting and Seminar - Chantal Shorter	MUNI	155.00
EFT55799	24/04/2024	Christine Worsfold	ERC Umpire Payment 23/04/2024	MUNI	54.00
EFT55800	24/04/2024	Civil Projects Southwest	Machine Hire - Hayward Street Bus Bay & Millbridge Blvd	MUNI	7,260.00
EFT55801	24/04/2024	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road & Banksia Road	MUNI	7,188.06
EFT55802	24/04/2024	Dapco Tyre and Auto Centre	Brake Replacement - DA995	MUNI	599.00
EFT55803	24/04/2024	Dardanup Removals	Relocation of Eaton Community Library From 2 Sanford Way to New SoD Eaton Admin/ Library Building	MUNI	11,742.00
EFT55804	24/04/2024	Dell Financial Services Pty Ltd	Lease 21 Repayment - Dell Desktop & Laptop Refresh Contract 009- 141985-003 - March 2024	MUNI	1,290.75
EFT55805	24/04/2024	Department of Transport	Community Jetty Licence Renewal Fee	MUNI	45.10
EFT55806	24/04/2024	Domino's Pizza	Catering for School Holiday Programs - ECL	MUNI	70.00
EFT55807	24/04/2024	Donna Bailye	Reimburse Items Purchased for Council Chambers	MUNI	104.43
EFT55808	24/04/2024	Eaton Trophies	Engraving Name & Door Plates - New SoD Admin/Library Building	MUNI	2,422.53
EFT55809	24/04/2024	Ecocycle Pty Ltd	Fluoro Lamps and Tubes Collection and Processing From Waste Transfer Station	MUNI	1,157.82
EFT55810	24/04/2024	Electrical Experts (WA) Pty Ltd	Ticket Box Relocation, Conduit Installation for Power Outlet - Fence Reinstatement - Glen Huon Oval	MUNI	306.90
EFT55811	24/04/2024	Elliotts Irrigation Pty Ltd	Iron Filter Services - Watson Reserve - April 2024	MUNI	320.10
EFT55812	24/04/2024	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability - Pretax	MUNI	1,226.24
EFT55813	24/04/2024	Hanson Construction Materials Pty Ltd	Graded Aggregate - Martin Pelusey Road	MUNI	383.46

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55814	24/04/2024	Hynes Contracting	Minor Repairs to Bobin Street Carpark & Stormwater Pipe Repair - Pratt Road	MUNI	7,700.00
EFT55815	24/04/2024	Insight Enterprises Australia Pty Ltd	Azure Hosting for Valo and Councillor Portal (Feb 2024)	MUNI	73.03
EFT55816	24/04/2024	Jo Jingles South West	Jo Jingles Sessions for Early Learning Program - Eaton, Dardanup & Burekup - April 2024	MUNI	1,958.00
EFT55817	24/04/2024	Katie Marie Clayton	ERC Umpire Payment 23/04/2024	MUNI	54.00
EFT55818	24/04/2024	Lions Club of Eaton	Community Grant Payment Round 2, 2023-2024. Council Resolution # 53-24	MUNI	478.50
EFT55819	24/04/2024	Local Government Professionals Australia WA	10 x Recruitment Advertising Pack LG Professionals Vacancy Page	MUNI	1,525.00
EFT55820	24/04/2024	Lomax Media	Saluting Their Service Grant - Anzac Day Commemoration Video	MUNI	5,307.50
EFT55821	24/04/2024	Malatesta Road Paving and Hotmix	Emulsion - Martin Pelusey Road	MUNI	450.00
EFT55822	24/04/2024	Margery Ann Stevens	ERC Umpire Payment 23/04/2024	MUNI	66.00
EFT55823	24/04/2024	McDonald Fencing	Reserve 19722 Dardanup Cemetery - Fence Reinstatement	MUNI	8,904.50
EFT55824	24/04/2024	Officeworks Superstores Pty Ltd	Printer for Fire Station - Burekup BFB - ESL Recurrent Exp	MUNI	299.00
EFT55825	24/04/2024	Onsite Rental Group	Lease 26: Repayment on Hire of Office & Ablution Block 01/05/04/2024 - Extension by 4 Days Until Return of Items	MUNI	3,497.57
EFT55826	24/04/2024	Patricia Anne Worrell	Refund Cat Cage Hire Bond - Receipt # 154011	MUNI	150.00
EFT55827	24/04/2024	Perfect Landscapes	Weekly Reserves & Lawn Mowing Commencing 15/04/2024	MUNI	6,461.87
EFT55828	24/04/2024	PFI Supplies	Cleaning Items - Depot & Eaton Foreshore Toilets	MUNI	404.30
EFT55829	24/04/2024	Planning Institute of Australia	2 x Job Ads on Planning Institute of Australia Vacancies Site: Manager Development Services & Coordinator Planning Building and Compliance	MUNI	714.00
EFT55830	24/04/2024	Promote You	Embroidery of Staff Uniforms - Administration	MUNI	158.40
EFT55831	24/04/2024	Regen Strategic	Professional Communications and Advisory Service - April 2024	MUNI	2,200.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT55832	24/04/2024	Safestart Test & Tag	Test and Tagging FY 23/24 - New SoD Admin/Library Building	MUNI	1,480.60
EFT55833	24/04/2024	Scope Electrical Contracting Pty Ltd	Installation of Additional GPO's for New SoD Ground Floor Library	MUNI	125.17
EFT55834	24/04/2024	Signs Plus	Name Badges for Shire Staff	MUNI	83.00
EFT55835	24/04/2024	SJ Traffic Management	Traffic Control for Tree Pruning: 05/04/2024 - Ferguson Road	MUNI	2,400.75
EFT55836	24/04/2024	South West Tree Safe	Tree Pruning - Ferguson Road & Abercrombie Way	MUNI	8,580.00
EFT55837	24/04/2024	St John Ambulance Western Australia Ltd	Provide First Aid Course for New SoD Admin Building First Aid Officer - Charle Xu 15/04/2024	MUNI	170.00
EFT55838	24/04/2024	Stratagreen	Coir Logs - DBCA Kalgulup Grant Funded	MUNI	3,298.35
EFT55839	24/04/2024	Suzanne Ellen Hynes	Refund Partial Dog Registration Due to Sterilisation - Receipt # 151106	MUNI	150.00
EFT55840	24/04/2024	Synergy	Electricity Account for Martin Pelusey Road Depot, Dardanup Oval & Eaton Admin Office	MUNI	4,285.91
EFT55841	24/04/2024	T - Quip	Blade for Toro Mower - DA10105	MUNI	260.64
EFT55842	24/04/2024	Team Global Express - Toll	Environmental Health Postage 2023/2024	MUNI	40.06
EFT55843	24/04/2024	Technology One Ltd	Technology One Spatial - Intramaps SAAS Subscription Fee for Period 31/03-30/06/2024	MUNI	3,327.12
EFT55844	24/04/2024	Telstra	Monthly Account for Staff Mobiles, iPads & Tablets and Internet - Wellington Mills BFB - ESL Recurrent Expense	MUNI	3,620.10
EFT55845	24/04/2024	The Cafe Merchant	Catering for Move to New SoD Building, Susan's Retirement Morning Tea & Citizenship Ceremony	MUNI	819.50
EFT55846	24/04/2024	Therese Price	ERC Umpire Payment 23/04/2024	MUNI	81.00
EFT55847	24/04/2024	Total Eden Pty Ltd	Irrigation Repair Parts - Millbridge Verges	MUNI	891.28
EFT55848	24/04/2024	Traffic Force	Traffic Control: 08-11/04/2024 - Hayward Street Bus Bay	MUNI	4,237.16

**DIRECT DEBIT****INTERNATIONAL**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17907.1	04/04/2024	Pentalogic Technology Ltd	Business Solutions Software - Annual Premium Support & Maintenance - Admin O/H	MUNI	370.00

**BPAY**

DD17922.1	10/04/2024	Department of Transport	Vehicle Owner Details Searches	MUNI	4.40
DD17935.1	17/04/2024	Alinta	Quarterly Invoice for Gas Consumption: 09/01-11/04/2024 - ERC	MUNI	325.50
DD17935.2	17/04/2024	linet Ltd	Monthly Charge for NBN Wireless 4 & Business NBN100 Value - May 2024	MUNI	174.94

**DEBIT CARD**

**CREDIT CARD**

DD17954.1	29/04/2024	Mailchimp	Monthly Subscription and Charge for Email Newsletters - April 2024	MUNI	204.10
DD17954.2	29/04/2024	Soul of Asia Pty Ltd	Dinner After Mock Council Meeting - 03/03/2024	MUNI	388.00
DD17954.3	29/04/2024	Facebook Ireland Limited	Facebook Advertising for Events & Programs	MUNI	226.34
DD17954.4	29/04/2024	Quay Perth Hotel	Accommodation - 23/05/2024 - Moore Financial Reporting Workshop - Phil Anastasakis	MUNI	242.10

**CHEQUE**

54	04/04/2024	Shire of Dardanup - Please Pay Cash	Eaton Office Petty Cash Recoup	MUNI	210.30
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**TRUST**

**FUEL PURCHASING CARD**

29/02/2024	DA955	Fuel	101.53
29/02/2024	DA563	Fuel	81.84
29/02/2024	DA613	Fuel	142.70
1/03/2024	DA005	Fuel	105.03
1/03/2024	DA0	Fuel	86.29
1/03/2024	DA1314	Fuel	20.82
1/03/2024	DA8673	Fuel	90.69
1/03/2024	DA9513	Fuel	176.20
1/03/2024	DA429	Fuel	99.97

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	1/03/2024	DA648	Fuel	110.14
	1/03/2024	DA10181	Fuel	81.29
	1/03/2024	DA994	Fuel	116.36
	1/03/2024	DA613	Fuel	43.52
	1/03/2024	DA9668	Fuel	102.59
	2/03/2024	008DA	Fuel	93.03
	3/03/2024	DA9287	Fuel	114.22
	3/03/2024	DA196	Fuel	121.78
	4/03/2024	DA997	Fuel	70.53
	5/03/2024	DA005	Fuel	85.42
	5/03/2024	DA8200	Fuel	107.22
	5/03/2024	ODA	Fuel	256.06
	5/03/2024	DA873	Fuel	134.27
	6/03/2024	SUNDRY 1	Fuel	148.32
	6/03/2024	DA9581	Fuel	212.03
	6/03/2024	DA10091	Fuel	83.76
	6/03/2024	DA10181	Fuel	81.55
	7/03/2024	DA8457	Fuel	138.08
	7/03/2024	DA0	Fuel	79.07
	7/03/2024	DA017	Fuel	106.46
	7/03/2024	DA994	Fuel	109.67
	7/03/2024	DA995	Fuel	121.40
	8/03/2024	DA005	Fuel	108.51
	8/03/2024	DA955	Fuel	97.50
	8/03/2024	DA8222	Fuel	76.82
	8/03/2024	DA10105	Fuel	82.23
	8/03/2024	DA9219	Fuel	260.87
	8/03/2024	DA9605	Fuel	91.31
	8/03/2024	DA996	Fuel	122.70
	8/03/2024	DA988	Fuel	100.42
	8/03/2024	DA613	Fuel	139.28
	9/03/2024	2WATERLOO	Fuel	52.90
	9/03/2024	2WATERLOO	Fuel	10.79
	9/03/2024	DA563	Fuel	106.39
	9/03/2024	1WATERLOO	Fuel	114.33
	9/03/2024	DA997	Fuel	76.21
	10/03/2024	BUREKUP	Fuel	119.32
	10/03/2024	008DA	Fuel	58.20
	10/03/2024	DA017	Fuel	99.58
	11/03/2024	DA1314	Fuel	79.74
	11/03/2024	DA8370	Fuel	165.83
	11/03/2024	DA8370	Fuel	47.28
	11/03/2024	DA9287	Fuel	125.37
	11/03/2024	DA648	Fuel	115.62

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	11/03/2024	DA993	Fuel	102.37
	11/03/2024	HIRE PLANT	Fuel	1514.96
	11/03/2024	HIRE PLANT	Fuel	439.45
	11/03/2024	HIRE PLANT	Fuel	241.79
	12/03/2024	DA005	Fuel	115.95
	12/03/2024	DA10181	Fuel	156.83
	12/03/2024	DA1684	Fuel	194.91
	12/03/2024	DA994	Fuel	116.69
	12/03/2024	DA613	Fuel	130.42
	13/03/2024	DA8457	Fuel	162.93
	13/03/2024	DA995	Fuel	122.88
	14/03/2024	DA9287	Fuel	78.01
	14/03/2024	DA10105	Fuel	76.64
	14/03/2024	DA613	Fuel	111.10
	15/03/2024	DA005	Fuel	100.71
	15/03/2024	DA8200	Fuel	356.95
	15/03/2024	DA0	Fuel	74.31
	15/03/2024	DA1314	Fuel	35.54
	15/03/2024	DA9287	Fuel	37.95
	15/03/2024	DA9376	Fuel	119.11
	15/03/2024	DA017	Fuel	105.20
	16/03/2024	ODA	Fuel	243.60
	16/03/2024	008DA	Fuel	76.13
	16/03/2024	DA997	Fuel	100.42
	18/03/2024	DA1314	Fuel	78.82
	18/03/2024	DA9513	Fuel	229.19
	18/03/2024	DA429	Fuel	105.34
	18/03/2024	DA10817	Fuel	85.03
	19/03/2024	DA005	Fuel	107.79
	19/03/2024	DA8200	Fuel	112.44
	19/03/2024	DA648	Fuel	130.36
	19/03/2024	DA9581	Fuel	172.58
	19/03/2024	DA10091	Fuel	89.13
	19/03/2024	DA10105	Fuel	38.53
	19/03/2024	DA017	Fuel	50.55
	19/03/2024	DA993	Fuel	103.65
	19/03/2024	DA995	Fuel	125.54
	19/03/2024	DA988	Fuel	99.42
	19/03/2024	DA9668	Fuel	107.64
	20/03/2024	DA8457	Fuel	200.45
	20/03/2024	DA588	Fuel	105.20
	20/03/2024	DA955	Fuel	100.00
	20/03/2024	DA8673	Fuel	119.88
	20/03/2024	DA9605	Fuel	93.74

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	20/03/2024	DA994	Fuel	111.51
	20/03/2024	DA613	Fuel	137.22
	20/03/2024	HIRE PLANT	Fuel	399.36
	21/03/2024	DA9513	Fuel	284.52
	21/03/2024	DA563	Fuel	101.32
	21/03/2024	DA996	Fuel	135.60
	22/03/2024	DA005	Fuel	100.89
	22/03/2024	DA0	Fuel	44.67
	22/03/2024	DA1314	Fuel	31.50
	22/03/2024	ODA	Fuel	224.80
	22/03/2024	DA9287	Fuel	118.54
	22/03/2024	DA10181	Fuel	106.14
	22/03/2024	DA017	Fuel	102.18
	22/03/2024	DA997	Fuel	87.16
	23/03/2024	008DA	Fuel	62.65
	24/03/2024	2WATERLOO	Fuel	58.58
	25/03/2024	DA698	Fuel	460.11
	25/03/2024	DA0	Fuel	86.33
	25/03/2024	2WATERLOO	Fuel	106.04
	26/03/2024	DA005	Fuel	77.37
	26/03/2024	DA9513	Fuel	222.21
	26/03/2024	DA994	Fuel	107.35
	26/03/2024	DA993	Fuel	112.38
	26/03/2024	DA995	Fuel	119.22
	26/03/2024	DA613	Fuel	133.80
	27/03/2024	DA8457	Fuel	130.89
	27/03/2024	DA8222	Fuel	107.90
	27/03/2024	DA563	Fuel	96.25
	27/03/2024	DA10181	Fuel	85.49
	27/03/2024	DA996	Fuel	51.65
	28/03/2024	DA005	Fuel	69.12
	28/03/2024	DA588	Fuel	78.67
	28/03/2024	DA955	Fuel	71.18
	28/03/2024	DA1314	Fuel	42.01
	28/03/2024	DA8673	Fuel	64.34
	28/03/2024	DA8569	Fuel	89.35
	28/03/2024	BUREKUP	Fuel	144.44
	28/03/2024	DA9287	Fuel	100.72
	28/03/2024	DA429	Fuel	92.90
	28/03/2024	DA648	Fuel	131.66
	28/03/2024	DA563	Fuel	63.52
	28/03/2024	DA9605	Fuel	58.84
	28/03/2024	DA613	Fuel	105.99
	28/03/2024	DA9668	Fuel	62.34

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
	29/03/2024	DA1684	Fuel		197.51
	29/03/2024	DA997	Fuel		100.59
	30/03/2024	DA017	Fuel		107.71
	30/03/2024	DA689	Fuel		99.44

**PAYROLL**

DD17926.1	12/04/2024	Aware Super Pty Limited	Payroll Deductions	MUNI	31,508.11
DD17926.2	12/04/2024	MLC Super Fund	Superannuation Contributions	MUNI	1,709.64
DD17926.3	12/04/2024	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	481.55
DD17926.4	12/04/2024	AMG Super	Superannuation Contributions	MUNI	87.80
DD17926.5	12/04/2024	Brighter Super	Superannuation Contributions	MUNI	287.11
DD17926.6	12/04/2024	Hostplus	Payroll Deductions	MUNI	1,021.64
DD17926.7	12/04/2024	Hesta Super Fund	Payroll Deductions	MUNI	1,899.46
DD17926.8	12/04/2024	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,077.27
DD17926.9	12/04/2024	Australian Retirement Trust	Superannuation Contributions	MUNI	248.00
DD17926.10	12/04/2024	Australian Ethical Superannuation	Payroll Deductions	MUNI	293.26
DD17926.11	12/04/2024	Australian Super	Superannuation Contributions	MUNI	298.71
DD17926.12	12/04/2024	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	899.87
DD17926.13	12/04/2024	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	800.31
DD17926.14	12/04/2024	Mercer Super Trust	Superannuation Contributions	MUNI	404.89
DD17926.15	12/04/2024	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	291.83
DD17926.16	12/04/2024	Unisuper	Payroll Deductions	MUNI	953.91
DD17926.17	12/04/2024	Plum Superannuation Fund	Superannuation Contributions	MUNI	130.01

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17926.18	12/04/2024	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,102.51
DD17926.19	12/04/2024	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	633.99
DD17926.20	12/04/2024	Spirit Super	Superannuation Contributions	MUNI	319.50
DD17926.21	12/04/2024	Rest Superannuation	Payroll Deductions	MUNI	1,876.33
DD17926.22	12/04/2024	The Bro Code Super Fund	Superannuation Contributions	MUNI	44.64
DD17926.23	12/04/2024	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,079.13
DD17926.24	12/04/2024	Australiansuper	Payroll Deductions	MUNI	8,376.90
DD17926.25	12/04/2024	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	26.04
DD17926.26	12/04/2024	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.56
DD17926.27	12/04/2024	Hughes Superannuation Fund	Superannuation Contributions	MUNI	68.21
DD17948.1	26/04/2024	Aware Super Pty Limited	Payroll Deductions	MUNI	30,776.90
DD17948.2	26/04/2024	MLC Super Fund	Superannuation Contributions	MUNI	1,803.24
DD17948.3	26/04/2024	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	674.17
DD17948.4	26/04/2024	AMG Super	Superannuation Contributions	MUNI	99.85
DD17948.5	26/04/2024	Brighter Super	Superannuation Contributions	MUNI	287.11
DD17948.6	26/04/2024	Hostplus	Payroll Deductions	MUNI	992.59
DD17948.7	26/04/2024	Hesta Super Fund	Payroll Deductions	MUNI	1,773.65
DD17948.8	26/04/2024	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,329.09
DD17948.9	26/04/2024	Australian Retirement Trust	Superannuation Contributions	MUNI	233.72
DD17948.10	26/04/2024	Australian Ethical Superannuation	Payroll Deductions	MUNI	51.97
DD17948.11	26/04/2024	Australian Super	Superannuation Contributions	MUNI	276.20

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD17948.12	26/04/2024	Asgard Infinity E Wrap Super	Payroll Deductions	MUNI	899.87
DD17948.13	26/04/2024	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	800.31
DD17948.14	26/04/2024	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,133.09
DD17948.15	26/04/2024	Mercer Super Trust	Superannuation Contributions	MUNI	403.12
DD17948.16	26/04/2024	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	309.40
DD17948.17	26/04/2024	Plum Superannuation Fund	Superannuation Contributions	MUNI	130.01
DD17948.18	26/04/2024	Construction & Building Industry Super	Superannuation Contributions	MUNI	86.11
DD17948.19	26/04/2024	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	633.99
DD17948.20	26/04/2024	Spirit Super	Superannuation Contributions	MUNI	319.50
DD17948.21	26/04/2024	Unisuper	Payroll Deductions	MUNI	935.64
DD17948.22	26/04/2024	Rest Superannuation	Payroll Deductions	MUNI	1,643.47
DD17948.23	26/04/2024	The Bro Code Super Fund	Superannuation Contributions	MUNI	59.52
DD17948.24	26/04/2024	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,079.13
DD17948.25	26/04/2024	Australiansuper	Payroll Deductions	MUNI	8,087.47
DD17948.26	26/04/2024	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	43.41
DD17948.27	26/04/2024	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	321.56
DD17948.28	26/04/2024	Hughes Superannuation Fund	Superannuation Contributions	MUNI	87.29
					<b>2,144,383.34</b>

**REPORT  
TOTALS**

EFT \$  
2,030,724.10

**CERTIFICATE of Acting 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



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
Muni Cheque	\$210.30		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	
Trust	\$-			
Payroll	\$111,513.56			
Credit Card	\$1,060.54			
Debit Card	\$-			
Direct Debit	\$-			
International	\$370.00			
BPAY	\$504.84			
<b>TOTAL</b>	<u>\$2,144,383.34</u>			



Acting Chief Executive Officer

### **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:

### **Background**

Council delegates authority to the Chief Executive Officer annually through Delegation 1.2.16 To Purchase Goods and Services to a Specified Value, 1.2.31 Payments from the Municipal or Trust Funds and 1.2.35 Authorise Electronic Funds Transfers:

- Authority to make payments from Trust and Municipal Funds (1.2.31);
- To purchase goods and services to a value of not more than \$250,000 (1.2.16);
- To purchase goods and services for the Australian Tax Office and other Australian or Western Australian Government Departments, agencies, utility providers (i.e. electricity, water, gas) or Insurance up to the value of \$500,000 (1.2.16);
- To purchase goods and services for Creditors where an executed agreement or legal obligation exists which has prior Council endorsement (1.2.16);
- To authorise Electronic Funds Transfer (EFT) (1.2.35).

### **Legal Implications**

#### *Local Government Act 1995*

*S6.5. Accounts and records*

*Local Government (Financial Management) Regulations 1996*

*R11. Payments, procedures for making etc.*

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

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

*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.

**S13A. Payments by employees via purchasing cards**

(1) If a local government has authorised an employee to use a credit, debit or other purchasing card, a list of payments made using the card must be prepared each month showing the following for each payment made since the last such list was prepared —

- (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment;
  - (d) sufficient information to identify the payment.
- (2) A list prepared under subregulation (1) must be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**Council Plan**

- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire's resources responsibly.

**Environment** - None.

**Precedents**

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

**Budget Implications**

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

**Budget – Whole of Life Cost** - None.

**Council Policy Compliance**

Payments are checked to ensure compliance with Council's *Purchasing Policy CngCP034 – Procurement Policy* and processed in accordance with *Policy CngCP035 – Payment of Accounts*.

**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to [Appendix ORD: 12.4.5] for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.					
Risk Event	Schedule of Paid Accounts as at the 30 <sup>th</sup> April 2024				
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)				
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.				
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.				
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</td> </tr> <tr> <td>Reputational</td> <td>Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively</td> </tr> </table>	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
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.

END REPORT

## 12.5 COMMITTEES

### 12.5.1      Title: Local Emergency Management Committee Meeting held on 8<sup>th</sup> of May 2024

<b>Reporting Department:</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Ms Ashwin Nair – Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Ms Katie Merwood - Personal Assistant to DSD</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.1 – Local Emergency Management Committee meeting Notes</i>

#### Officer Comment

Due to a lack of a quorum the minutes for the Local Emergency Management Committee Meeting held on the 9<sup>th</sup> of May 2024 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: 12.5.1].

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Notes of the Local Emergency Management Committee Meeting held on the 9<sup>th</sup> of May 2024.**

## 13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

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

None

## 15 PUBLIC QUESTION TIME

<b>16      MATTERS BEHIND CLOSED DOORS</b>
--

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

Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 - Matters for Which Meeting May Be Closed:

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

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(a) Council goes Behind Closed Doors [time] to discuss a matter that if disclosed, would reveal information that has a commercial value to a person.**

16.1 Title: Sale of Lot 31 (2) Sanford Way, Eaton – Proposed Disposal

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mr Phil Anastasakis - Deputy CEO
<b>Reporting Officer</b>	Mrs Rebecca Hobby - Personal Assistant to Deputy Chief Executive Officer
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.

**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.

<b>17 CLOSURE OF MEETING</b>
------------------------------

The Presiding Officer advises that the date of the next:

- Special Meeting of Council will be Wednesday, the 29<sup>th</sup> of May 2024, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.
- Ordinary Meeting of Council will be Wednesday, the 26<sup>th</sup> of June 2024, 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.