



Shire of Dardanup

A G E N D A

FOR THE

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 18th of December 2024
Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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~ Electronic Format [emailed]
Upon request.



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 18th of December 2024 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

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

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

Date: 11th December 2024

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

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

VISION STATEMENT

“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

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environmental	Property
Insignificant (1)	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	Compliance - No noticeable regulatory or statutory impact. Legal - Threat of litigation requiring small compensation. Contract - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item. Example: Gossip, Facebook item seen by limited persons.	Contained, reversible impact managed by on site response.	Inconsequential or no damage.
Minor (2)	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	Compliance - Some temporary non compliances. Legal - Single minor litigation. Contract - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item. Example: 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.
Moderate (3)	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	Compliance - Short term non-compliance but with significant regulatory requirements imposed. Legal - Single moderate litigation or numerous minor litigations. Contract - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile. Example: State-wide paper, TV News story.	Contained, reversible impact managed by external agencies.	Localised damage requiring external resources to rectify.
Major (4)	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	Compliance - Non-compliance results in termination of services or imposed penalties. Legal - Single major litigation or numerous moderate litigations. Contract - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions. Example: 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.
Catastrophic (5)	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	Compliance - Non-compliance results in litigation, criminal charges or significant damages or penalties. Legal - Numerous major litigations. Contract - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions. Example: 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	Almost Certain	The event is expected to occur in most circumstances	The event is expected to occur more than once per year
4	Likely	The event will probably occur in most circumstances	The event will probably occur at least once per year
3	Possible	The event should occur at some time	The event should occur at least once in 3 years
2	Unlikely	The event could occur at some time	The event could occur at least once in 10 years
1	Rare	The event may only occur in exceptional circumstances	The event is not expected to occur more than once in 15 years

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, THE 18TH OF DECEMBER 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. Taneta Bell - Elected Member(Res: 233-24)

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
June 2024										
05/06/24	CF	Ap	NA	✓	Ap	✓	✓	✓	Ap	Ap
19/06/24	AF	✓	NA	✓	✓	✓	✓	✓	✓	✓
26/06/24	OCM	✓	✓	✓	✓	✓R	✓	✓	✓	✓
July 2024										
10/07/24	SCM	✓	Ap	✓	✓	✓R	✓R	✓	✓	Ap
17/07/24	AF	NA	✓	✓	✓	Ap	✓	✓	✓	✓
24/07/24	OCM	✓	✓	✓	✓	✓R	✓	✓	✓	✓
31/07/24	CF	✓	NA	✓	✓	✓	✓	✓	✓R	NA
August 2024										
14/08/24	WS	NA	✓	✓	✓	✓	✓	✓	NA	✓
21/08/24	AF	✓R	Ap	✓	Ap	✓R	✓	✓	NA	Ap
28/08/24	OCM	✓R	Ap	✓	✓R	✓	✓	✓	✓	✓
September 2024										
4/09/24	CF	✓R	Ap	✓	Ap	Ap	✓	✓	✓	✓
11/09/24	WS	Ap	NA	✓	✓R	✓	Ap	✓	✓	✓
11/09/24	SCM	Ap	NA	✓	✓R	✓	Ap	✓	✓	✓
18/09/24	AF	✓R	NA	✓	Ap	✓R	✓	✓	✓	✓
25/09/24	OCM	✓R	✓	✓	✓	✓	✓	✓	✓	✓
October 2024										
02/10/24	WS	Ap	✓	✓	✓	✓R	✓	✓	✓	✓
16/10/24	AF	✓R	✓	✓	Ap	Ap	✓	✓	✓	✓
23/10/24	OCM	✓R	✓	✓	✓	✓	✓	✓	LoA	✓
NOVEMBER 2024										
13/11/24	AF	Ap	Ap	✓	✓	✓R	✓	Ap	✓	NA
20/11/24	OCM	LoA	LoA	✓R	✓	✓	✓	Ap	✓	✓

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
27/11/24	CF	Ap	Ap	✓	Ap	✓	✓	✓	✓	✓
DECEMBER 2024										
04/12/24	WS	Ap	Ap	✓	Ap	✓	✓	✓	Ap	Ap
11/12/24	AF	Ap	✓	✓	Ap	✓R	✓	Ap	Ap	✓
18/12/24	OCM									

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

None.

4 PUBLIC QUESTION TIME

5 APPLICATIONS FOR LEAVE OF ABSENCE

COUNCIL RESOLUTION

THAT be granted leave of absence for the Ordinary Council Meeting to be held on the 29th of January 2025.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Council Meeting Held on the 20th of November 2024

OFFICER RECOMMENDED RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 20th of November 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	<i>Elected Members</i>
Elected Member	<i>Cr. Tyrrell Gardiner - Shire President</i>

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

Event:	26/11/24 Dardanup Seniors Luncheon
Report:	Luncheon held at Dardanup Heritage Park to celebrate upcoming Christmas and receive thanks from the Dardanup Seniors for collaborations with the Shire during the year
Event:	3/12/24 Ministerial Staff Briefings
Report:	Teams Meetings with Senior Staff of Ministers Punch and Whitby regarding planned Waterloo Industrial Precinct.
Event:	4/12/24 Dardanup Primary School Year 6 Graduation
	Attended this years graduation of Year 6 Leavers from Dardanup Primary. There were reflections on their time at Dardanup and excitement for their path forward
Event:	5/12/24 WALGA State Council Visit and Forum
	<p>WALGA State Councillors and Staff attended a Morning Tea and Tour of the Shire Administration and Library building on their way through to Busselton For WALGA State Council Meeting. Cr Lilly was also in attendance</p> <p>Afternoon session present to WALGA, along with Capel and Harvey Shire Presidents, addressing opportunities and actions that are taking place in the greater Bunbury region.</p> <p>Evening dinner in Busselton to continue the opportunity to promote our region.</p>

Event:	10/12/24 Eaton Community College Semester Awards River Valley Graduation
	<p>Attended the Eaton Community College Semester Award held at Eaton Recreation Centre where students were recognised for their achievements made throughout the year. Full school and parents in attendance to acknowledge the attainment of students.</p> <p>Due to a clash in times, the Chief Executive Officer, Mr Andre Schönfeldt attended the River Valley Primary school Graduation</p>
Event:	11/12/24 Glen Huon Primary Year 6 Graduation
	<p>Attended the Glen Huon Primary School Year 6 Graduation along with students and parents. It was fantastic to hear what this cohort of graduates from Glen Huon have achieved and what their aims in life are.</p>
Event:	14/12/24 Leader of the Opposition Shane Love MLA
	<p>Media Release and discussions with Shane Love MLA, around Local Government Grants Scheme, funding for Volunteer Bush Fire Brigades and equipment and Community Emergency Service Mangers (CESM's).</p>

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

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

- *Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in Item 12.4.6 – Chief Executive Officer Vehicle – Novated Lease as it relates to Mr André Schönfeldt request for a novated lease.*

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 EXECUTIVE REPORTS

12.1.1 Title: UDIA National Congress 2025 – Gala Awards for Excellence

Reporting Department	<i>Executive</i>
Responsible Officer	<i>Mr André Schönfeldt - Chief Executive Officer</i>
Reporting Officer	<i>Mr André Schönfeldt - Chief Executive Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.1.1 – Risk Assessment</i>

Overview

This report presents to Council, the nomination of a Delegation to attend the National Congress Gala Awards for Excellence dinner, to be held in Brisbane on the 19th March 2025.

OFFICER RECOMMENDED RESOLUTION

THAT Council

- 1) **Sends a Delegation to the the UDIA Gala Awards for Excellence dinner, to be held on 19th March 2025, consisting of the following attendees:**
 - i) **Chief Executive Officer, Mr André Schönfeldt**
 - ii) **Shire President, Cr Tyrrell Gardiner**
 - iii) **Cr**

- 2) **Authorises payment of \$352 per person for the UDIA Gala Awards for Excellence dinner from the following General Ledgers:**
 - i) **Chief Executive Officer - GL 1412039**
 - ii) **Shire President and Elected Members – GL 0411006.**

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 Shire of Dardanup was recently awarded the Sustainability Award for its new Library, Administration and Community Building at the September 2024 Urban Development Institute of Australia WA (UDIA WA) Awards for Excellence.

As a winner of the State Award the Shires Library, Administration and Community Building is now nominated for an UDIA National Award, to be held in Brisbane on the 19th March 2025. The Gala Awards Night forms part of the 3 day UDIA National Congress. Link to the Congress website is provided here: [UDIA National Congress | UDIA National](#)

Legal Implications

In accordance with Local Government (Administration) Regulations 1996 r 21(d) provides for the following:

21. Interests that need not be disclosed (Act s. 5.63(1)(h))

The interests prescribed for the purposes of section 5.63(1)(h) are as follows —

- (d) an interest relating to the provision by a local government of refreshments, meals or accommodation to persons —*
 - (i) attending a meeting or function of the local government; or*
 - (ii) attending a conference relevant to local government business; or*
 - (iii) on other local government business;*

Council Plan

8.1 - Support responsible planning and development.

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

Environment

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

Precedents

The Chief Executive Office, Shire President and Shire Officers recently attended the 2024 Urban Development Institute of Australia WA Awards for Excellence. The Shire President, an Elected Member and Shire Officers also attended the 2024 IPWEA WA Award Ceremony where the Shire was awarded two awards,.Best Public Works Project Greater than \$5million (Regional) Award and the Excellence in Environment and Sustainability Award.

Budget Implications

The cost for attending the UDIA Gala Awards for Excellence dinner is \$352 per person (member price).

Budget – Whole of Life Cost - None.

Council Policy Compliance

CnG CP112 – Councillors’ Induction Training and Professional Development

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.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	UDIA National Congress 2025 – Gala Awards for Excellence
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 If the Shire wins the award it would be important to have representation to receive the award on the night. Legal and Compliance Compliance with the Shire’s relevant policies

Officer Comment

Attendance at the UDIA National Congress 2025 – Gala Awards for Excellence would be an opportunity to further promote and acknowledge the Shire’s commitment to sustainability and the environment.

Councillors have recently discussed the Awards at the November Concept Forum and were supportive of the Chief Executive Officer attendance noting that he will be paying for his own flights and accommodation. At the Concept Forum Councillors discussed briefly the opportunity and acknowledged that any Councillor nominating to attend, would also be required to pay their own flights and accommodation, and Council will only be asked to consider paying for the Gala Awards event itself.

END REPORT

12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS

None.

12.3 INFRASTRUCTURE DIRECTORATE REPORTS

12.3.1 Title: Adoption of Asset Management Plan (Paths and Trails)

Reporting Department	<i>Infrastructure Directorate</i>
Responsible Officer	<i>Mr Theo Naudé - Director Infrastructure</i>
Reporting Officer	<i>Mr Kristin McKeachie - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.3.1A – Paths & Trails Asset Management Plan 2024-2028 (PART A) 12.3.1B – Paths & Trails Asset Management Plan 2024-2028 (PART B) 12.3.1C – Risk Assessment</i>

Overview

Council is asked to consider adoption of revised and updated asset management plan for the Paths and Trails asset class and to make allowance for the necessary resources for implementation of this Plan.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

- 1. Adopts the Paths and Trails Asset Management Plan 2024-2028 (Appendix ORD: 12.3.1A and Appendix ORD: 12.3.1B);**
- 2. Cancels the proposed Cudliss Street (\$66,125) and Recreation Drive (\$10,000) expansion projects from the 2024/25 Budget allocations for Paths Capital Works with immediate effect;**
- 3. Authorises transfer of \$76,125 from the cancellation of the Cudliss Street (\$66,125) and Recreation Drive (\$10,000) projects to the Pratt Road Reserve – Watson Reserve renewals project (Project J12694); and**
- 4. Requests the Chief Executive Officer to prepare a revised Program of Works – Paths and Trails for adoption in the 2025/26 Budget based upon the outcomes of the Paths and Trails Asset Management Plan 2024-2028.**

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 current 'Pathways Asset Management Plan 2019 – 2029' was endorsed by the Strategic Planning Committee (now disbanded) on the 1st of May 2019 with a recommendation for adoption by Council. The Plan was subsequently adopted by Council (Res: 132-19) at the Ordinary Meeting Of Council held on the 15th of May 2019.

Annually updated 10 Year financial Programs of Works (previously referred to as the PAMP) have been adopted along with the associated Reserve Funds Transfers by the Strategic Planning Committee, and subsequently by the Integrated Planning Committee, in each year since adoption of the initial Plan.

Legal Implications

Section 5.56 (Planning for the future) of the Local Government Act 1995 applies:

5.56. Planning for the future

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

Section 19DA of the Local Government (Administration) Regulations 2011 applies:

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

- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

The Integrated Planning and Reporting Framework and Guidelines have been introduced to aid Local Government in achievement of the above requirements. The Guidelines require the preparation of four types of 'Informing Strategies' upon which the SCP and CBP are based:

- The Long term Financial Plan;
- Asset Management Plans for each asset class;
- The Workforce Plan; and
- Issue or Area Specific Plans (e.g. ICT, recreation, youth, local area plans etc.)

Council Plan

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 adopted revised Asset Management Plans for other assets (Roads and also Buildings) at its Ordinary Council Meeting held on the 27th of March 2024 (Res: 60-24). The Paths and

Trails Asset Management Plan presented for adoption utilises the same structure and business case development process as the previously adopted Roads and Buildings Asset Management Plans.

Budget Implications

This proposal has no impact on the current (2024/25) Budget. Officer recommendation No. 4 recommends that a revised Program of Works be prepared for implementation in the 2025/26 Budget Year. However as a result of the combined effect of Officer recommendations Nos. 2. and 3. the funding allocation for Paths and Trails capital works for the 2024/25 financial year is to remain unchanged from the adopted 2024/25 Budget.

Budget – Whole of Life Cost

This proposal presents forward-looking Plans for management of Paths and Trails in the Shire of Dardanup covering the period 2024 to 2028. These Plans make recommendations for Operational and Capital expenditure that will be incorporated into future Annual Budgets during the period of their currency.

The ‘Paths and Trails Asset Management Plan 2024-2028’ has been prepared in accordance with Best Practice asset management principals and takes into account the Whole of Life Costs associated with each asset classs.

Recommendations are provided for appropriate expenditures on these assets over a 10 year planning horizon which are intended to maintain the assets in the best possible Level of Service within the Shire’s financial capacity. The Long Term Funding and expected outcomes for Paths and Trails under the proposed ‘Paths and Trails Asset Management Plan 2024-2028’ will be:

Year	Long Term Funding and Sustainability Ratio (Roads)								
	Total Program Cost (\$k)	Renewal Costs (\$k)	Upgrade Costs (\$k)	Expansion Costs (\$k)	Renewal & Replacement Expenditure*	Depreciation (per LTFP)	Sustainability Ratio % Endorsed Plan (2024) (Renewal & Replacement/Depreciation)	Sustainability Ratio % (Renewal & Replacement/Depreciation)	Variance to Endorsed Plan (PoW 2024/34) (%)
2025/26	\$117	\$117	\$0	\$0	\$117	\$383	0.22	0.31	0.08
2026/27	\$133	\$133	\$0	\$0	\$133	\$383	0.17	0.35	0.17
2027/28	\$131	\$131	\$0	\$0	\$131	\$383	0.21	0.34	0.13
2028/29	\$363	\$363	\$0	\$0	\$363	\$383	0.35	0.95	0.60
2029/30	\$229	\$229	\$0	\$0	\$229	\$383	0.31	0.60	0.29
2030/31	\$144	\$130	\$0	\$14	\$130	\$383	0.18	0.34	0.16
2031/32	\$250	\$250	\$0	\$0	\$250	\$383	0.24	0.65	0.41
2032/33	\$248	\$214	\$0	\$34	\$214	\$383	0.24	0.56	0.32
2033/34	\$158	\$158	\$0	\$0	\$158	\$383	0.26	0.41	0.16
2034/35	\$248	\$243	\$0	\$5	\$243	\$383	0.65	0.63	-0.02
Average SR Over Program Term (10 Years):							0.28	0.51	0.23

If the Paths and Trails Asset Management Plan 2024-2028 is adopted by Council (and implemented), the average Paths and Trails Asset Sustainability Ratio over the 10 year program term will improve from 0.28% to 0.51%, with the Paths and Trails Construction & Maintenance Reserve Fund being maintained with a positive balance throughout the program. The Reserve is projected to retain (in the order of) \$65,276 in 2033-2034.

This represents an improvement in the Paths and Trails Asset Sustainability Ratio of 0.23% on the previously adopted Paths Program.

Council Policy Compliance

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

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Adoption of Asset Management Plan (Paths and Trails)
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk of Non-Compliance with the Integrated Planning and Reporting Framework where AMP’s are not reviewed in accordance with Guidelines. Financial Risk that assets are not upgraded or created to meet demand. Financial Risk that assets are not renewed at the end of their useful lives.

Officer Comment

The Shire of Dardanup Council Plan defines a range of objectives that imply a commitment to the implementation of Best Practice Asset Management on behalf of the community.

The Asset Management of Paths and Trails at the Shire of Dardanup is conducted in accordance with the requirements of the Western Australian Integrated Planning and Reporting Framework (the IPRF) and its associated Guidelines published by the Department of Local Government, Sport and Cultural Industries (DLGSCI). The IPRF defines Asset Management documentation as ‘Informing Strategies’ that contribute to the development of a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP).

Under the IPRF two levels of Asset Management documentation are recommended for each asset type:

- The Asset Management Plan (the AMP) is a 4 Year Plan of Action which lays out Councils medium term intent for management of the asset, including its expectations relating to the Renewal, Upgrade, Replacement and eventual Disposal of its’ assets;

- The Program of Works is an outcome of the application of the AMP. It is a 10 Year Schedule of specific proposed deliveries to meet the intent of the AMP, which is adjusted annually (as necessary) to meet the Local Governments' budgetary capacity.

This report deals with the preparation and adoption of the Asset Management Plans for Paths and Trails.

Section 5.3 of the Integrated Planning and Reporting Framework (IPRF) Asset Management Guidelines 2016 states that:

Asset management plans are documents developed for each asset class and define current levels of service and the processes used to manage that asset class. They should be developed for all major asset classes including—but not limited to: roads, buildings, drainage, paths and parks infrastructure.

Asset Management Plans should include:

- *Reference to an asset register (which electronically records all assets and their location, acquisition, disposal, transfer and other relevant transactions based on best current information and random condition and performance sampling).*
- *Defined levels of service for each asset category or particular actions required to provide a defined level of service in the most cost-effective manner.*
- *Demand forecasting.*
- *Risk management strategies.*
- *Financial information such as asset values, agreed depreciation rates, agreed depreciated values, capital expenditure projections for new assets as a result of growth, or to renew, upgrade and extend assets.*
- *Strategies to manage any funding gaps.*
- *Consideration of alternative service delivery solutions (leasing, public-private partnerships, shared services arrangements).*
- *Information on 'whole of life' costing including changes in service potential for assets.*
- *A schedule for asset performance review and plan evaluation.*
- *An asset management improvement program.*
- *Clear linkages to other strategic documents such as the Corporate Business Plan, Long Term Financial Plan, Workforce Plan and Annual Budget.*

The IPRF recommends that Asset Management Plans are prepared with a planning horizon of ten (10) years, and a review cycle every four (4) years.

The current "Pathways Asset Management Plan 2019 – 2029" was adopted by the Strategic Planning Committee (now disbanded) on 1st of May 2019. The current Shire of Dardanup AMP for Paths and Trails has therefore exceeded the recommended review cycle.

During financial year 2024/25, the Shire of Dardanup has undertaken a comprehensive review of its Paths and Trails portfolio, including extensive detailed inventory data collection and condition assessments.

Based upon this work, along with reviews of Council Plans, Strategic Planning Information and demographic and economic changes in the Shire since the preparation of the previous Plan, the Shire has prepared and revised the attached '*Paths and Trails Asset Management Plan 2024-2028*'.

The revised AMP complies in all respects with the requirements of the IPRF, and has been designed to enable the Shire to deliver appropriate Levels of Service for the asset within the Shire portfolio, within the financial means of the Shire to do so.

The revised AMP indicates that the overall condition of the Paths and Trails portfolio ranges between "Fair" and "Good" on average. This is good news for the community. However, it is noted that in order to avoid the potential for the assets to begin to deteriorate more rapidly in the future, capital maintenance interventions should now be planned for across the entire portfolio.

The revised AMP details the estimated Whole of Life Costs for sustainable upkeep of the asset class, along with proposed management actions and funding models to meet these costs.

The '*Paths and Trails Asset Management Plan 2024-2028*' identifies shortfalls in existing funding arrangements for these assets that result in a reduced Sustainability Ratio's (SR).

The DLGSCI provides the following advice:

Asset Sustainability Ratio

This ratio is an approximation of the extent to which assets managed by a local government are being replaced as these reach the end of their useful lives. It is calculated by measuring capital expenditure on renewal or replacement of assets, relative to depreciation expense.

Expenditure on new or additional assets is excluded.

Depreciation expense represents an estimate of the extent to which the assets have been consumed during that period. Measuring assets at fair value is critical to the calculation of a valid depreciation expense value.

Purpose

This ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out.

Standards

Standard is met if the ratio can be measured and is 90% (or 0.90) Standard is improving if this ratio is between 90% and 110% (or 0.90 and 1.10).

The current SR Ratio (0.28) for the Shire's Paths and Trails is significantly less than the recommended target set by the DLGSCI. Recommendations are made in the AMP to address these shortfalls through an increased delivery of like-for-like Renewals of existing assets, with a corresponding reduction in the delivery of New or Upgraded assets.

This is in line with the Shire moving into a consolidation phase in its development following a period of sustained growth and ahead of the Shire's next projected major growth spurt (i.e. the City of Wanju).

Should Council adopt the revised AMP as recommended, its implementation will result in a moderately increased SR Ratios over time, implying increased Service Lives and reduced Operational Costs for the existing assets.

This outcome is achieved through adjustment of existing budget allocations between work classification types and without the need for major increases in either Capital Budgets or Revenue demand.

It is recognised that achieving the optimal level of Renewals expenditure (i.e. SR = 0.9 to 1.10) as recommended by the DLGSCI would require significant increases over the present planned Capital expenditure and is unrealistic and unaffordable in the short to medium term.

Therefore, in pursuit of the increased focus on Renewals noted above, amended treatment selection and works prioritisation approaches have been developed specific to this asset class. A revised Program of Works has been developed from first principles based upon the outcomes of the '*Paths and Trails Asset Management Plan 2024-2028*'.

The revised Paths and Trails Asset Management Plan makes several recommendations for structural and philosophical changes in the way the Shire approaches the Asset Management of its Paths and Trails assets. These can be summarised as follows:

1. Separate Operational funding allocations for Paths and Trails from the Roads Maintenance budget to permit improved transparency of expenditure.
2. Refocus the Shire's maintenance and capital reinvestment efforts (outside of subdivision development) on preservation of the existing network, with supplementary in-fill ('Missing Links') works to improve connectivity. This is intended to ensure that the network is sustainable for the long term, while meeting community demand for service at an affordable cost.
3. Defer discretionary works (such as those itemised in the Shire of Dardanup Local Bike Plan) where possible, to extend timeframes for delivery. This is intended to reduce demand for new Capital investment from the Shire's own-source funds that would otherwise be required to meet co-contribution criteria for Grants.
4. Make incremental adjustments in the available Capital Renewals budget by progressively reducing the projected Capital Expansion and Operational Maintenance budgets towards recommended levels (\$28 and \$75 Thousand, respectively.) This is intended to enable savings in Capital Expansion and Operational Maintenance to be redirected to Capital Renewals in support of Recommendation 2. above.
5. Maintain knowledge of Paths and Trails performance through introduction of additional personnel resources (internal or external) to conduct regular inspections and oversight of follow-up maintenance as required. This is intended to address emerging issues before they become risks to the community. This will increase Paths and Trails users' safety and satisfaction, with consequent reduction in complaint.
6. Adopt the Australian Walking Track Grading System (based upon Australian Standard AS 2156.1 – 2001) for off-road trails. This is intended to support management of expectation from Users of these facilities and provide clarity as to the Level of Service provided by individual Trails.
7. Resource the Asset Management function sufficiently to enable the above recommendations to be implemented, overseen and delivered effectively.
8. Cancel the proposed Cudliss Street (\$66,125) and Recreation Drive (\$10,000) expansion projects from the 2024/25 Budget allocations for Paths Capital Works with immediate effect and transfer savings (\$76,125) to the Pratt Road Reserve – Watson Reserve renewals project (Project J12694).

Of the above, only recommendation 8 specifically requires a Decision of Council at this time. This recommendation is made in order to restructure the currently approved 2024/25 Budget for Capital Works for Pathways to align more closely to the proposed future Project Selection methodology outlined in the Asset Management Plan.

It is proposed that two currently approved projects (new footpath to Cudliss Street and new pedestrian crossing to Recreation Drive) are cancelled and returned to the potential projects list for reconsideration. It is recommended that savings from the cancellation of these projects is transferred to the Pratt Road/Watson Reserve footbridge renewal project to support an identified shortfall in the approved Budget for that project.

END REPORT

12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

12.4.1 *Title: Annual Report 2023-2024*

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Legislation:	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Absolute Majority</i>
Attachments:	<i>12.4.1A – Under Separate Cover Document – 23/24 Annual Report 12.4.1B – Risk Assessment Tool</i>

Overview

This report presents the 2023/24 Annual Report to Council, inclusive of the Annual Financial Statements, for consideration and adoption.

OFFICER RECOMMENDED RESOLUTION

THAT Council receives and adopts the Shire of Dardanup 2023/24 Annual Report incorporating the audited Annual Financial Statements for the financial year ended on the 30th of June 2024 (Appendix ORD: 12.4.1A) provided under separate cover.

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

Section 5.53 of the *Local Government Act 1995* requires a Local Government to prepare an Annual Report for each financial year. The 2023/24 Annual Report is provided under a separate cover.

The Annual Report is to contain;

- a) a report from the mayor or president;
- b) a report from the CEO;
- c) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;
- d) the financial report for the financial year;
- e) such information as may be prescribed in relation to the payments made to employees;
- f) the auditor's report for the financial year;
- g) a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*;
- h) details of entries made under section 5.121 during the financial year in the register of complaints, including
 - i) the number of complaints recorded in the register of complaints;
 - ii) how the recorded complaints were dealt with;
 - iii) any other details that the regulations may require;
 - iv) such other information as may be prescribed.

The Annual Report includes some general information about the Shire of Dardanup, the Strategic Objectives and Key Performance Areas of Council, Elected Member details, reports from the President and Chief Executive Officer, and an overview of the activities and achievements of the past financial year and the audited annual financial statements.

As a result of recent local government reforms, changes have been made to the *Local Government (Financial Management) Regulations 1996* and the *Local Government (Audit) Regulations 1996*. From the 2021/22 financial year, financial ratios are no longer required to be reported, or audited, in the Annual Financial Report. However, a voluntary disclosure of these ratios is provided in the Annual Report.

The Department of Local Government (DLGSC) has been working with stakeholders and local government experts since 2019 with an aim to update the financial metrics reporting on the MyCouncil website. Recently, the Department has designed a new Local Government Financial Index (LGFI) which will provide insights about local government financial positions, based on annual financial year reporting. When released, the LGFI will consist of four ratios, as opposed to the seven previously reported on. These include:

- ~ Debt Services Cover Ratio;
- ~ Current Ratio;
- ~ Operating Surplus Ratio; and
- ~ Net Financial Liability Ratio

For the purpose of this report, the full seven ratios have been calculated as follows:

FINANCIAL RATIOS	2024	2023	2022	2021
	ACTUAL	ACTUAL	ACTUAL	ACTUAL
Current ratio	1.366	1.297	1.328	1.512
Asset consumption ratio	0.748	0.755	0.928	0.653
Asset renewal funding ratio	0.852	0.867	1.271	1.601
Asset sustainability ratio	-0.877	1.287	2.001	1.312
Debt service cover ratio	3.815	8.231	3.892	4.368
Operating surplus ratio	-0.153	-0.032	-0.182	-0.181
Own source revenue coverage ratio	0.793	0.865	0.742	0.754

Overall Council is in good financial health and this is reflected in its financial ratios illustrated above. It is important to note that financial ratios are not intended to be the only factor to consider in assessing Council's overall performance. Other factors include the range of services offered, the efficiency of services delivered and overall community satisfaction.

The financial ratios reported for 2023/24 are as follows:

- Current Ratio

$$\frac{\text{(Current Assets MINUS Restricted Assets)}}{\text{(Current Liabilities MINUS Liabilities Associated with Restricted Assets)}}$$

30th June 2024 = 1.366 or 136.6%. The Department Standard = "Achieving Standard".

This is a modified commercial ratio designed to focus on the liquidity position of a local government that has arisen from past year's transactions. A ratio less than 1 (or 100%) means that a local government does not have sufficient assets that can be quickly converted into cash to meet its immediate cash commitments. The standard is not met if the ratio is lower than 1 (or less than 100%).

- Asset Sustainability Ratio (ASR)

$$\frac{\text{Capital renewal and replacement expenditure}}{\text{Depreciation expense}}$$

30th June 2024 = -0.877. The Department Standard = "Standard Not Met".

This ratio indicates whether a local government is replacing or renewing existing non-financial assets at the same rate that its overall asset stock is wearing out (depreciating). Achieving Standard is met if the ratio data can be calculated and ratio is 90% (0.90). Standard Improving is met if the ratio is between 90% and 110% (or 0.90 and 1.10).

The asset sustainability ratio represents a negative figure for 2023/24 which is primarily due to the high value New/Improvements capital works undertaken for the Library, Administration and Community Building Project this year.

- Debt Service Cover Ratio

$$\frac{\text{Annual operating surplus before interest and depreciation}}{\text{Principal and interest}}$$

30th June 2024 = 3.815. The Department Standard = "Achieving Standard".

This ratio is the measurement of a local government's ability to repay its debt including lease payments. The higher the ratio is, the easier it is for a local government to obtain a loan. Achieving Standard is met if the ratio is greater than or equal to 2. Advanced Standard is met at a higher level if this ratio is greater than 5.

- Operating Surplus Ratio

$$\frac{\text{Operating Revenue MINUS Operating Expense}}{\text{Own Source Operating Revenue}}$$

30th June 2024 = -0.153. The Department Standard = “Standard Not Met”.

This ratio is a measure of a local government’s ability to cover its operational costs and have revenues available for capital funding or other purposes. Achieving this Standard is met if the operating surplus ratio is between 0% and 15% (0 and 0.15). “Operating Revenue” means the revenue that is operating revenue for the purposes of the AAS, excluding grants and contributions for the development or acquisition of assets.

This ratio demonstrates the ability to service its day to day operational costs, including asset depreciation from its revenue base. The inclusion of depreciation expense (a non-cash expense) as part of this calculation provides a challenge to meet this ratio into the future. As the Council’s asset base increases, the ratio has an expectation to meet annual depreciation expenditure from revenue.

- Own Source Revenue Coverage Ratio

$$\frac{\text{Own Source Operating Revenue}}{\text{Operating Expense}}$$

30th June 2024 = 0.793. The Department Standard = “Achieving Standard”.

This ratio is the measurement of a local government’s ability to cover its costs through its own revenue efforts. Different standards have been established to recognise the varying revenue raising capacities across the sector, where some rural and remote local governments have limited rate bases and revenue raising capacity, whereas others such as major metropolitan and regional local governments have significant rate bases and other own source revenues. Achieving Standard is met if the ratio is between 40% and 90% (or 0.4 and 0.9).

- Asset Consumption Ratio (ACR)

$$\frac{\text{Depreciated Replacement Cost of Depreciable Assets}}{\text{Current Replacement Cost of Depreciable Assets}}$$

30th June 2024 = 0.748 or 74.8%. The Department Standard = “Standard Improving”.

This ratio measures the extent to which depreciable assets have been consumed, by comparing their written down value to their replacement cost. This ratio essentially measures the depreciated state of Council’s asset base. 100% would mean all brand new assets, 0% would mean all the assets have reached the end of their life. Achieving Standard is met if the ratio data can be identified and ratio is 50% or greater (0.50 or >). Standard Improving is met if the ratio is between 60% and 75% (0.60 and 0.75).

- Asset Renewal Funding Ratio

Net Present Value of Planned Capital Renewals over 10 years

Net Present Value of Required Capital Expenditure over 10 years

30th June 2024 = 0.852 or 85.2%). The Department Standard = “Achieving Standard”.

This ratio is a measure of the ability of a local government to fund its identified asset renewal / replacement requirements over a period of 10 years. The ratio is calculated from information included in the local government’s Long Term Financial Plan and Asset Management Plan; not the Annual Financial Report. Achieving Standard is met if the ratio is between 75% and 95% (or 0.75 and 0.95). Standard Improving is met if the ratio is between 95% and 105% (or 0.95 and 1.05), and The Asset Sustainability Ratio falls within the range 90% to 110%, and Asset Consumption Ratio falls within the range 50% to 75%.

The adoption of the Annual Report by Council allows for the holding of the Annual Electors Meeting which is proposed for Wednesday 29th of January 2025, commencing at 6.00pm in the Eaton Council Chambers, following the completion of the monthly Council meeting.

Legal Implications

Local Government Act 1995

5.53. Annual reports

- (1) The local government is to prepare an annual report for each financial year.*
- (2) The annual report is to contain —*
 - (a) a report from the mayor or president; and*
 - (b) a report from the CEO; and*
 - [(c), (d) deleted]*
 - (e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year; and*
 - (f) the financial report for the financial year; and*
 - (g) such information as may be prescribed in relation to the payments made to employees; and*
 - (h) the auditor’s report prepared under section 7.9(1) or 7.12AD(1) for the financial year; and*
 - (ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993; and*
 - (hb) details of entries made under section 5.121 during the financial year in the register of complaints, including —*
 - (i) the number of complaints recorded in the register of complaints; and*
 - (ii) how the recorded complaints were dealt with; and*
 - (iii) any other details that the regulations may require; and*
 - (i) such other information as may be prescribed.*

[Section 5.53 amended: No. 44 of 1999 s. 28(3); No. 49 of 2004 s. 42(4) and (5); No. 1 of 2007 s. 6; No. 5 of 2017 s. 7(1).]

S5.54. Acceptance of annual reports

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) If the auditor’s report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual*

report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended by No. 49 of 2004 s. 49.]

S5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

S5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

[Section 5.55A inserted by No. 5 of 2017 s. 8.]

5.27. Electors' general meetings

(1) A general meeting of the electors of a district is to be held once every financial year.

(2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.

(3) The matters to be discussed at general electors' meetings are to be those prescribed.

Council Plan

13.1 - Adopt Best practice governance.

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

Environment - None.

Precedents

Historically the annual electors meeting has been held following the Ordinary Meeting of Council in January.

Budget Implications

The Annual Report is produced internally and the preparation and printing costs are incorporated within the staffing, printing and stationery budgets.

The Annual Financial Report presents the financial performance for the past financial year and is scrutinised by an independent auditor to ensure compliance with legislation and accounting standards. The financial impact upon the current financial year is that the audited net current assets position becomes the actual brought forward surplus/(deficit) for the Rate Setting Statement.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

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: 12.4.1B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Annual Report 2023-2024
Inherent Risk Rating (prior to treatment or control)	Low (1-4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Risk of Council breaching the Local Government Act 1995 and that the 2023/24 Annual Report is not received by Council.
	Reputational Loss of reputation through non-compliance or mismanagement of funds.

Officer Comment

In addition to the Annual Financial Report, the Annual Report includes commentary on the past year’s activities and performance as well as statements from the Shire President and Chief Executive Officer, and other information to comply with various statutory requirements.

The Independent Audit Report, together with the Annual Financial Statements was provided to the Audit and Risk Committee at its meeting on the 11th of December 2024. Council’s Auditors have issued an unqualified Audit Report, with no issues or adverse trends raised. The Audit Report is also shown on following page 42 of the Annual Financial Report that forms part of the Annual Report (Appendix ORD: 12.4.1A) provided under a separate cover.

Council is in sound financial health which is reflected in the financial ratios that are reported in the Annual Report. In previous years, these ratios were required to be prepared and reported in the Annual Financial Statements, but recent legislative changes have removed this requirement. It is important to note that financial ratios are not intended to be the only factor to consider in assessing Council’s overall performance. Other factors include Council’s financial position, asset and cash reserve base, debt level, the range of services offered, the efficiency of services delivered and overall community satisfaction.

Council’s actual carried forward surplus as at 30th of June 2024 was \$684,593. This can be compared against the budgeted carried forward surplus in the 2024/25 budget of \$652,816. The favourable variance of \$31,777 was reported to Council as part of the Monthly Financial Statements from September 2024 onwards.

There were a number of activities required during the financial year to accommodate changes in reporting requirements under the *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards Board (AASB)*. While there were no significant changes to the Australian Accounting Standards, in May 2023 the Department released Model Financial Statements and guidance materials/templates that included tiered and reduced financial reporting for local governments.

The model financial statements took into effect the first round of local government reform which included:

- Presentation of the Financial Statements by Nature or Type – removal of reporting by Program
- Reduction in the size and complexity of the Annual Financial Statements
- Reduction in the number of Disclosures
- Removal of previous audited disclosures i.e.: financial ratios

The changes bring forward the State Government's reform agenda for local governments in Western Australia with Tranche 1 now completed, and Tranche 2 underway.

I would like to take the opportunity to thank the Corporate & Governance Directorate staff for their efforts and high service standard during the year under review and the annual audit process

Council is requested to consider and accept the Annual Report for the 2023/24 financial year.

END REPORT

12.4.2 Title: Paperless Council Meeting Agenda's

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate & Governance</i>
Reporting Officer	<i>Mrs Donna Bailye - Manager Governance</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.4.2 – Risk Assessment</i>

Overview

This report is provided for Council to consider the Shire of Dardanup continuing paperless Appendices for Council's Ordinary and Special Council Meetings.

OFFICER RECOMMENDED RESOLUTION "A"**THAT Council:**

- 1. Resolves to maintain the distribution of paperless Agenda Appendices for all Ordinary Council Meetings and Special Council Meetings.**
- 2. Resolves that paper copies of the Agenda Appendices and any further supporting documentation will be available to Councillors upon request.**

OR

OFFICER RECOMMENDED RESOLUTION "B"

THAT Council requests that all Agenda and Appendices documentation for all Ordinary and Special Council Meetings are printed in hard copy and provided to Councillors.

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 the Ordinary Council Meeting held on the 28th of August 2024 Council resolved (Res:220-24) the following.

THAT Council:

1. *Resolves to conduct a three (3) month trial of paperless Agenda Appendices for all Ordinary Council Meetings and Special Council Meetings, commencing the 1st of September 2024, concluding 30th of November 2024, with Council Agenda's to remain in paper form.*
2. *Resolves that paper copies of the Agenda Appendices will be available to Councillors upon request.*
3. *Requests that the Chief Executive Officer bring a report back to Council for the 18th of December 2024 Ordinary Council Meeting to determine whether to continue the trial for a further period of time.*

This report returns this item to Council for consideration regarding the continuation of the delivery of paper Agendas, including Briefing documents with Appendices being available to be printed on request.

The distribution of agendas and minutes has previously involved informal discussions with Council on the best format for Councillors to receive, read and understand the quantum of information provided. The correct delivery of this information is essential as it assists Councillors to make informed decisions on matters being brought before them.

In previous years Council has considered a number of software products that have included the automation of agendas and minutes, which would have enabled electronic agenda preparation, delivery and minute taking. Trials using laptop computers and/or iPads for Councillors has also occurred in previous years, with mixed success. These systems were not progressed any further at the time as Council indicated their preference for the continuation of paper-based Agendas.

Legal Implications

Local Government Act 1995

5.3. Ordinary and special council meetings

- (1) *A council is to hold ordinary meetings and may hold special meetings.*
- (2) *Ordinary meetings are to be held not more than 3 months apart.*
- (3) *If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.*

5.5. Convening council meetings

- (1) *The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.*
- (2) *The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.*

5.22. Minutes of council and committee meetings

- (1) *The person presiding at a meeting of a council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a council or a committee are to be submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.*

- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

Council Plan

- 6.1 - Increase awareness and adoption of sustainable practices.
6.3 - Work towards net zero carbon emissions.
13.2 - Manage the Shire's resources responsibly.

Environment

Reducing paper consumption has a positive environmental impact.

Precedents

A number of local governments have trialled different forms of electronic agenda preparation and distribution, with no definitive approach within the industry.

Budget Implications

Below shows the expenditure of printing during the trial period: The below includes staff copies

Month	Briefing Doc	Copies printed	Agenda (incl BCD)	Copies printed	Cost Total
September	97	12	109	13	\$129.05
October	96	11	109	13	\$123.65
November	119	9	133	9	\$113.40

Below is the breakdown of them approximate costing if staff had printed Appendices for Councillor viewing. The costings below are based on the items being printed in A4 only, the cost savings would be increased as some of the below required A3 printing:

Month	Appendices pages	Copies normally printed	Total Savings
September	593	13	\$385.45
October	373	13	\$242.45
November	477	13	\$310.05

Budget – Whole of Life Cost

The reduction of paper from the Agenda pack would reduce the overall budgetary costs each month.

Council Policy Compliance

Exec CP088 - Forums Of Council – Concept Forums, Agenda Forums And Workshops
Exec CP205 – Council Meeting Framework

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.

TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Paperless delivery of Council Meeting Agenda's
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal And Compliance Maintains compliance with Local Government Act 1995, as agenda will still be provided in excess of the required 72 hours.

Officer Comment

Council recently discussed the move towards paperless agendas and appendices. It was agreed by Council that a 3 month trial be undertaken, wherein all appendices and supporting documentation be provided to Council electronically. The Agenda document would continue to be printed and provided to Councillors.

Prior to the trial the below process was followed for the collation, delivery and review of Agenda documentation:

- *Councillor Agenda Briefing*
 - The Briefing Document (draft Agenda and all Appendices) printed and delivered to Councillors.
 - All documents provided electronically (via email) and also provided on the Shire Councillor Portal.
- *Councillor Final Agenda*
 - The Agenda and any amendments are printed and delivered to Councillors.
 - The Agenda and Appendices is provided electronically (via email) and is also provided on the Shire Councillor Portal.
 - Electronic copy of Agenda and Appendices available on Shire of Dardanup Website.
 - A total of 3 paper copies of the Agenda and Appendices is printed and made available to the Public on the night of the Council meeting.

Through discussion with Council several additional steps have been added to the process, with bookmarking being added to the Appendices for ease of viewing and navigation within the document being the most successful in assisting Councillors.

The format for reading Agenda's is a personal preference, and it is the responsibility of the Shire to provide this information to Councillors in a format that enables them to read, assess and make fully informed determinations on matters that are presented to them.

END REPORT

12.4.3 Title: Annual Review of Delegations 2024

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Director Corporate and Governance
Reporting Officer	Mrs Donna Bailye – Manager Governance
Legislation	Local Government Act 1995
Council Role	Legislative.
Voting Requirement	Absolute Majority.
Attachments	Appendix ORD: 12.4.3A – Risk Assessment Tool Appendix ORD: 12.4.3B – Amended Delegations Booklet Appendix ORD: 12.4.3C – Draft 2024-2025 Delegations Register- E-Appendix

Overview

An annual review of Delegations has been undertaken with the December 2024-25 Delegations Register provided for Council consideration and endorsement.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- Notes that the following Delegations have been amended from the previously adopted December 2023-24 Delegations Manual:

#	DELEGATION
1.2.13	Crossing – Construction, Repair and Removal
1.2.20	Local Laws
1.2.27	Approval of Subdivisional Engineering Drawings
1.2.31	Payment from the Municipal or Trust Funds
1.3.1	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare

with minor amendments made to Sub-delegates due to changes in staffing and staff titles.

- Notes the following new Delegations to be adopted in the 2024-25 Delegations Manual:

#	DELEGATION
5.1.10	Grant Exemption as to Number of Dogs Kept at Premises
9.1.9	Designated Employees as Authorised Persons – Planning and Development (Local Planning Schemes) Regulations 2015 – Entry and Inspection Powers.
9.1.10	Planning and Development Act 2005 – Issue and vary Infringement Notices

3. **Adopts the 2024 Delegations, in accordance with Section 5.46(2) of the Local Government Act 1995, having completed its annual review of delegations and duties to the Chief Executive Officer as empowered by the Local Government Act 1995, Regulations, the Shire of Dardanup Town Planning Scheme No. 3, and other relevant statutes as provided for in (E-Appendix ORD: 12.4.3C).**

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

Legal Implications

- *Local Government Act 1995*

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

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

Section 5.42 –

5.42. Delegation of some powers and duties to CEO

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

* Absolute majority required.

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

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

Section 5.43 –

5.43. Limits on delegations to CEO²⁸

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

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

(i) *such other powers or duties as may be prescribed.*

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

Section 5.44 –

5.44. CEO may delegate powers and duties to other employees

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

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

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

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

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

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

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

- **Bush Fires Act 1954**

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

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

- *Graffiti Vandalism Act 2016*

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

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

- *Food Act 2008*

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

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

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

- *Cat Act 2011*

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

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

- *Dog Act 1976*

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

- *Litter Act 1979 Appointment of Authorised Officers*

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

- *Town Planning*

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

- **Building Act 2011**

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

- **Principal Environmental Health Officer**

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

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

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

Council Plan

13.1 - Adopt best practice governance.

Environment - None.

Precedents

Council considers delegations annually in accordance with the *Local Government Act 1995*. The last review was undertaken on the 13th of December 2023, when Council resolved (Res: 298-23) to adopt the reviewed delegations.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Annual Review of Delegations 2023
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Local Government Act 1995 compliance requirement to review delegations annually.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Notification from Dept. Local Government Non Compliance.

Officer Comment

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

Amendments are outlined in the below table and highlighted in (Appendix ORD: 12.4.3B) – Amended Delegations Only Booklet.

Minor amendments have also been made to a number of the Sub-delegates due to changes in staffing and staff titles.

EXPLANATION TO AMENDED DELEGATIONS [APPENDIX ORD: 12.4.3B] - 12.4.3B - Delegations - Amendments Tracked			
NO.	NAME	CHANGE/AMENDMENT/DELETION/ADDITION	REASON FOR ACTION
1.2.13	Crossing – Construction, Repair and Removal	Policy Reference Added	Reference to Infr CP050 – Crossovers – Approvals Standards and Subsidy and Infr CP029 – Permit Relating to Verge-Crossover Incidental to Building Works added.
1.2.20	Local Laws	Update to Local Law Titles	Local Laws updates as endorsed by Council.
1.2.27	Approval of Subdivisional Engineering Drawings	Policy Reference Added	Reference to Infr CP066 – Guidelines for Subdivisional Development and Infr CP404 – Shire Acceptance of Bonds.
1.2.31	Payments from the Municipal or Trust Fund	Policy Reference Added.	CnG CP023 – Use of Corporate Credit Card reference updated. Policy CnG CP023 was recently replaced by CnG CP310 Purchasing Card Policy.
1.3.1	Determine and Manage Conditions on Approvals to Obstruct a Public Thoroughfare	Policy Reference Added	Rererence to Infr CP066 – Guidelines for Subdivisional Development and Infr CP404 – Shire Acceptance of Bonds added.
NEW DELEGATIONS			
5.10	Grant Exemption as to Number of Dogs Kept at Premises	New Delegation	Delegate the Local Government functions to the Chief Executive Officer under provisions of the Dog Act 1976. This enables the Chief Executive Officer and Authorised Officers to approve, with conditions, the keeping of 4 dogs under provisions provided for in the Dog Act 1976..
9.1.9	Designated Employees as Authorised Persons – Planning and Development (Local Planning Schemes) Regulations 2015 – Entry and Inspection Powers	New Delegation	Delegate the Local Government functions to the Chief Executive Officer under provisions of the Planning and Development (Local Planning Schemes) Regulations 2015. This enables the Chief Executive Officer and authorised officer to issue and vary infringement notices.
9.1.10	Planning and Development Act 2005 – Issue and vary Infringement Notices	New Delegation	Delegate the Local Government functions to the Chief Executive Officer under provisions of the Planning and Development Act 2005. This enables an authorised officer to monitor whether the local planning scheme is being complied with.

Attached (Appendix ORD: 12.4.3C) is the full document “December 2024-25 Delegations Register” that includes all the amendments referred to in the Officer Report.

END REPORT

12.4.4 Title: Dardanup Aeromodellers Society Inc. - Lease Renewal

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mrs Michelle Edwards – Building Property Management Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix 12.4.4A – Correspondence from Dardanup Aeromodellers Society Inc</i> <i>Appendix 12.4.4B – Risk Assessment DAMS Lease Renewal</i>

Overview

Council is requested to approve the renewal of a lease agreement with the Dardanup Aeromodellers Society Inc (DAMS) for the lease of part Lot 80 Panizza Road, Crooked Brook (formerly part Lot 4579 Panizza Road, Crooked Brook).

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Approves the lease of Part Lot 80 Panizza Road, Crooked Brook to the Dardanup Aeromodellers Society Inc for 5 years commencing 5th June 2023 at \$210 per annum subject to:**
 - i) **The Dardanup Aeromodellers Society Inc obtaining Development Application approval for the modified lease area prior to any works being undertaken;**
 - ii) **No premanent structures are to be placed in the modified lease area; and**
 - iii) **No asphalt runway is to be installed within the leased area.**
2. **Authorises the Chief Executive Officer to negotiate a new 5 year lease with the Dardanup Aeromodellers Society Inc. based on the Shire of Dardanup Template Lease Terms and Conditions and Lease Fee Matrix, and to sign the Lease only following the satisfaction of the above approval being obtained.**

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 Dardanup Aeromodellers Society Inc. (DAMS) previously held a five year lease over a portion of the unused portion of the Shire sand and gravel pit site at Lot 80 Panizza Road, Crooked Brook with the current lease expiring on the 4th of June 2023. DAMS have requested a renewed lease for a further 10 year period (Appendix ORD: 12.4.4A). They have also requested that Council consider extending the lease area to the west, as shown in yellow below to establish a cross strip to facilitate flying activities on days with significant wind from the east or west.



Current lease area shown in red



Requested extension area shown in yellow;

Development of this strip would involve establishing a smooth flat grassed area similar to the current strip.

Legal Implications

(Lot 80) 270 Panizza Road, Crooked Brook is Shire owned, has a total area of 46Ha and is currently zoned for general farming.

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.

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

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

- (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;
- or
- (c) the land is disposed of to —
- (i) the Crown in right of the State or the Commonwealth; or
- (ii) a department, agency, or instrumentality of the Crown in right of the State or the Commonwealth; or
- (iii) another local government or a regional local government;
- or
- (d) it is the leasing of land to an employee of the local government for use as the employee's residence; or
- (e) it is the leasing of land for a period of less than 2 years during all or any of which time the lease does not give the lessee the exclusive use of the land; or
- (f) it is the leasing of land to a person registered under the Health Practitioner Regulation National Law (Western Australia) in the medical profession to be used for carrying on his or her medical practice; or
- (g) it is the leasing of residential property to a person.
- (2a) A disposition of property is an exempt disposition if the property is disposed of within 6 months after it has been
- (2b) Details of a disposition of property under subregulation (2a) must, for a period of 1 year beginning on the day of the initial auction or tender
- (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.

Council Plan

2.2 - Increase participation in sport, recreation and leisure activities.

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 supported the lease of land to the DAMS. A lease has been in place since 2008.

Budget Implications

The current lease agreement (2018-2023) has the DAMS paying a peppercorn rental. It is proposed that the lease fee matrix value of \$210.00 be applied and charged annually to the DAMS.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Dardanup Aeromodellers Society Inc. Lease Renewal
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 Failure to establish a Lease Agreement could lead to financial implications to the Shire.</p> <p>Legal and Compliance Failure to establish a lease could lead to implications to the Shire.</p> <p>Reputational Council could be seen in a negative light if they didn't support an established community group that provides recreational opportunities to the community.</p>

Officer Comment

All matters pertaining to the current agreement have been met and it is proposed that the Council authorise the renewal of the DAMS lease for a further 5 year period.

The DAMS have requested to amend the current lease area to incorporate an east-west runway. A Development Application would need to be lodged for consideration of this modification to the lease area. Following review by the Shire of Dardanup Technical Advisory Group, Officers in principal support the request given that no permanent structures are to be constructed on the site. No asphalt runway is to be installed on the site, instead the grassed area can be maintained.

Following review of the request to expand the area, Manager Operations and Director Infrastructure, agreed that operationally it would be more suitable to have a 15m buffer between the DAMS western boundary and the Shire's sand and gravel pit access track to allow unrestricted access to dam water and concrete products located to the west, whilst reducing the risk of conflict between Shire Plant and RC Models.

Officers recommend limiting the extension of the western boundary. The proposed boundary is outlined in red below;



END REPORT

12.4.5 Title: Register Of Interest - Café and Commercial Space

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mrs Donna Bailye - Manager Governance</i>
	<i>Mrs Michelle Edwards – Building Property Management Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.4.5 – Risk Assessment</i>

Overview

The recent Registration of Interest (ROI) rounds for both the Café and Commercial spaces have concluded. We received one submission for the Café space; however, it did not meet the necessary criteria for assessment. There were no submissions received for the Commercial space.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Acknowledges that one submission was received, in the last ROI round, for the Café Space, but did not meet the necessary requirements.**
- 2. Acknowledges that no submissions were received for Commercial Space in the last ROI round.**
- 3. Requests the Chief Executive Officer to appoint suitably registered and qualified real estate agents to seek tenants for both the Café Space and the Commercial Space for the Shire of Dardanup Administration Building for an initial 6 month period.**

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 first ROI for the Café space went out on the 21st of September 2023, where there was one successful applicant, this unfortunately did not eventuate into a lease. The second call for ROIs went out on the 1st of August 2024. This returned one submission, which did not meet the necessary criteria for assessment. Contact was made with the applicant to find out if they wanted to view the café space, but no answer was received. Contact was made again to gauge interest from the applicant but received no feedback.

The first ROI for the Commercial Space was advertised on the 23rd of September 2023 in the West Australian. No submissions were received during this round. The second call for ROIs went out on the 22nd of August 2024, no submissions were received.

Both Café and Commercial spaces have been advertised on an online social media platforms and a commercial leasing website (no agent), newspapers and the BGCCI Member to Member Promotions.

After two Registration of Interest rounds for both the Commercial and Café spaces, the Shire have not been successful in securing tenants in either space.

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 to 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 disclose 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 - None.

Precedents

Council have leased facilities to community groups in the past. Commercial and retail tenancy agreements have not occurred to date. This is the first commercial tenancy for the Café and Commercial Lease that Council has considered.

Budget Implications

There is no budgeted lease revenue for the Café and Commercial Space within the 2024/25 Annual Budget.

Budget – Whole of Life Cost

Depending on the agreed lease terms, the lease revenue may be received over several financial years and will subsequently impact the Shire of Dardanup’s Long Term Financial Plan.

Council Policy Compliance

There is no current Council Policy, however there is an Administration Policy AP008 Significant Accounting Policy, that stipulates that upon entering into a contract as a lessor, the Shire assesses if the lease is a finance or operating lease.

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	ROI – Café and Commercial Space
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 these spaces 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>

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Council may be seen in a negative light if they failed to capitalise on revenue raising opportunities.
	Property	Not leasing the café and commercial space does not bring in revenue for maintenance of the spaces.

Officer Comment

Whilst Officers have used best endeavours to seek registrations of interest, the Shire has not to date been able to secure a lease for either the Café or the Commercial Office space. The matter was discussed with Councillors at the November 2024 Concept Forum, where the Chief Executive Officer, suggested to Council that it may be appropriate to engage a commercial leasing agent to act on the Shire’s behalf. This received in principle support from Councillors at the Concept forum. It is recommended that Council authorises the Chief Executive Officer to engage a leasing agent for a period of 6 months, in the first instance.

END REPORT

12.4.6 Title: Chief Executive Officer Vehicle – Novated Lease

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Director Corporate and Governance</i>
Reporting Officer	<i>Ms Natalie Reid - Procurement Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>12.4.6 – Risk Assessment</i>

DECLARATION OF INTEREST

Chief Executive Officer, Mr André Schönfeldt declared a Financial Interest in this item.

The Chief Executive Officer, Mr André Schönfeldt did not contribute to this report.

Please refer to Part 11 'Declaration of Interest' for full details.

Overview

This report presents to Council a request from the Chief Executive Officer (CEO) to arrange a Novated Lease as an employee benefit vehicle under a Novated Lease arrangement. The Novated Lease request is allowable within the CEO's current contract conditions.

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

- 1. Accepts the request from the Shire of Dardanup's Chief Executive Officer for a Novated Lease arrangement in lieu of a Council provided Motor Vehicle.**
- 2. Acknowledges the request for a Novated Lease arrangement is consistent with the Chief Executive Officer's contract conditions.**
- 3. Authorises the reallocation of operational and capital budget vehicle expenditure and disposal to allow for the provision of a Motor Vehicle Allowance in accordance with the Chief Executive Officer's current contract conditions for a Novated Lease arrangement.**

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

In August 2023 the Shire of Dardanup CEO contract was renewed to a further five (5) year term. Section 6.2.7 allows for the CEO to request a Novated Lease Arrangement rather than the provision of a motor vehicle. Under a novated lease arrangement, the CEO will be responsible for his own business travel vehicle costs and expenses.

A Novated Lease arrangement means a three-way agreement between the Employer, Employee and Lessor for the procurement of an asset – in this case a Motor Vehicle. The Employer effectively agrees to deduct the cost of the lease payments as part of the Employees salary packaging arrangements, while employment is maintained.

The lease payment remains the responsibility of the Employee if employment ceases with the Shire of Dardanup. Under a Novated Lease, the Employee is eligible to purchase the type of vehicle they want, choose a suitable lease term, negotiate their own purchase price, and take advantage of the salary packaging benefits associated with the use of pre-tax dollars.

The Motor Vehicle provision for the CEO, who is eligible to have a cash Motor Vehicle allowance instead of a Council provided vehicle, is based on the dollar value provided in the Fleet Advisory report 'Light Vehicle Fleet Review 2023' that was presented to Council at the Ordinary Council Meeting dated 13th December 2023 (Res: 300-23). The contribution by Council (the Motor Vehicle Allowance) is based on the dollar value provided in the Fleet Advisory Report which is updated annually by CPI. As at the 1st of July 2024 the Motor Vehicle Allowance value is \$27,776 per annum.

Legal Implications

Western Australian Local Government Chief Executive Officer's salary is determined within a Band range legislated under the Salaries and Allowances Act 1995.

Section 7A of the *Salaries and Allowances Act 1975* requires the Salaries and Allowances Tribunal to "inquire into and determine, the amount of remuneration, or the minimum and maximum amounts of remuneration, to be paid or provided to chief executive officers of local governments".

The Salaries and Allowances Tribunal determine the CEO Remuneration based on the Band level of local governments. The Shire of Dardanup's CEO Remuneration falls within the Band 3 local government classification.

Council Plan

13.2 - Manage the Shire's resources responsibly.

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

Environment - None

Precedents

The Shire of Dardanup has previously allowed employees to have Novated Vehicle Leases.

Budget Implications

All Shire vehicles are budgeted in the 2024/25 Annual Budget.

The CEO Vehicle (ODA) is due for replacement in the 2024/25 financial year. The Motor Vehicle value for the CEO, who is eligible to have a cash Motor Vehicle allowance instead of a Council provided

vehicle, is based on the dollar value provided in the Fleet Advisory report which is indexed annually by CPI.

The budget impact changes from a Council provided vehicle to a Novated lease arrangement are minimal. There will be reduced expenditure in the Capital Vehicle Expense Account and Plant Maintenance Account, offset by the Motor Vehicle Allowance of \$27,776 per annum (increased annually by CPI per the Fleet Advisory Report) through the salaries and wages budget for the Novated Lease arrangement.

Budget – Whole of Life Cost

The Motor Vehicle Allowance will be budgeted annually in the Salaries and Wages Budget, reducing the Plant Maintenance and Council’s Vehicle Replacement program.

Council Policy Compliance

The Council Vehicle compliance requirements are in accordance with:

Exec CP008 – Private Use of Council’s Motor Vehicle by the CEO.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.4.6) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Chief Executive Officer Vehicle – Novated Lease
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	<p>Health By not replacing older vehicles the ANCAP Safety Rating can be obsolete.</p> <p>Financial Retaining Older Vehicles in the Fleet may result in increased maintenance costs and reduced trade-in values.</p> <p>Service Interruption Officers cannot travel to conduct work business due to vehicle unavailability (breakdown).</p> <p>Legal and Compliance Salaries and Allowances Act 1975 determine local government CEO Remuneration within the Band 3 range.</p> <p>Reputational The Council Vehicle compliance requirements are in accordance within Exec CP008 – Private Use of Council’s Motor Vehicle by the CEO, and within Employment Contract.</p> <p>Staff operating older vehicles could affect Shire reputation.</p> <p>Environment Emissions being emitted by older vehicles.</p>

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	Property Vehicle/Plant maintenance is budgeted annually for each item of Plant.

Officer Comment

A Novated Lease option is an effective staff retention strategy and incentive that is offered in various aspects of employment. Essentially, the novated lease is a finance arrangement used with salary packaging. It simply means that an employer pays for the car lease and running costs out of an employee’s salary package through a combination of pre-tax and post-tax salary deductions.

Council has a number of staff utilising various novated lease options as part their remuneration and in accordance with Council Policy CP203 Exec Light Vehicle Fleet Policy.

The Novated Lease arrangement requested by the CEO falls within the CEO’s contract conditions which allows the option for a Novated Lease in lieu of a Council provided vehicle.

END REPORT

12.4.7 Title: *Monthly Statement of Financial Activity for the Period Ended on the 30th of November 2024*

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
Reporting Officer	<i>Mr Ricky Depillo - Accountant</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.7A – Monthly Financial Report – 30th of November 2024</i> <i>Appendix ORD: 12.4.7B – Risk Assessment</i>

Overview

This report presents the monthly Financial Statements for the period from the 1st of July 2023 to the 30th of November 2024 for Council endorsement.

OFFICER RECOMMENDED RESOLUTION

THAT Council: receives the Monthly Statement of Financial Activity (Appendix ORD: 12.4.7A) for the period ended on the 30th of November 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: 12.4.7B) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 th of November 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	<p>Legal and Compliance Non-compliance with the legislative requirements that results in a qualified audit.</p> <p>Reputational Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.</p> <p>Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</p>

Officer Comment

The Monthly Financial Report for the period ended on the 30th of November 2024 is contained in (Appendix ORD: 12.4.7A) 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, 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 2023/24. When the 2024/25 Budget was adopted in June 2024, this surplus was estimated to be \$652,816. After completion of audited accounts, the actual surplus in 2023/24 is recorded at \$684,593.

As at the reporting date, Officers forecast the end of year surplus at 30th of June 2025 to be \$354,606, against an adopted end of year budget of \$506,246. The end of year surplus adjustment is based on known variances in actual performance to date and estimates for the remainder of the year based on current trends and is summarised as follows:

- Surplus Increase of \$31,778 due to an adjustment of the opening year Surplus as of 1st July 2024 from the budgeted amount of \$652,816 to actual \$684,593
- Surplus Decrease of \$26,096 due to increased expenditure, being a Council Contribution of \$25,150 towards the upgrade of the Ferguson Bushfire Brigade and \$946 contribution to install the bore at the Waterloo Bushfire Brigade per OCM 28.08.24 CR 219-24
- Surplus Decrease of \$218,842 relating to the Eaton Recreation Centre Painting. This amount is the reclassification from Capital Expense to Operating Maintenance Expense (J11801 to J11410), which will be funded from general funds (maintenance expenditure is funded from General Revenue, whereas Capital Expenditure is funded from the appropriate Capital Reserve Account/s)
- Surplus Decrease of \$52,132 representing a net adjustment comprising; a decrease of \$126,135 FAG funds, budgeted to be received in 24/25 now expected to be received in 25/26, an increase of \$133,506 being an increase in Local Road Grant funds originally budgeted for receipt in 25/26 but now expected in 24/25, an overall decrease of \$59,503 from movements in FAG General Purpose and LGGC Local Road Unspent Reserves
- Surplus Increase of \$20,000 due to the Sale of Lot 31 2 Sanford Way, initially budgeted to be \$730,000 against the actual net proceeds of \$750,000 (\$770,000 less settlement cost \$20,000); and
- Surplus Increase of \$87,600 as a result of the periodic review of various Fees & Charges, conducted on 31/10/2024
- Surplus Increase of \$5,417 a pro rata figure from annual lease \$13,000 for portion of 35 (Lot 101) Martin Pelusey Road.

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 2024/25 for reporting material variances is 10% or \$50,000, whichever is greater.

Most of the reported material variances relate to the capital works program, with most projects yet to have any significant payments recorded.

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.

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

12.4.8 Title: Schedule of Paid Accounts as at the 30th November 2024

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Ricky Depillo – Acting Manager Financial Services</i>
Reporting Officer	<i>Ms Joanna Hanson – Finance Officer – Accounts Payable</i>
Legislation	<i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Appendix ORD: 12.4.8 – Risk Assessment Tool</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 01/11/2024 to 30/11/2024 as follows:

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:

SHIRE of DARDANUP
30-11-2024 Schedule of Paid Accounts

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
ELECTRONIC FUNDS TRANSFER					
EFT58157	07/11/2024	A1 Appliance Repairs	Assessment & Repair Samsun Fridge/Freezer (Main Board Blown) - Ferguson BFB - ESL Recurrent Exp	MUNI	208.00
EFT58158	07/11/2024	Activ Foundation Inc	Weekly Tree Watering - Parkridge & Graffiti Removal - Pile Road	MUNI	7,436.00
EFT58159	07/11/2024	Amy Louise Williams	Refund Cat Cage Hire Bond	MUNI	150.00
EFT58160	07/11/2024	Annette Webster	Meeting Allowance	MUNI	1,414.08
EFT58161	07/11/2024	Anthony Charles Jenour	Meeting Allowance	MUNI	1,414.08
EFT58162	07/11/2024	Aqua Chill	Rental of Aquachill Plumbed in Water Cooler for 12 Months - Little Street Dardanup	MUNI	686.40
EFT58163	07/11/2024	B & B Street Sweeping Pty Ltd	Jet-Vac Truck Hire for Pipe Cleaning - Watson Street & Street Sweeping - 3 x Shire Roads	MUNI	2,772.41
EFT58164	07/11/2024	Bastiaan Saenen	Rates Refund for Assessment A2471	MUNI	79.11
EFT58165	07/11/2024	Ben Lawler	ERC Umpire Payment: 06/11/2024	MUNI	111.20
EFT58166	07/11/2024	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	1,031.22
EFT58167	07/11/2024	Bunbury Coffee Machines	ERC- Cafe Order	MUNI	463.00
EFT58168	07/11/2024	Bunnings Group Limited	Gift Voucher - Staff Leaving Gift	MUNI	500.00
EFT58169	07/11/2024	Carey Park Scouts Group	Inflatable Obstacle Course - Spring Out Festival	MUNI	1,650.00
EFT58170	07/11/2024	Charlee Roberts	ERC Umpire Payment: 06/11/2024	MUNI	139.00
EFT58171	07/11/2024	Choiceone Pty Ltd	Labour Hire - 21-27/10/2024 - Martin Pelusey Road	MUNI	2,356.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58172	07/11/2024	Christine Worsfold	ERC Umpire Payment: 05/11/2024	MUNI	111.20
EFT58173	07/11/2024	Civil Projects Southwest	3 x Invoices - Machine Hire - Various Shire Roads	MUNI	9,933.00
EFT58174	07/11/2024	Cleanaway Solid Waste Pty Ltd	Waste Removal - Crooked Brook Road, Banksia Road & Martin-Pelusey Road	MUNI	7,415.17
EFT58175	07/11/2024	Connie Vidos School of Dance	Community Dance Performance - Spring Out	MUNI	250.00
EFT58176	07/11/2024	Country Landscaping Pty Ltd	12 x Sprinklers - Eaton Oval & Eaton Verge Maintenance	MUNI	1,947.98
EFT58177	07/11/2024	Country Water Solutions	Reticulation - Eaton Oval	MUNI	374.22
EFT58178	07/11/2024	Craven Foods & Bidfood Bunbury	ERC- Cafe Order	MUNI	679.76
EFT58179	07/11/2024	Cross Security Services	Alarm Monitoring: October 2024 - 7 x Shire Buildings	MUNI	1,050.00
EFT58180	07/11/2024	D Prosser Holdings Pty Ltd	Refund New Pool Inspection Fee - Application # 24250175 - Not Part of Permit	MUNI	145.00
EFT58181	07/11/2024	Dapco Tyre and Auto Centre	Service - DA9287 & New Battery - DA429	MUNI	1,056.03
EFT58182	07/11/2024	Dardanup Equestrian Centre	Community Grant Funding, R1 2024-2025. Council OCM 25-09-2024 (Resolution # 246-24)	MUNI	5,000.00
EFT58183	07/11/2024	Daryl Fishwick	ERC Umpire Payment: 06/11/2024	MUNI	55.60
EFT58184	07/11/2024	Data #3 Limited	IT Licence - Acrobat Pro for Enterprise Renewal L3 50-99 Government (2/12/2024 - 1/12/2025)	MUNI	35,799.20
EFT58185	07/11/2024	David Wells Builder	Make Safe Wall at Dardanup Administration Office Plus Temporary Fencing & Vandalism Repairs - Wells Oval Public Toilets	MUNI	750.20
EFT58186	07/11/2024	Diesel Force	Service & Parts - DA8200 Ford Ranger	MUNI	920.93
EFT58187	07/11/2024	Donna Bastow	ERC Umpire Payment: 06/11/2024	MUNI	222.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58188	07/11/2024	Eaton Family Centre	Community Grant Funding, R1 2024-2025. Council OCM 25-09-2024 (Resolution # 246-24)	MUNI	1,100.00
EFT58189	07/11/2024	Ellen Patricia Lilly	Meeting Allowance	MUNI	2,081.58
EFT58190	07/11/2024	Eve Yoga	1 Hour Yoga Classes: 19/10-02/11/2024	MUNI	240.00
EFT58191	07/11/2024	Express Print	Printed Brochures: 1000 x A4 Double Sided for the Waterloo Industrial Precinct Project - for Innovative Industries of the Future Conference	MUNI	709.50
EFT58192	07/11/2024	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability	MUNI	2,435.46
EFT58193	07/11/2024	Gilmour Plumbing and Gas	Unblock Public Toilet - Eaton Foreshore	MUNI	132.00
EFT58194	07/11/2024	J & P Scrap Metal	Rubble Skip Bin Disposal and Replacement - Waste Transfer Station	MUNI	1,210.00
EFT58195	07/11/2024	Jack David Manoni	Meeting Allowance	MUNI	1,414.08
EFT58196	07/11/2024	Jasmin Brown	ERC Umpire Payment: 05/11/2024	MUNI	68.10
EFT58197	07/11/2024	Jo Jingles South West	Jo Jingles Sessions for the Early Learning Program at Eaton, Dardanup & Burekup: October 2024	MUNI	2,519.00
EFT58198	07/11/2024	K M J Fencing	To Supply and Install an Exit Push Button to Double Gates at Back of House at Eaton Administration Office	MUNI	390.00
EFT58199	07/11/2024	Keen's Truck Driver Training	Drive Heavy Rigid 1 Day Course, Written Assessment & PDA Driving Assessment Test: Works Staff	MUNI	1,450.00
EFT58200	07/11/2024	Kenneth Ross Pomare	ERC Umpire Payment: 06/11/2024	MUNI	139.00
EFT58201	07/11/2024	Les Mills Asia Pacific	ERC Group Fitness Program Licence Fee: November 2024	MUNI	1,381.56
EFT58202	07/11/2024	Lions Club of Australind Inc	Entertainment: Ronnie The Train - Spring Out Festival	MUNI	600.00
EFT58203	07/11/2024	Luke William Davies	Meeting Allowance	MUNI	1,414.08

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58204	07/11/2024	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	465.00
EFT58205	07/11/2024	Malatesta Road Paving and Hotmix	Cold Premix Delivered - Ferguson Road	MUNI	3,059.50
EFT58206	07/11/2024	Mantrac Pty Ltd	Slashing and Fire Break Maintenance - Boyanup/Picton Rd	MUNI	1,188.00
EFT58207	07/11/2024	Margery Ann Stevens	ERC Umpire Payment: 05/11/2024	MUNI	90.80
EFT58208	07/11/2024	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,414.08
EFT58209	07/11/2024	Mcdonald Fencing	New Section of Boundary Fencing at Nature Reserve - Garvey Road	MUNI	1,892.00
EFT58210	07/11/2024	Mckayhla Pomare	ERC Umpire Payment: 06/11/2024	MUNI	83.40
EFT58211	07/11/2024	Mcleods Lawyers Pty Ltd	Legal Advice: 37 Twomey Rd - Encroachment Onto Crown Land - Matter # 53600	MUNI	646.47
EFT58212	07/11/2024	MJ Goods	Café Goods & Wet Wipes for Gym - ERC	MUNI	985.35
EFT58213	07/11/2024	Nightguard Security Service SW	Alarm Response: Eaton Administration Building & Eaton Football Pavilion	MUNI	343.71
EFT58214	07/11/2024	Nutrien Ag Solutions	Herbicide - Pile Rd	MUNI	1,067.00
EFT58215	07/11/2024	Perfect Landscapes	Weekly Reserves Mowing	MUNI	2,319.34
EFT58216	07/11/2024	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	2,473.25
EFT58217	07/11/2024	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Call Out to Repair Flat Tyre on Hire Roller	MUNI	398.00
EFT58218	07/11/2024	Print Media Group	Vehicle Identifier Stickers - 2024-2026	MUNI	85.91
EFT58219	07/11/2024	Regional Media Specialists P/L	Advertising in Bunbury Herald Newspaper for Monthly Community News Page: October 2024	MUNI	1,031.89
EFT58220	07/11/2024	RTV Computers Pty Ltd	IT Equipment - 10 x Dell Latitude 7440 - Admin OH	MUNI	16,500.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58221	07/11/2024	Scope Rentals Pty Ltd	Managed Print Service - Rental: November 2024	MUNI	2,675.20
EFT58222	07/11/2024	Southern Lock and Security	Callout and Labour to Rekey Lock - Eaton / Junior Aust Football Clubrooms	MUNI	150.00
EFT58223	07/11/2024	St John Ambulance Western Australia Ltd	Provision and Attendance of Emergency Medical Services - Spring Out Festival 2024	MUNI	488.40
EFT58224	07/11/2024	Stacey Gillespie	Meeting Allowance	MUNI	1,414.08
EFT58225	07/11/2024	Stewart and Heaton Clothing Company Pty Ltd	Fire Jacket - Burekup BFB - ESL Recurrent Exp	MUNI	202.13
EFT58226	07/11/2024	Synergy	Electricity: 18 x Invoices - Various Shire Accounts	MUNI	34,190.57
EFT58227	07/11/2024	Taneta Bell	Meeting Allowance	MUNI	1,414.08
EFT58228	07/11/2024	Te Wairimu Elinor Pomare	ERC Umpire Payment: 06/11/2024	MUNI	194.60
EFT58229	07/11/2024	The Cafe Merchant	Catering for Leaving Morning Tea	MUNI	526.00
EFT58230	07/11/2024	The Print Shop	3000 x Printed Flyers - Spring Out Map 2024	MUNI	341.00
EFT58231	07/11/2024	The Trustee for AM2 & FM2 Trust	Myosh Subscription - November 2024	MUNI	653.40
EFT58232	07/11/2024	Therese Price	ERC Umpire Payment: 05/11/2024	MUNI	111.20
EFT58233	07/11/2024	TPG Network Pty Ltd	Enterprise Ethernet Wan Services - October 2024	MUNI	4,780.78
EFT58234	07/11/2024	Tutt Bryant Hire	Machine Hire - 5 x Invoices	MUNI	8,711.96
EFT58235	07/11/2024	Tyrrell Gardiner	Local Government Allowance	MUNI	4,727.50
EFT58236	07/11/2024	Udenominational Christians	Refund Dardanup Hall Hire Bookings - Did Not Proceed	MUNI	690.00
EFT58237	07/11/2024	Undercover SW	ERC - Incursion (Laser Tag) For September/October 2024 Vacation Care Program	MUNI	675.00
EFT58238	07/11/2024	Veolia Recycling & Recovery Pty Ltd	Weekly Emptying of 3 x Commingled Recycling Skips - Waste Transfer Station & Cardboard Recycling : October 2024	MUNI	1,714.95

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58239	07/11/2024	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	2,037.20
EFT58240	07/11/2024	Work Clobber	Protective Clothing - Public Works	MUNI	176.40
EFT58241	07/11/2024	Yep Booking	ERC - Yep Booking - 01/11-01/12/2024	MUNI	59.00
EFT58242	12/11/2024	Bunbury Settlement Services Pty Ltd	Land Purchase of Lot 100 Martin Pelusey Road, Waterloo plus settlement costs	MUNI	1,205,577.35
EFT58243	14/11/2024	Allpest WA South West	Mice Baiting Stations - Eaton Admin	MUNI	220.00
EFT58244	14/11/2024	AMD Audit And Assurance Pty Ltd	2024 Roads to Recovery Acquittal Audit	MUNI	2,178.00
EFT58245	14/11/2024	Amity Signs	2024/2025 Rural Street Sign # 241	MUNI	34.65
EFT58246	14/11/2024	Anne Deacon	ERC Umpire Recoup: 13/11/2024	MUNI	111.20
EFT58247	14/11/2024	Aqua Chill	ERC - Additional Water Cooler for East Side of Courts	MUNI	52.80
EFT58248	14/11/2024	Australian Tax Office	PAYG - Payrun: 08 & 09/11/2024	MUNI	80,807.54
EFT58249	14/11/2024	B & B Street Sweeping Pty Ltd	Stormwater Pipe Jetting & Camera Inspection - Eaton Dr/Recreation Dr Intersection & Street Sweeping - Garvey Road	MUNI	1,882.40
EFT58250	14/11/2024	BCE Surveying Pty Ltd	Boundary Confirmation Survey - 37 Twomey Road, Crooked Brook, Dardanup	MUNI	7,722.00
EFT58251	14/11/2024	Ben Lawler	ERC Umpire Recoup: 14/11/2024	MUNI	111.20
EFT58252	14/11/2024	BOC Ltd	Dry Ice - Mosquito Control	MUNI	24.75
EFT58253	14/11/2024	Boyles Plumbing and Gas	Plumbing Works - 3 x Locations	MUNI	2,554.37
EFT58254	14/11/2024	Brett Hodgson	ERC Umpire Recoup: 14/11/2024	MUNI	166.80
EFT58255	14/11/2024	Brooks Hire Service Pty Ltd	Water Cart Hire: 28-31/10/2024 - Henty Road	MUNI	1,561.98

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58256	14/11/2024	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	149.96
EFT58257	14/11/2024	Bunbury Harvey Regional Council	Kerbside FOGO Processing - October 2024	MUNI	25,344.10
EFT58258	14/11/2024	Bunbury Repertory Club	Local Junior Theatre Group Engagement Area - Tronox Spring Out	MUNI	300.00
EFT58259	14/11/2024	Bunbury Towing	Collect DA8200 From Henty Rd Gravel Pit & Deliver to Depot	MUNI	187.00
EFT58260	14/11/2024	Bunnings Group Limited	Items for Repairs - Sundry Plant & Draft Excluder - Dardanup Community Centre	MUNI	268.72
EFT58261	14/11/2024	Burekup and District Country Club	2024/2025 Shire Donations	MUNI	5,819.00
EFT58262	14/11/2024	Capel Tree Service	Tree Pruning & Maintenance - 3 x Locations	MUNI	1,320.00
EFT58263	14/11/2024	Charlee Roberts	ERC Umpire Recoup: 14/11/2024	MUNI	83.40
EFT58264	14/11/2024	Choiceone Pty Ltd	Labour Hire - 28/10-03/11/2024 - Martin Pelusey Road	MUNI	2,366.49
EFT58265	14/11/2024	Christine Worsfold	ERC Umpire Recoup: 13/11/2024	MUNI	111.20
EFT58266	14/11/2024	City of Bunbury	Dog & Cat Poundage Fees - October 2024	MUNI	633.65
EFT58267	14/11/2024	Citygate Properties Pty Ltd	ERC - Staff Monthly Recognition Award Vouchers: Oct 2024 -Jun 2025	MUNI	270.00
EFT58268	14/11/2024	Civil Projects Southwest	Machine Hire & Works - 4 x Invoices	MUNI	11,550.00
EFT58269	14/11/2024	Cleanaway Solid Waste Pty Ltd	Waste Disposal: Crooked Brook Road	MUNI	2,811.85
EFT58270	14/11/2024	Construction Training Fund : BCITF	BCITF Remittance - October 2024	MUNI	467.39
EFT58271	14/11/2024	Country Landscaping Pty Ltd	Reticulation - Hunter Park	MUNI	596.64
EFT58272	14/11/2024	David Wells Builder	Wash Down & Reseal Posts & Jarrah External Linings With Product Supplied by The Shire - Dardanup Oval Club Buildings	MUNI	2,941.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58273	14/11/2024	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - October 2024	MUNI	14,636.31
EFT58274	14/11/2024	Deputec Pty Ltd	ERC - Monthly Subscription For Rostering: October 2024	MUNI	328.24
EFT58275	14/11/2024	Diesel Force	Service - DA8457	MUNI	1,312.06
EFT58276	14/11/2024	Donna Bastow	ERC Umpire Recoup: 14/11/2024	MUNI	166.80
EFT58277	14/11/2024	Ebony Gene Jones	Reimburse ERC Cafe Purchase	MUNI	120.41
EFT58278	14/11/2024	Educa Aus	ERC - Educa Monthly Subscription - October 2024	MUNI	141.67
EFT58279	14/11/2024	Express Print	500 x Brochures for the Waterloo Industrial Precinct Project - Requested By CEO - Innovative Industries of the Future Conference	MUNI	330.00
EFT58280	14/11/2024	Fit2Work	Fit2Work Nationally Coordinated Criminal History Checks - October 2024	MUNI	289.74
EFT58281	14/11/2024	Five Senses Education Pty Ltd	Sound Wave Decodable Readers : Foundation Support Set of 47 Titles - ECL	MUNI	336.60
EFT58282	14/11/2024	isubscribe Pty Ltd	Renewal of Printed Magazine Subscriptions & New Printed Magazine Subscriptions - ECL	MUNI	1,184.64
EFT58283	14/11/2024	Kenneth Ross Pomare	ERC Umpire Recoup: 14/11/2024	MUNI	111.20
EFT58284	14/11/2024	Kiara Shaddick	Reimburse Purchase for ERC Cafe	MUNI	22.00
EFT58285	14/11/2024	Kristie Rice	Reimburse Medical Expenses Paid	MUNI	169.20
EFT58286	14/11/2024	Landgate	GRV & UV Interim Valuations	MUNI	2,014.30
EFT58287	14/11/2024	Luke Wilkinson	ERC Umpire Recoup: 14/11/2024	MUNI	166.80
EFT58288	14/11/2024	Malatesta Road Paving and Hotmix	Emulsion - Ferguson Road	MUNI	450.00
EFT58289	14/11/2024	Margery Ann Stevens	ERC Umpire Recoup: 13/11/2024	MUNI	90.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58290	14/11/2024	Mcleods Lawyers Pty Ltd	Legal Advice - Cat Amendment Local Law - Matter # 53552	MUNI	2,729.76
EFT58291	14/11/2024	MJ Goods	ERC - Cafe Goods	MUNI	11.35
EFT58292	14/11/2024	Naturaliste Hygiene	Sharps Disposal - Eaton Foreshore & Watson Reserve	MUNI	120.00
EFT58293	14/11/2024	Nature Play Solutions	Nature Play Repair Assessment - Eaton Foreshore	MUNI	462.00
EFT58294	14/11/2024	Neville Jetta	Refund Hall Hire Bond - Receipt # 158218	MUNI	540.00
EFT58295	14/11/2024	Noel Peter Harrison	Refund Cat Cage Hire Bond - Receipt # 158104	MUNI	150.00
EFT58296	14/11/2024	Northstar Asset Trust T/as Artistralia	Film Licencing for Movies by Moonlight Eaton - Summer in Your Park Series	MUNI	770.00
EFT58297	14/11/2024	Nutrien Ag Solutions	Herbicide - Parks & Gardens	MUNI	1,760.00
EFT58298	14/11/2024	Officeworks Superstores Pty Ltd	Make-it Space - Table	MUNI	122.95
EFT58299	14/11/2024	Omnicom Media Group Australia Pty Ltd	5 x Public Notices - Bunbury SW Times	MUNI	3,521.70
EFT58300	14/11/2024	Perfect Landscapes	P&G Mtce - Dardanup Oval - Renovation Spring Application, Weekly Reserves & Lawn Mowing	MUNI	15,825.85
EFT58301	14/11/2024	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	911.45
EFT58302	14/11/2024	PFI Supplies	ERC - Cleaning Products	MUNI	1,434.00
EFT58303	14/11/2024	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Replace Tyre - DA9774, Tyre Repair - Trailer & 4 x Tyres - Spray Unit	MUNI	2,648.50
EFT58304	14/11/2024	Probus Club of Eaton	Community Grant Funding, R1 2024-2025. Council OCM 25-09-2024 (Resolution # 246-24)	MUNI	1,000.00
EFT58305	14/11/2024	Rod Campbell	Refund Cat Cage Hire Bond - Receipt # 158163	MUNI	150.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58306	14/11/2024	Securepay Pty Ltd	Bank Fees - 2024/2025 Securepay Web & IVR Merchant ID	MUNI	13.55
EFT58307	14/11/2024	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	644.19
EFT58308	14/11/2024	Shedforce	Refund Duplicate Payment of Development Application	MUNI	147.00
EFT58309	14/11/2024	South West Psychology & Consultancy	Employee Assistance Program Consultations	MUNI	165.00
EFT58310	14/11/2024	South West Tree Safe	4 x Invoices - Various Locations	MUNI	13,750.00
EFT58311	14/11/2024	St John Ambulance Western Australia Ltd	Philips HS1 Defibrillator Paediatric Pad - Eaton Admin	MUNI	236.00
EFT58312	14/11/2024	Steann Pty Ltd	Green Waste Collection - November 2024	MUNI	21,181.88
EFT58313	14/11/2024	Stratco Bunbury	Replacement of Stolen Shed - Waste Transfer Station	MUNI	4,756.47
EFT58314	14/11/2024	Sushiru	ERC - Sushi for Regional Sports Carnival	MUNI	165.00
EFT58315	14/11/2024	Synergy	Electricity Account- 22 x Invoices	MUNI	4,886.86
EFT58316	14/11/2024	Te Wairimu Elinor Pomare	ERC Umpire Recoup: 14/11/2024	MUNI	139.00
EFT58317	14/11/2024	Telstra	Alarm Monitoring & Fax - Dardanup Office	MUNI	69.90
EFT58318	14/11/2024	The Cafe Merchant	Catering for Citizenship Ceremony: 27/08/2024	MUNI	598.00
EFT58319	14/11/2024	The Hatchery (Hub) Pty Ltd	WA Women In Leadership Summit - Director Corporate & Governance	MUNI	4,397.80
EFT58320	14/11/2024	Therese Price	ERC Umpire Recoup: 13/11/2024	MUNI	111.20
EFT58321	14/11/2024	Traffic Force	Traffic Control - 4 x Invoices	MUNI	16,630.36
EFT58322	14/11/2024	Veolia Recycling & Recovery Pty Ltd	Shire Monthly Bin Collection / Processing - October 2024	MUNI	100,025.50
EFT58323	14/11/2024	Water Corporation	Water - 7 x Invoices	MUNI	5,069.76

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58324	14/11/2024	Winc Australia Pty Ltd	Fortnightly Office Stationery Order - Eaton Admin	MUNI	431.60
EFT58325	14/11/2024	Woolworths Group Limited - Online Order Only	ERC - Creche Halloween Goods, Cafe Goods & PACE - Events Items, Staff & Council Chambers Kitchen Supplies	MUNI	2,488.96
EFT58326	14/11/2024	Woolworths Group Limited - Openpay Portal	Farewell Gift Voucher, Staff Kitchen Supplies	MUNI	2,045.14
EFT58327	14/11/2024	Work Clobber	Protective Clothing - Public Works & Uniform - Eaton Admin	MUNI	316.10
EFT58328	14/11/2024	Zipform Pty Ltd	2024-2025 2nd Instalment Notices - Printing Collation and Lodgement	MUNI	2,297.43
EFT58329	21/11/2024	All Aussie Truck and Bobcat Services	Waste Transfer Station Works - Oct 2024	MUNI	1,188.00
EFT58330	21/11/2024	Amber Louise King	Amber King - Personal Development Grants 2024 -2025	MUNI	400.00
EFT58331	21/11/2024	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - October 2024	MUNI	20,736.80
EFT58332	21/11/2024	Angela Jayne Brooke	CPR Refresher - 15 x Staff	MUNI	750.00
EFT58333	21/11/2024	Anne Deacon	ERC Umpire Payment: 19/11/2024	MUNI	83.40
EFT58334	21/11/2024	AusQ Training	Basic Worksite Traffic Management & Traffic Control Reaccreditation - Works Staff	MUNI	356.00
EFT58335	21/11/2024	Australia Post	Monthly Shire Postage & Instalment Rates Notice Mailout	MUNI	3,800.96
EFT58336	21/11/2024	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	192.32
EFT58337	21/11/2024	Bunbury Auto One	Power Pack & Jump Starter - Sundry Plant	MUNI	391.54
EFT58338	21/11/2024	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	368.00
EFT58339	21/11/2024	Bunbury Subaru	Service & Courtesy Car - DA10091	MUNI	392.90
EFT58340	21/11/2024	Bunbury Ten Pin Bowl & Family Fun Centre	Infrastructure Team Building - Bowling & Food: 28/11/2024	MUNI	1,280.65
EFT58341	21/11/2024	Bunbury Towing	Removal of Abandoned Vehicle & Transport to Vehicle Impound Facility	MUNI	154.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58342	21/11/2024	Bunbury Truck Sales and Service Centre	Repairs to Tipping Mechanism - DA9581	MUNI	336.60
EFT58343	21/11/2024	Bunnings Group Limited	4 x Invoices: Make it Space, Parks & Gardens, Depot & Parts for Patching Truck	MUNI	1,860.88
EFT58344	21/11/2024	Cat Welfare Society Inc	Cat Adoption Reports: October 2024	MUNI	11.00
EFT58345	21/11/2024	Charlee Roberts	ERC Umpire Payment: 20/11/2024	MUNI	139.00
EFT58346	21/11/2024	CHG-Meridian Australia Pty Limited	IT Licence - Nutanix Licence Upgrade: 01/11/2024 - 31/01/2025	MUNI	14,303.53
EFT58347	21/11/2024	ChoiceOne Pty Ltd	Labour Hire: 04-17/11/2024 - Martin Pelusey Road	MUNI	3,786.38
EFT58348	21/11/2024	Christine Worsfold	ERC Umpire Payment: 19/11/2024	MUNI	111.20
EFT58349	21/11/2024	City of Bunbury	2024-2025 Leschenault Clag Mosquito Control Contribution	MUNI	7,664.30
EFT58350	21/11/2024	Cleanaway Solid Waste Pty Ltd	Waste Disposal: Crooked Brook Road & ERC	MUNI	3,051.49
EFT58351	21/11/2024	Cohera-Tech Pty Limited	ERC - People Counter, 12 Month Subscription & Calibration	MUNI	2,852.00
EFT58352	21/11/2024	Connect Call Centre Services	After Hours Call Centre: October 2024	MUNI	788.65
EFT58353	21/11/2024	Country Landscaping Pty Ltd	Air Valve for P&G Mtce - Millbridge & Reticulation Repairs - Eaton Oval, Hunter Park & ERC Surrounds	MUNI	1,014.62
EFT58354	21/11/2024	Country Water Solutions	P&G Mtce - ERC Surrounds	MUNI	188.67
EFT58355	21/11/2024	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	565.80
EFT58356	21/11/2024	D M & S Curtin	Ice Machine Service - Depot	MUNI	381.97
EFT58357	21/11/2024	Dardy Cafe & Convenience Store	Supply of Consumables/Grocery Items (Milk, Coffee, Tea) - August, September, October 2024	MUNI	162.40
EFT58358	21/11/2024	Daryl Fishwick	ERC Umpire Payment: 20/11/2024	MUNI	83.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58359	21/11/2024	Dayna Louise Jacob	Rates Refund for Assessment A4308	MUNI	4,963.50
EFT58360	21/11/2024	Dell Financial Services Pty Ltd	Lease Repayment: Dell Nutanix (4 Nodes) IT Hardware Refresh - 009-141985-004 (01/10-31/12/2024)	MUNI	4,475.22
EFT58361	21/11/2024	Diesel Force	Rectify Steering Problem - DA2833	MUNI	431.75
EFT58362	21/11/2024	Donna Bastow	ERC Umpire Payment: 20/11/2024	MUNI	222.40
EFT58363	21/11/2024	Duxton Hotel Perth	Incidental Guest Expenses: Shire President & 5 x Councillors	MUNI	458.00
EFT58364	21/11/2024	DX Print Group Pty Ltd	250 Business Cards - Coordinator Emergency & Ranger Services	MUNI	154.00
EFT58365	21/11/2024	Eaton Basketball Association	Community Grant Funding, R1 2024-2025. Council OCM 25-09-2024 (Resolution # 246-24)	MUNI	1,460.00
EFT58366	21/11/2024	Eaton Junior Cricket Club	Community Grant Funding, R1 2024-2025. Council OCM 25-09-2024 (Resolution # 246-24)	MUNI	5,000.00
EFT58367	21/11/2024	Electrical Experts (WA) Pty Ltd	Replace 2 x Fluro Light Fittings With LED - Dardanup Office Children's Library	MUNI	418.00
EFT58368	21/11/2024	Ella Kimberley Valois	Rates Refund for Assessment A2652	MUNI	892.50
EFT58369	21/11/2024	Eve Yoga	1 Hour Yoga Classes: October 2024	MUNI	300.00
EFT58370	21/11/2024	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability	MUNI	2,435.45
EFT58371	21/11/2024	Genesis Accounting Pty Ltd	Professional Services: Obtaining a Private Binding Taxation Ruling - New SGC Legislation Re: Umpires & Contractors	MUNI	3,850.00
EFT58372	21/11/2024	Grace Records Management	Records Management External - Storage, Destruction & Consumables	MUNI	787.88
EFT58373	21/11/2024	Heatleys	Occ Health & Safety Expenditure - Public Works	MUNI	2,079.13
EFT58374	21/11/2024	J & P Scrap Metal	Rubble Skip Bin Disposal & Return - Waste Transfer Station	MUNI	1,210.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58375	21/11/2024	James Reilly	Reimburse Uniform Purchase & Phone Charger Purchase	MUNI	132.90
EFT58376	21/11/2024	Kathy Houden	Rates Refund for Assessment A10606	MUNI	1,500.00
EFT58377	21/11/2024	Kenneth Ross Pomare	ERC Umpire Payment: 20/11/2024	MUNI	111.20
EFT58378	21/11/2024	Laurie Sutherland	Refund Hall Bond - Receipt # 149526	MUNI	290.00
EFT58379	21/11/2024	Machinery West	Service & Parts - Tractor DA9781	MUNI	3,270.26
EFT58380	21/11/2024	Marc Allen Hilbers	Rates Refund for Assessment A11913	MUNI	74.80
EFT58381	21/11/2024	Margery Ann Stevens	ERC Umpire Payment: 19/11/2024	MUNI	90.80
EFT58382	21/11/2024	Mckayhla Pomare	ERC Umpire Payment: 20/11/2024	MUNI	139.00
EFT58383	21/11/2024	Mcleods Lawyers Pty Ltd	Cleanaway Development Requirements Professional Fees - Matter # 53737	MUNI	2,419.56
EFT58384	21/11/2024	Melanie May Ring	Reimburse Fuel Purchase - DA997	MUNI	79.92
EFT58385	21/11/2024	MJ Goods	ERC - Cafe Goods	MUNI	38.00
EFT58386	21/11/2024	MyXplor Pty Ltd	ERC - Yearly Subscription: 20/10/2024 to 20/10/2025	MUNI	3,030.50
EFT58387	21/11/2024	Perfect Landscapes	Eaton, Glen Huon & Dardanup Ovals - Soil Wetting Application & 2 x Weekly Reserves & Lawn Mowing	MUNI	15,030.14
EFT58388	21/11/2024	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	966.00
EFT58389	21/11/2024	PFI Supplies	Cleaning Supplies - Eaton Administration Office	MUNI	1,139.30
EFT58390	21/11/2024	Regen Strategic	Professional Communications & Advisory Services - November 2024	MUNI	2,200.00
EFT58391	21/11/2024	Sanctuary Golf Resort Bunbury	Corporate & Governance Team Building Afternoon - 9 Holes of Golf & Lunch	MUNI	2,509.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58392	21/11/2024	Scavenger Fire & Safety	4 x BFB - Torches, Holders & Safety Fusions	MUNI	462.55
EFT58393	21/11/2024	Scope Electrical Contracting Pty Ltd	Progress Payment - Supply & Install 420KVA Generator - Eaton Admin	MUNI	91,988.50
EFT58394	21/11/2024	Scope Rentals Pty Ltd	Managed Print Service - Usage: October 2024	MUNI	1,557.04
EFT58395	21/11/2024	Shelle's Fancy Face Painting and Artistry	Eaton Seniors Celebration Day Christmas Card Workshop	MUNI	320.00
EFT58396	21/11/2024	Sophie Johnston	Personal Development Grant 2024 - 2025	MUNI	400.00
EFT58397	21/11/2024	South West Fire Unit Fabrications	Service Fire Appliances - Dardanup Central BFB, Upper Ferguson BFB & Waterloo BFB - ESL Recurrent Exp	MUNI	34,212.76
EFT58398	21/11/2024	South West Tree Safe	Storm Damage Tree Removal - Rich Place	MUNI	3,520.00
EFT58399	21/11/2024	Southern Lock and Security	Bathroom Towel Lock Replacement in Ladies Toilet - Eaton Admin	MUNI	198.70
EFT58400	21/11/2024	Stephen Paul Dunn	Rates Refund for Assessment A9869	MUNI	1,558.91
EFT58401	21/11/2024	Suzanne Occhipinti	Refund Parking Paid Whilst Attending NGIS Course	MUNI	30.38
EFT58402	21/11/2024	Synergy	Electricity Account - 7 x Invoices	MUNI	19,785.62
EFT58403	21/11/2024	Taylor Burrell Barnett	Consultant Fees/Structure Plan Review - Developer Contribution Plan For Dardanup: October 2024	MUNI	7,837.50
EFT58404	21/11/2024	Te Wairimu Elinor Pomare	ERC Umpire Payment: 20/11/2024	MUNI	194.60
EFT58405	21/11/2024	Team Global Express - Toll	Brigade, Health & Sign Postage - Henty Road	MUNI	466.01
EFT58406	21/11/2024	Telstra	Staff Mobiles & Tablets	MUNI	4,106.67
EFT58407	21/11/2024	The Cafe Merchant	3 x Invoices: Catering - Shire of Murray ERP Visit, Volunteer Firefighters & Seniors Day	MUNI	774.50
EFT58408	21/11/2024	The Potters Market	Purchase of 2 Specific Clay Types for Disability Sensory Workshops	MUNI	166.35

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58409	21/11/2024	The Print Shop	2024-2025 Summer Series Booklet Printing	MUNI	2,574.00
EFT58410	21/11/2024	The South West Country Music Club Inc	Refund Key Bond - Receipt # 158409	MUNI	40.00
EFT58411	21/11/2024	Therese Price	ERC Umpire Payment: 19/11/2024	MUNI	83.40
EFT58412	21/11/2024	Total Eden Pty Ltd	Bull & Barrel Festival Water Transfer Parts - Dardanup Oval Club Buildings	MUNI	650.01
EFT58413	21/11/2024	Traffic Force	4 Invoices - Traffic Control: 6 x Locations	MUNI	13,518.06
EFT58414	21/11/2024	Water Corporation	Water Account - 15 x Invoices	MUNI	6,802.08
EFT58415	21/11/2024	Waterloo Nursery & Garden Centre	Small & Large Plant Hire & Maintenance of Non-Hired Plants: October 2024 - Eaton Admin	MUNI	1,410.93
EFT58416	21/11/2024	Winc Australia Pty Ltd	Stationery - Dardanup Central BFB - ESL Recurrent Exp	MUNI	217.25
EFT58417	21/11/2024	Work Clobber	Protective Clothing - Public Works	MUNI	924.78
EFT58418	28/11/2024	Asahi Beverages Pty Ltd	ERC - Cafe Goods - Drinks	MUNI	616.18
EFT58419	28/11/2024	Australian Tax Office	PAYG - Payrun: 22/11/2024	MUNI	105,634.00
EFT58420	28/11/2024	Boyles Plumbing and Gas	4 x Invoices - Dardanup-Picton Toilets, Eaton Foreshore Toilets & Wells Recreation Club Rooms	MUNI	4,620.23
EFT58421	28/11/2024	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	342.48
EFT58422	28/11/2024	Bunbury Auto One	Engine Coolant & Electrical Clips - Depot	MUNI	43.54
EFT58423	28/11/2024	Bunbury Community Radio Inc	Summer Series 24/25 - Bunbury Community Radio Ad Sets: 25/11/2024-07/02/2025	MUNI	480.00
EFT58424	28/11/2024	Bunbury Toyota	Service & Wheel Alignment - ODA	MUNI	427.08
EFT58425	28/11/2024	Bunnings Group Limited	Repair/Maintenance Items - Depot & ERC	MUNI	671.21

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58426	28/11/2024	Capel Tree Service	Tree Removal - Panizza Road	MUNI	2,750.00
EFT58427	28/11/2024	Charlee Roberts	ERC Umpire Payment: 27/11/2024	MUNI	111.20
EFT58428	28/11/2024	Christine Worsfold	ERC Umpire Payment: 26/11/2024	MUNI	111.20
EFT58429	28/11/2024	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road	MUNI	3,342.89
EFT58430	28/11/2024	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	490.59
EFT58431	28/11/2024	Dale Alcock Homes SW	Refund Permit Fee - BA # 24250156 & 24250167	MUNI	2,967.25
EFT58432	28/11/2024	Dapco Tyre And Auto Centre	2 x Trailer Tyres - 1TZV158 & Service - DA1314 & DA9668	MUNI	1,198.60
EFT58433	28/11/2024	Daryl Fishwick	ERC Umpire Payment: 27/11/2024	MUNI	83.40
EFT58434	28/11/2024	David John Leek T/as Acefire	4 x 4.5Kg Fire Extinguishers - Dardanup Oval Club Buildings	MUNI	440.00
EFT58435	28/11/2024	Donna Bastow	ERC Umpire Payment: 27/11/2024	MUNI	222.40
EFT58436	28/11/2024	Dream Pavers Investments Pty Ltd	Rates Refund for Assessment A1158	MUNI	549.08
EFT58437	28/11/2024	Ductworks Australia Bunbury & Busselton Air	Aircon Maintenance - Martin-Pelusey Depot	MUNI	335.50
EFT58438	28/11/2024	Eaton Environmental Services	White Ant Treatment - Eaton Softball Pavilion & Rodent Station Re-Bait - ERC	MUNI	385.00
EFT58439	28/11/2024	Environmental Health Australia NSW	12 Month Subscription to 'I'm Alert' (Online Food-Safety Training) - Health Department	MUNI	550.00
EFT58440	28/11/2024	Erick Balasta	Crossover Rebate - A12366	MUNI	106.00
EFT58441	28/11/2024	Geoffrey Stephen Gomme	Crossover Rebate - A12365	MUNI	106.00
EFT58442	28/11/2024	Gilmour Plumbing and Gas	Service Basin In Ladies Toilet - Dardanup Hall & Investigate Shower Fault - ERC	MUNI	455.90
EFT58443	28/11/2024	Greenway Turf Solutions	20L Herbicide - Verge Mtce - Eaton	MUNI	1,155.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58444	28/11/2024	Guardian First Aid and Fire	Replacement Defibrillator Pads - 7 x BFB's	MUNI	4,792.00
EFT58445	28/11/2024	Heidelberg Materials Australia Pty Ltd	Graded Aggregate & Scalps - Ferguson Road	MUNI	792.48
EFT58446	28/11/2024	Herring Storer Acoustics	Acoustics Assessment - Shire of Dardanup Library, Administration & Community Building	MUNI	3,036.00
EFT58447	28/11/2024	Insight Enterprises Australia Pty Ltd	Azure Plan Consumption: August & September 2024	MUNI	150.47
EFT58448	28/11/2024	John Thompson	ERC Umpire Payment: 27/11/2024	MUNI	55.60
EFT58449	28/11/2024	JP Group - CPSS Pty Ltd	Lease Repayment: 01/01-31/03/2025 - Waste Transfer Station Lease 24/25	MUNI	3,483.58
EFT58450	28/11/2024	Katie Marie Clayton	ERC Umpire Payment: 26/11/2024	MUNI	111.20
EFT58451	28/11/2024	Krystle Harrison	Reimburse Items Purchased for End of Year Christmas Party	MUNI	75.15
EFT58452	28/11/2024	Luke Wilkinson	ERC Umpire Payment: 27/11/2024	MUNI	250.20
EFT58453	28/11/2024	Main Roads Western Australia	Return of Overclaimed Funds - Pile Road RPG	MUNI	64,425.90
EFT58454	28/11/2024	Malatesta Road Paving and Hotmix	Supply and Lay Black & Red Asphalt - Millbridge Path, Dowdells Line & Hynes Road	MUNI	49,248.61
EFT58455	28/11/2024	Margaret River in Town Apartments	Accommodation: 3 & 4/12/2024 - Director Infrastructure to Attend 2024 National Local Roads, Transport & Infrastructure Congress	MUNI	374.00
EFT58456	28/11/2024	Margery Ann Stevens	ERC Umpire Payment: 26/11/2024	MUNI	90.80
EFT58457	28/11/2024	Melanie May Ring	Uniform Reimbursement	MUNI	40.00
EFT58458	28/11/2024	Michelle Joy Oversby	Refund Cat Cage Hire Bond - Receipt # 158064	MUNI	150.00
EFT58459	28/11/2024	Naturaliste Hygiene	Supply & Install Additional Sharps Container: Eaton Foreshore Toilets & Watson Street Reserve Toilets	MUNI	880.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58460	28/11/2024	Nixon Bunbury Pty Ltd	Attend, Investigate & Repair Pump Switch Due to Electrical Fault - Ferguson BFB - ESL Recurrent Exp	MUNI	458.15
EFT58461	28/11/2024	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,601.20
EFT58462	28/11/2024	PFI Supplies	Toilets Supplies: 3 x Public Toilets	MUNI	255.70
EFT58463	28/11/2024	Quantum Library Supplies	Controlled Access Chute to Return Books - Eaton Admin Library	MUNI	6,222.80
EFT58464	28/11/2024	Sanctuary Golf Resort Bunbury	Corporate Planning Workshop, Morning Tea & Lunch: 01/11/2024	MUNI	539.20
EFT58465	28/11/2024	Scope Electrical Contracting Pty Ltd	Car Park Lights Not Working - Investigation & Repair - Depot	MUNI	1,189.23
EFT58466	28/11/2024	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	645.59
EFT58467	28/11/2024	Shadewest	Shade Sail Re-Fit - Multiple Shire Locations	MUNI	8,921.00
EFT58468	28/11/2024	South West Septics	Quarterly Greasetrap Service - Eaton Football: 22/11/2024	MUNI	330.00
EFT58469	28/11/2024	South West Tree Safe	Sight And Hight Pruning - Banksia Road & Powerline Clearance - Graham Street	MUNI	5,830.00
EFT58470	28/11/2024	Specialty Curtains & Blinds	Remove Existing Roller Blinds & Change Control Side - Eaton Admin	MUNI	1,206.70
EFT58471	28/11/2024	Stewart And Heaton Clothing Company Pty Ltd	Firefighting Clothing - Burekup BFB - ESL Recurrent Exp	MUNI	556.48
EFT58472	28/11/2024	Synergy	Electricity Consumption - Glen Huon Oval & Club Rooms (Football): 15/10-18/11/2024	MUNI	2,512.14
EFT58473	28/11/2024	Te Wairimu Elinor Pomare	ERC Umpire Payment: 27/11/2024 & Reimbursement of Score Clock Mains Plug Purchase	MUNI	252.35
EFT58474	28/11/2024	Team Global Express - Toll	Brigade Postage 2024/25	MUNI	35.28
EFT58475	28/11/2024	Telstra	Nighthawk Internet - Wellington Mills BFB - 4053592640	MUNI	35.66
EFT58476	28/11/2024	The Cafe Merchant	Catering - BGCCI Business After Hours Held at SoD Eaton: 24/10/2024	MUNI	1,978.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT58477	28/11/2024	The Print Shop	3 x Vinyl Banners for Summer Series	MUNI	368.50
EFT58478	28/11/2024	Traffic Force	6 x Invoices: Traffic Control - Ferguson Road, Dowdells line, Eaton Drive, Banksia Road & Renew Traffic Management Plan: Martin Pelusey Road	MUNI	8,002.87
EFT58479	28/11/2024	Violet Muriel Hicks - Bebbington	Rates Refund for Assessment A1251	MUNI	801.50
EFT58480	28/11/2024	WA Data Cabling	Installation of Data Cable to ERC Main Entry Doors for People Counting System	MUNI	642.95
EFT58481	28/11/2024	WA Skills Training	Workplace Health & Safety Representative Training - ERC Group Fitness	MUNI	995.00
EFT58482	28/11/2024	Water Corporation	Water Service: 01/11-31/12/2024 & Usage Charges: 13/09-14/11/2024 - Drainage Reserve Castlereagh Vista	MUNI	5.88
EFT58483	28/11/2024	Western Australian Treasury Corporation	Repayment: Loan 70 - Wanju & Waterloo Industrial Park Developer Contribution Plan & Loan 74 - Eaton Administration Building	MUNI	101,543.43
EFT58484	28/11/2024	Work Clobber	Staff Uniforms - Admin O/H	MUNI	307.50
EFT58485	28/11/2024	Workwise Australia	Glen Huon Boulevard Traffic Signals - Additional Design Changes to Kerb Lines & Linemarking Due to MRWA Feedback - October 2024	MUNI	4,323.11
EFT58486	28/11/2024	Wren Oil	Waste Oil Removal From Waste Transfer Station: 15/11/2024	MUNI	308.00
DIRECT DEBIT					
DD18316.1	01/11/2024	Links Modular Solutions Pty Ltd	Annual Support & Maintenance for Links Software (ERC): November 2024	MUNI	1,084.61
INTERNATIONAL					
BPAY					
DD18315.1	06/11/2024	The University of New England	Approved Study Assistance As Per CP015 - Assistant Planning Officer	MUNI	1,159.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18348.1	21/11/2024	Department of Transport	Vehicle Owner Details Searches	MUNI	4.55

DEBIT CARD

CREDIT CARD

DD18361.1	27/11/2024	Canva Pty Ltd	Canva Software Licensing Subscription	MUNI	164.99
DD18361.2	27/11/2024	Mailchimp	Monthly Subscription & Charge for Email Newsletters - November 2024	MUNI	202.76
DD18361.3	27/11/2024	Big W	Christmas Decorations & Inflatables - Summer in Your Park Series Festival	MUNI	722.62
DD18361.4	27/11/2024	Facebook Ireland Limited	2024-2025 Summer Series - Meta Ads	MUNI	48.38
DD18361.5	27/11/2024	Surveymonkey Europe	Survey Monkey Subscription to Enable The Shire to Undertake Community Surveys - November 2024	MUNI	111.00
DD18361.6	27/11/2024	Soul of Asia Pty Ltd	Dinner for Councillors & Exec After OCM - 20/11/2024	MUNI	288.40

CHEQUE

59	11/11/2024	Shire of Dardanup - Please Pay Cash	Eaton Office Petty Cash Recoup	MUNI	245.35
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TRUST

FUEL PURCHASING CARD

30/09/2024	DA8200	Fuel	63.74
30/09/2024	DA955	Fuel	93.61
1/10/2024	DA628	Fuel	200.54
1/10/2024	DA588	Fuel	71.39
1/10/2024	DA648	Fuel	117.72
2/10/2024	DA8457	Fuel	170.99
2/10/2024	DA8673	Fuel	100.24
2/10/2024	DA10091	Fuel	75.51

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	2/10/2024	DA325	Fuel	223.63
	2/10/2024	DA9605	Fuel	91.17
	2/10/2024	DA996	Fuel	117.47
	2/10/2024	DA995	Fuel	80.98
	2/10/2024	DA613	Fuel	120.23
	3/10/2024	DA1314	Fuel	86.64
	3/10/2024	SUNDRY 1	Fuel	129.12
	3/10/2024	DA563	Fuel	93.25
	3/10/2024	DA988	Fuel	90.70
	3/10/2024	DA613	Fuel	76.31
	4/10/2024	DA9287	Fuel	58.59
	4/10/2024	DA329	Fuel	75.15
	4/10/2024	DA997	Fuel	53.58
	4/10/2024	DA993	Fuel	96.73
	5/10/2024	008DA	Fuel	84.50
	7/10/2024	DA005	Fuel	102.01
	7/10/2024	DA004	Fuel	107.85
	7/10/2024	DA588	Fuel	57.70
	7/10/2024	DA017	Fuel	91.38
	7/10/2024	DA995	Fuel	97.06
	7/10/2024	DA613	Fuel	85.02
	8/10/2024	DA8457	Fuel	133.32
	8/10/2024	DA588	Fuel	69.58
	8/10/2024	DA955	Fuel	75.50
	8/10/2024	DA10181	Fuel	129.64
	8/10/2024	DA10105	Fuel	77.67
	8/10/2024	DA9781	Fuel	106.67
	8/10/2024	HIRE PLANT	Fuel	1676.85
	9/10/2024	DA8222	Fuel	99.50
	9/10/2024	DA648	Fuel	114.13
	9/10/2024	DA329	Fuel	59.94
	10/10/2024	DA005	Fuel	122.77
	10/10/2024	DA955	Fuel	81.72
	10/10/2024	DA10105	Fuel	72.34
	10/10/2024	DA997	Fuel	68.60
	10/10/2024	DA994	Fuel	87.76
	11/10/2024	DA0	Fuel	88.99

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	11/10/2024	DA1314	Fuel	54.79
	11/10/2024	BUREKUP	Fuel	64.77
	11/10/2024	DA9287	Fuel	104.13
	11/10/2024	008DA	Fuel	75.37
	11/10/2024	DA9376	Fuel	99.68
	11/10/2024	DA993	Fuel	101.56
	11/10/2024	DA613	Fuel	118.59
	12/10/2024	ODA	Fuel	223.36
	12/10/2024	DA017	Fuel	97.76
	13/10/2024	1BYC846	Fuel	54.80
	13/10/2024	1BYC846	Fuel	8.64
	13/10/2024	DA10091	Fuel	60.99
	14/10/2024	DA005	Fuel	97.93
	14/10/2024	DA8457	Fuel	137.23
	14/10/2024	DA9781	Fuel	52.83
	15/10/2024	DA628	Fuel	125.17
	15/10/2024	DA9581	Fuel	200.01
	15/10/2024	DA10105	Fuel	31.58
	15/10/2024	DA9219	Fuel	203.80
	15/10/2024	DA996	Fuel	119.50
	15/10/2024	DA995	Fuel	98.20
	15/10/2024	DA9781	Fuel	36.44
	15/10/2024	HIRE PLANT	Fuel	1724.38
	16/10/2024	DA628	Fuel	100.00
	16/10/2024	DA1314	Fuel	78.39
	16/10/2024	DA8222	Fuel	106.86
	16/10/2024	DA648	Fuel	114.09
	16/10/2024	DA10105	Fuel	45.13
	16/10/2024	DA329	Fuel	58.53
	16/10/2024	DA997	Fuel	71.45
	16/10/2024	DA994	Fuel	82.50
	16/10/2024	DA988	Fuel	87.36
	16/10/2024	DA9781	Fuel	43.09
	17/10/2024	DA8200	Fuel	81.16
	17/10/2024	DA004	Fuel	105.15
	17/10/2024	DA588	Fuel	81.94
	17/10/2024	SUNDRY 1	Fuel	130.74

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	17/10/2024	DA017	Fuel	96.63
	17/10/2024	DA325	Fuel	240.56
	17/10/2024	DA613	Fuel	111.85
	18/10/2024	DA005	Fuel	101.84
	18/10/2024	DA628	Fuel	153.54
	18/10/2024	DA0	Fuel	78.76
	18/10/2024	DA1314	Fuel	49.94
	18/10/2024	DA9287	Fuel	81.15
	18/10/2024	DA563	Fuel	74.51
	18/10/2024	008DA	Fuel	76.64
	18/10/2024	DA9605	Fuel	57.91
	18/10/2024	DA994	Fuel	85.60
	18/10/2024	DA993	Fuel	96.35
	18/10/2024	DA9781	Fuel	76.79
	18/10/2024	DA613	Fuel	35.34
	18/10/2024	DA9668	Fuel	92.41
	20/10/2024	DA8673	Fuel	103.90
	21/10/2024	DA8457	Fuel	115.78
	21/10/2024	DA10105	Fuel	28.71
	21/10/2024	DA9605	Fuel	72.24
	21/10/2024	DA10817	Fuel	102.75
	22/10/2024	DA005	Fuel	74.11
	22/10/2024	DA588	Fuel	53.78
	22/10/2024	DA10105	Fuel	23.18
	22/10/2024	DA017	Fuel	96.78
	22/10/2024	DA995	Fuel	100.54
	22/10/2024	HIRE PLANT	Fuel	1659.96
	23/10/2024	DA1314	Fuel	84.65
	23/10/2024	DA429	Fuel	92.17
	23/10/2024	DA10105	Fuel	33.39
	23/10/2024	DA994	Fuel	82.71
	23/10/2024	DA996	Fuel	117.74
	23/10/2024	DA988	Fuel	84.45
	23/10/2024	DA613	Fuel	80.30
	24/10/2024	DA8457	Fuel	131.13
	24/10/2024	DA628	Fuel	208.54
	24/10/2024	DA588	Fuel	54.66

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	24/10/2024	DA8222	Fuel	90.50
	24/10/2024	008DA	Fuel	81.45
	25/10/2024	DA005	Fuel	95.44
	25/10/2024	DA1314	Fuel	19.91
	25/10/2024	ODA	Fuel	213.61
	25/10/2024	DA9287	Fuel	97.42
	25/10/2024	DA648	Fuel	116.17
	25/10/2024	DA10091	Fuel	71.98
	25/10/2024	DA325	Fuel	236.79
	25/10/2024	DA329	Fuel	82.36
	25/10/2024	DA9605	Fuel	43.42
	25/10/2024	DA993	Fuel	113.15
	25/10/2024	HIRE PLANT	Fuel	1385.98
	26/10/2024	DA8370	Fuel	140.14
	26/10/2024	DA8370	Fuel	69.98
	28/10/2024	DA588	Fuel	48.84
	28/10/2024	DA0	Fuel	85.67
	28/10/2024	DA1314	Fuel	57.59
	28/10/2024	DA10105	Fuel	30.87
	28/10/2024	DA017	Fuel	100.57
	28/10/2024	DA997	Fuel	84.28
	29/10/2024	DA8222	Fuel	54.78
	29/10/2024	DA10105	Fuel	23.65
	29/10/2024	DA994	Fuel	86.37
	29/10/2024	DA613	Fuel	129.07
	30/10/2024	DA8457	Fuel	150.22
	30/10/2024	DA004	Fuel	98.96
	30/10/2024	DA588	Fuel	57.82
	30/10/2024	SUNDRY 1	Fuel	127.52
	30/10/2024	DA988	Fuel	64.06
	31/10/2024	DA005	Fuel	104.13
	31/10/2024	DA1314	Fuel	60.81
	31/10/2024	DA8673	Fuel	80.55
	31/10/2024	008DA	Fuel	78.76
	31/10/2024	DA993	Fuel	113.02
	31/10/2024	DA996	Fuel	117.87
	31/10/2024	DA9781	Fuel	156.11

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
PAYROLL					
DD18312.1	08/11/2024	Aware Super Pty Limited	Payroll Deductions	MUNI	35,746.34
DD18312.2	08/11/2024	MLC Super Fund	Superannuation Contributions	MUNI	1,886.63
DD18312.3	08/11/2024	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	739.14
DD18312.4	08/11/2024	Brighter Super	Superannuation Contributions	MUNI	309.17
DD18312.5	08/11/2024	Hostplus	Payroll Deductions	MUNI	1,090.79
DD18312.6	08/11/2024	Hesta Super Fund	Payroll Deductions	MUNI	1,837.63
DD18312.7	08/11/2024	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,395.12
DD18312.8	08/11/2024	Australian Super	Superannuation Contributions	MUNI	311.44
DD18312.9	08/11/2024	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	853.18
DD18312.10	08/11/2024	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,265.00
DD18312.11	08/11/2024	Mercer Super Trust	Superannuation Contributions	MUNI	424.54
DD18312.12	08/11/2024	Australian Retirement Trust	Payroll Deductions	MUNI	1,455.38
DD18312.13	08/11/2024	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	283.33
DD18312.14	08/11/2024	Plum Superannuation Fund	Superannuation Contributions	MUNI	142.30
DD18312.15	08/11/2024	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	662.98
DD18312.16	08/11/2024	Spirit Super	Superannuation Contributions	MUNI	355.35

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18312.17	08/11/2024	Unisuper	Payroll Deductions	MUNI	957.32
DD18312.18	08/11/2024	Asgard Independence Plan Division Two	Superannuation Contributions	MUNI	229.09
DD18312.19	08/11/2024	The Trustee for The Bendigo Superannuation Plan	Superannuation Contributions	MUNI	179.49
DD18312.20	08/11/2024	Rest Superannuation	Payroll Deductions	MUNI	2,609.42
DD18312.21	08/11/2024	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18312.22	08/11/2024	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,157.47
DD18312.23	08/11/2024	Australiansuper	Superannuation Contributions	MUNI	9,150.56
DD18312.24	08/11/2024	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	27.79
DD18312.25	08/11/2024	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18312.26	08/11/2024	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
DD18351.1	22/11/2024	Aware Super Pty Limited	Payroll Deductions	MUNI	43,969.86
DD18351.2	22/11/2024	MLC Super Fund	Superannuation Contributions	MUNI	2,540.62
DD18351.3	22/11/2024	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	836.14
DD18351.4	22/11/2024	Brighter Super	Superannuation Contributions	MUNI	417.38
DD18351.5	22/11/2024	Hostplus	Payroll Deductions	MUNI	1,339.31
DD18351.6	22/11/2024	Hesta Super Fund	Payroll Deductions	MUNI	2,204.22
DD18351.7	22/11/2024	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,492.40
DD18351.8	22/11/2024	Australian Ethical Superannuation	Payroll Deductions	MUNI	107.10

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18351.9	22/11/2024	Australian Super	Superannuation Contributions	MUNI	427.96
DD18351.10	22/11/2024	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	1,138.20
DD18351.11	22/11/2024	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,175.38
DD18351.12	22/11/2024	Australian Retirement Trust	Payroll Deductions	MUNI	1,488.40
DD18351.13	22/11/2024	Mercer Super Trust	Superannuation Contributions	MUNI	519.36
DD18351.14	22/11/2024	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	388.22
DD18351.15	22/11/2024	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	820.64
DD18351.16	22/11/2024	Spirit Super	Superannuation Contributions	MUNI	467.84
DD18351.17	22/11/2024	Unisuper	Payroll Deductions	MUNI	947.90
DD18351.18	22/11/2024	Asgard Independence Plan Division Two	Superannuation Contributions	MUNI	229.09
DD18351.19	22/11/2024	The Trustee for the Bendigo Superannuation Plan	Superannuation Contributions	MUNI	179.49
DD18351.20	22/11/2024	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	9.51
DD18351.21	22/11/2024	Rest Superannuation	Payroll Deductions	MUNI	2,801.15
DD18351.22	22/11/2024	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18351.23	22/11/2024	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,260.80
DD18351.24	22/11/2024	Australiansuper	Superannuation Contributions	MUNI	10,871.40

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18351.25	22/11/2024	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	18.52
DD18351.26	22/11/2024	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	467.45
DD18351.27	22/11/2024	Hughes Superannuation Fund	Superannuation Contributions	MUNI	73.45
					2,669,418.73

REPORT TOTALS

EFT	\$	2,525,580.13
Muni Cheque	\$	245.35
Trust	\$	-
Payroll	\$	139,806.14
Credit Card	\$	1,538.15
Debit Card	\$	-
Direct Debit	\$	1,084.61
International	\$	-
BPAY	\$	1,164.35
TOTAL	\$	2,669,418.73

CERTIFICATE of Chief Executive Officer

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



MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

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 (ie 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.*

R13. 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.

R13A. 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: 12.4.8) for full assessment document.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Schedule of Paid Accounts as at the 30 th November 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.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively

Officer Comment

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

END REPORT

12.5 COMMITTEES

12.5.1 Title: Audit & Risk Committee Meeting Minutes held on the 11th of December 2024

Reporting Department:	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mrs Natalie Hopkins – Director Corporate and Governance</i>
Reporting Officer	<i>Mrs Rebecca Hobby - Personal Assistant to Director Corporate and Governance</i>
Legislation	<i>Local Government Act 1995</i>
Attachments	<i>Appendix ORD: 12.5.1A – Audit & Risk Committee Meeting Minutes</i> <i>Appendix ORD: 12.5.1B – 2025 Annual Audit Work Plan</i> <i>Appendix ORD: 12.5.1C – Reports on the Western Australian Auditor General – Schedule of Reports.</i> <i>Appendix ORD: 12.5.1D - 2023/24 Annual Financial Report</i> <i>Appendix ORD: 12.5.1E - Shire of Dardanup Business Continuity Plan</i> <i>Confidential Attachment A – Under Separate Cover – Biannual Risk Management Dashboard Report</i>

MINUTES OF THE SHIRE OF DARDANUP AUDIT AND RISK COMMITTEE MEETING HELD ON WEDNESDAY, 11TH DECEMBER 2024, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.

Overview

The Minutes of the Audit & Risk Committee Meeting held on the 11th of December 2024 (Appendix ORD: 12.5.1) are attached.

OFFICER RECOMMENDED RESOLUTION “A”

THAT Council receives the Minutes (Appendix ORD: 12.5.1A) of the Audit and Risk Committee Meeting held on the 11th of December 2024.

OFFICER RECOMMENDED RESOLUTION AND AUDIT AND RISK COMMITTEE RESOLUTION “B”

THAT Council:

- 1. Receive the December 2024 update report on the implementation of actions required from the findings of the 2023/2024 Regulation 17 Review.**
- 2. Note that finding 2.2.1 and 2.2.2 will not be completed by the target date of 31st of December 2024 and grant an extension until 30th of June 2025.**

**OFFICER RECOMMENDED RESOLUTION AND
AUDIT AND RISK COMMITTEE RESOLUTION “C”**

THAT Council:

- 1. Receive the report providing an update on the Audit and Risk Committee’s responsibilities in accordance with the 2024 Annual Audit Work Plan.**
- 2. Recommends that Council grant an extension for the testing of the Business Continuity Plan to be completed by August 2025.**

**OFFICER RECOMMENDED RESOLUTION AND
AUDIT AND RISK COMMITTEE RESOLUTION “D”**

THAT Council receive and endorse the 2025 Annual Audit Work Plan. (Appendix ORD: 12.5.1B)

**OFFICER RECOMMENDED RESOLUTION AND
AUDIT AND RISK COMMITTEE RESOLUTION “E”**

THAT Council receive the biannual Risk Management Dashboard Report for this reporting period, and as provided for in the Confidential Attachment (A) provided Under Separate Cover.

**OFFICER RECOMMENDED RESOLUTION AND
AUDIT AND RISK COMMITTEE RESOLUTION “F”**

THAT Council receive the December 2024 report on the Western Australian Auditor General – Schedule of Reports (Appendix ORD: 12.5.1C)

**OFFICER RECOMMENDED RESOLUTION AND
AUDIT AND RISK COMMITTEE RESOLUTION “G”**

THAT Council receive the Shire of Dardanup 2023/24 audited Annual Financial Statements for the financial year ended 30th of June 2024 (Appendix ORD: 12.5.1D).

**OFFICER RECOMMENDED RESOLUTION AND
AUDIT AND RISK COMMITTEE RESOLUTION “H”**

THAT Council receive the draft Shire of Dardanup Business Continuity Plan (Appendix ORD: 12.1.5E).

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

16 MATTERS BEHIND CLOSED DOORS

None.

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 29th of January 2025, 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.