



# **A G E N D A**

FOR THE

# **ORDINARY COUNCIL MEETING**

To Be Held

Wednesday, 23<sup>rd</sup> of October 2024  
Commencing at 5.00pm

At

ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup Council will be held on Wednesday, the 23<sup>rd</sup> of October 2024 at the Administration Centre Eaton, 1 Council Drive, Eaton – Commencing at 5.00pm.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 18<sup>th</sup> of October 2024

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

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

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## VISION STATEMENT

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

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## COUNCIL ROLE

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

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

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

**RISK - LIKELIHOOD TABLE**

LEVEL	RATING	DESCRIPTION	FREQUENCY
5	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 23<sup>RD</sup> OF OCTOBER 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. Stacey Gillespie - Elected Member(Res: 229-24)  
 Cr. Jack Manoni - Elected Member(Res: 230-24)

2.4 Previous Meetings

DATE	TYPE	CR. T BELL	CR. L W DAVIES	CR. T G GARDINER	CR. S L GILLESPIE	CR. A C JENOUR	CR. E P LILLY	CR. M R HUTCHINSON	CR. J D MANONI	CR. A L WEBSTER
<b>July 2024</b>										
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
<b>August 2024</b>										
14/08/24	WS	NA	✓	✓	✓	✓	✓	✓	NA	✓
21/08/24	AF	✓R	Ap	✓	Ap	✓R	✓	✓	NA	Ap
28/08/24	OCM	✓R	Ap	✓	✓R	✓	✓	✓	✓	✓
<b>September 2024</b>										
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	✓	✓	✓	✓	✓	✓	✓	✓
<b>October 2024</b>										
02/10/24	WS	Ap	✓	✓	✓	✓R	✓	✓	✓	✓
16/10/24	AF	✓R	✓	✓	Ap	Ap	✓	✓	✓	✓
23/10/24	OCM				LoA				LoA	

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

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



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

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 20<sup>th</sup> of November 2024.**

Note: *Cr. T Bell was granted a leave of absence for the Ordinary Council Meeting being held on the 20<sup>th</sup> of November 2024 (Res:233-24)*

**6      PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7      CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

[7.1    Ordinary Council Meeting Held on the 25<sup>th</sup> of September 2024](#)

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 25<sup>th</sup> of September 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

<b>Reporting Department</b>	<i>Elected Members</i>
<b>Elected Member</b>	<i>Cr. Tyrrell Gardiner - Shire President</i>

Participation in various meetings, conferences, and events since my last report to the Council.

Event:	7 to 11 October – WALGA Week and SoD Councillor Sessions
Report:	<p>Attended by: President Gardiner, Deputy President Lilly, Cr Manoni, Cr Davies, Cr Gillespie, Cr Jenour, CEO Schönfeldt</p> <p><u>City of Swan Council Visit and Visitors Centre</u></p> <p>Opportunity to meet with CEO and Senior staff involved in planning and tourism from the City of Swan. Noting the similar makeup of demographics and industry types (especially tourism) between the two local governments and the extra scale at which the City of Swan operates. How they plan strategically. A look at their Visitor Centre and how they run their events at Swan City.</p> <p>Cr Gillespie attended a Women in Local Government Forum and has provided a report to Councillors on key messages from the forum</p> <p><u>Business Excellence Framework – SoD Audit Report with Dr Shayne Silcox, Strategic Leadership Consulting</u></p> <p>An opportunity for Councillors to discuss firsthand the Business Excellence Framework report. How to read and understand it. Where the Shire sits within the framework and Strategy changes to achieve a stronger organization. Well Received by Councillors.</p> <p><u>Opening Wambenger Bike Trails Collie</u></p> <p>Cr Jenour attended on behalf of Council with Director Infrastructure, Mr Theo Naudé the new Bike Trails opened by Minister Whitby before travelling to Perth to attend the Conference. Thank you Cr Jenour.</p> <p><u>WALGA AGM</u></p> <p>Dardanup Shire co-authored with the Shire of Esperance a resolution that WALGA advocate for the Cat Act to be amended to allow local governments to implement stronger local laws that allow enforcement and effective control of wandering and nuisance cats. Further that WALGA develop a model local law that local governments can use at their discretion.</p> <p>Resolution passed with eighty seven percent support from the delegates in attendance.</p>

	<p><u>WALGA Conference 2024</u></p> <p>Other Speakers at the Conference included politicians from both sides of State Parliament. Urban Strategy and Community activation were keynote presentations.</p> <p>Cr Manoni had the opportunity to hear from power couple Kirk Pengilly and Layne Beachley at an invigorating breakfast session. Closing Speaker Dr Chadden Hunter gave insights on his time as Sir Richard Attenborough’s “right hand man”. High quality speakers all around further adding to Councillors knowledge.</p>
<b>Event:</b>	<b>10/10/2024 – BGEA 25<sup>th</sup> Anniversary Event</b>
Report:	<p>Hosted by: BGEA Attended by: President Gardiner and CEO Schönfeldt</p> <p>I had the pleasure of attending the sundowner event at the Mantra Lighthouse, celebrating BGEA’s 25th anniversary alongside past and present CEOs, board members, and stakeholders.</p> <p>Our CEO, Brant Edwards, opened the evening, followed by Chairman, Bradd Hamersley, who highlighted the importance of our community partnerships in driving economic growth. Hon. Don Punch, BGEA’s inaugural CEO, delivered a keynote on the organization’s founding vision and future development goals.</p> <p>Recognised at the event were four former board members—Mr. Clayton Hyder, Mr. Mick Bennett, Mr. Murray Scott, and Mr. Ian Telfer—with Honorary Life Memberships for their significant contributions to BGEA.</p>
<b>Event:</b>	<b>10/10/2024 – Lost and Found Launch</b>
Report:	<p>Hosted by: Ferguson Valley Marketing &amp; Atelier House of Events Attended by: President Gardiner, Cr Bell and PACE Team Leader, Samantha Atkinson</p> <p>Start event of the Lost and Found Festival. Showcase of the great wine, beer and food we have available and love sharing with visitors to our region.</p>
<b>Event:</b>	<b>15/10/2024 – Citizenship Ceremony</b>
Report:	<p>Hosted at: Shire of Dardanup Attended by: President Gardiner</p> <ul style="list-style-type: none"> <li>• We had a total of 6 Conferees take the oath, the final step of becoming an Australian Citizen.</li> <li>• Our new citizens come from Ghana, New Zealand, Indonesia, Iran, United Kingdom, and India.</li> <li>• Nola Marino MP delivered the “Special Message” from The Hon Tony Burke MP.</li> <li>• Jodie Hanns MLA delivered a welcome message and spoke to connections to the wonderful local community.</li> </ul>
<b>Event:</b>	<b>16/10/2024 - 2024 SW Energy Roundtable The Energy Transition</b>
Report:	<p>Hosted at: BGEA Attended by: President Gardiner and CEO Schönfeldt</p> <p>A How, Why and Where of the Western Australia’s energy production and usage into the near future by Jai Thomas, Co Ordinator of Energy Policy within the State Government.</p>

	Some insights into new, in the main, renewable energy production projects that are planned. Battery storage systems and the transmission plans to get the power where it is needed.
<b>Event:</b>	<b>16/10/2024 – Meet and greet with Eaton Primary School new Principal</b>
<b>Report:</b>	<p>Hosted at: Shire of Dardanup                  Attended by: President Gardiner and CEO Schönfeldt</p> <p>Introduction to Claire Nicol, Principal</p> <p>Claire has this year been appointed as Principal of Eaton Primary School.</p> <p>A walk through the school grounds and discussion about the schools make up and opportunities.</p> <p>A terrific opportunity to meet someone with so much responsibility as an educator of some of Eaton’s younger residents</p>

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

### 9.1 Title: Bunbury & Districts Softball Association – Annual Financial Report Business Plan & Key Actions 2024-2027 & 3 Year Budget Est 2024-2027

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

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

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

**Note:** *The meeting will go behind closed doors toward the end of the meeting to discuss S.5.23 section (2)(e)(iii) a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.*

## 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 12.4.3 - 2024 Biennial Policy Manual Review as the matter relates to Mr André Schönfeldt’s vehicle as part of his employment contract.*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 EXECUTIVE REPORTS

#### 12.1.1 Title: Feedback - WALGA's Local Government Elections Advocacy Positions

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mrs Brooke Sudbury - Executive Support Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.1.1A – Info Page - WALGA's Local Government Elections Advocacy Positions 12.1.1B – Risk Assessment</i>

#### **Overview**

Council have been requested by the WA Local Government Association [WALGA] to provide feedback on WALGA's current and alternative advocacy positions (Appendix ORD: 12.1.1A) as they relate to Local Government Elections.

#### **OFFICER RECOMMENDED RESOLUTION "A"**

**THAT Council provide the following responses to the WA Local Government Association in relation to the following advocacy position:**

#### **PARTICIPATION**

- (a) **The sector continues to support voluntary voting at Local Government elections.**

**OR**

#### **PARTICIPATION**

- (b) **The sector supports compulsory voting at Local Governments elections**

**OFFICER RECOMMENDED RESOLUTION “B”**

**THAT Council provide the following responses to the WA Local Government Association in relation to the following advocacy position:**

**TERMS OF OFFICE**

- (a) The sector continues to support four-year terms with a two year spill;**

**OR**

**TERMS OF OFFICE**

- (b) The sector supports four-year terms on an all in/all out basis.**

**OFFICER RECOMMENDED RESOLUTION “C”**

**THAT Council provide the following responses to the WA Local Government Association in relation to the following advocacy position:**

**VOTING METHODS**

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for general elections. If Optional Preferential Voting (OPV) remains as the primary method of voting, the sector supports the removal of the ‘proportional’ part of the voting method for general elections**

**OR**

**VOTING METHODS**

- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for general elections.**



**OFFICER RECOMMENDED RESOLUTION “D”**

**THAT Council provide the following responses to the WA Local Government Association in relation to the following advocacy position:**

**INTERNAL ELECTIONS**

- (a) The sector supports First Past the Post (FPTP) as the preferred voting method for all internal elections.**

**OR**

**INTERNAL ELECTIONS**

- (b) The sector supports Optional Preferential Voting (OPV) as the preferred voting method for all internal elections.**

**OFFICER RECOMMENDED RESOLUTION “E”**

**THAT Council provide the following responses to the WA Local Government Association in relation to the following advocacy position:**

**VOTING ACCESSIBILITY**

**The sector supports the option to hold general elections through:**

- (a) Electronic voting;**

**AND/OR**

- (b) Postal voting;**

**AND/OR**

- (c) In-Person voting.**

**OFFICER RECOMMENDED RESOLUTION "F"**

**THAT Council provide the following responses to the WA Local Government Association in relation to the following advocacy position:**

**METHOD OF ELECTION OF MAYOR OR PRESIDENT**

**The sector supports:**

- (a) **As per the current legislation with no change – Class 1 and 2 local governments directly elect the Mayor or President (election by electors method), with regulations preventing a change in this method.**

**OR**

**METHOD OF ELECTION OF MAYOR OR PRESIDENT**

- (b) **Return to previous legislated provisions – all classes of local governments can decide, by absolute majority, the method for electing their Mayor or President.**

**OR**

**METHOD OF ELECTION OF MAYOR OR PRESIDENT**

- (c) **Apply current provisions to all Bands of Local Governments – apply the election by electors method to all classes of local governments.**

***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**

As WALGA is a representative of Local Government it will periodically request Council to provide input regarding various issues. WALGA have requested that the Shire of Dardanup along with other West Australian Local Government's provide a recommendation regarding five (5) Local Government elections advocacy positions.

**Legal Implications** - None.

**Council Plan**

13.1 - Adopt best practice governance.

**Environment** - None.

**Precedents**

Council have previously provided recommendations to WALGA.

**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: 12.1.1B) for full assessment document.

<b>TIER 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).</b>	
Risk Event	Feedback - WALGA's Local Government Elections Advocacy Positions
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>Legal and Compliance WALGA provides a representative and united voice for local government along with valuable governance support. Supporting WALGA benefits the Shire of Dardanup.</p> <p>Reputational Not providing feedback to WALGA as a member Council could damage the reputation of the Shire of Dardanup.</p>

**Officer Comment**

As WALGA recently undertook a comprehensive review and analysis of 5 ordinary election cycles up to and including the 2023 Local Government election against the backdrop of legislative reforms to the Local Government electoral process. The review and report focused on postal elections conducted

exclusively by the Western Australian Electoral Commission (WAEC), with the analysis finding evidence of the rising cost of conducting Local Government elections in Western Australia.

WALGA is asking Local Governments to consider WALGAs current and alternative advocacy positions as they relate to Local Government Elections (Appendix ORD: 12.1.1A). This report provides Council with the opportunity to provide feedback to WALGA as to Council's preferences as it relates to how elections are to be conducted.

END REPORT

12.1.2 Title: Purchase of Lot 100 Martin Pelusey Road, Waterloo

<b>Reporting Department</b>	<i>Executive</i>
<b>Responsible Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Reporting Officer</b>	<i>Mr André Schönfeldt - Chief Executive Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.1.2A - Risk Assessment 12.1.2B - Public Notice Confidential Attachment – Under Separate Cover</i>

**Overview**

The report returns to Council the outcome of the public submission period in relation to the purchase of Lot 100 Martin Pelusey Road, Waterloo and the use of the Sale of Land Reserve Account to complete the transaction.

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

1. **In accordance with section 6.11 of the *Local Government Act 1995 – Reserve Accounts*, notes that following the one month public advertising period, no public submissions were received on the proposed use of the Sale of Land Reserve Account, for the purchase of Lot 100 Martin Pelusey Road, Waterloo.**
2. **Approves unbudgeted expenditure of \$1,200,000 (GST Exclusive) for the Purchase of Lot 100 Martin Pelusey Road, Waterloo.**
3. **Approves a Transfer from Reserve of \$1,200,000 to be drawn down from the Sale of Land Reserve Account, for the purchase of Lot 100 Martin Pelusey Road, Waterloo.**
4. **Notes that the special condition in relation to advertising the purchase of Lot 100, Martin Pelusey is not required under the Local Government Act 1995, and therefore considers this condition to have been met.**
5. **Authorises the Chief Executive Officer to finalise the purchase of Lot 100, Martin Pelusey, Waterloo and proceed to settlement.**
6. **Authorises the CEO to call for Registrations of Interest for the use of the land for an Open Access Intermodal Terminal and / or Advanced Timber and Metal Manufacturing.**

**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 28<sup>th</sup> of August 2024 Council resolved (225-24)

*THAT Council:*

1. *In accordance with Section 6.11 of the Local Government Act 1995, gives one month's local public notice of its intention to use\* the funds held in the Sale of Land Reserve account for the purposes of purchasing Lot 100 Martin Pelusey Road, Waterloo.*  
*\* Absolute Majority Required*
2. *Authorises the Chief Executive Officer to make a conditional offer to purchase Lot 100 Martin Pelusey Road, Waterloo at the market value as set out in the valuation from Acumentis (Confidential Attachment 16.1C) including the following special conditions:*
  - a. *Finance – The Shire of Dardanup will require one month to provide local public notice of its intention to use the Sale of Land Reserve for the purposes of purchasing Lot 100 Martin Pelusey Road, and then from that point, Council would need to consider any submissions received and whether or not to amend its 2024/25 Annual Budget to facilitate the purchase.*
  - b. *Legislative Requirements – Should Council decide to amend its 2024/25 Annual Budget, then Council will be required to give local public notice of its intention to purchase Lot 100 Martin Pelusey Road, in accordance with the Local Government Act 1995 provisions for a private treaty, and Council will be required to consider any submissions prior to making its final decision to proceed to Settlement.*
  - c. *Should Council at any point prior to Settlement decide not to proceed with the purchase of Lot 100 Martin Pelusey Road, there will be no compensation payable to or by either party.*

In accordance with Council's resolution, the Chief Executive Officer prepared an offer of sale and this was signed and accepted on 5 September 2024, (Confidential Attachment – Under Separate Cover) with the special conditions included as above. An additional special condition requested by the current landowners in relation to GST was also included to clarify that the Purchaser will be responsible for any GST that the transaction may attract.

This report is for Council to note that due process was followed, and no Public Submissions were received. The report also recommends that Council amend the budget in order to complete the transaction.

## **Legal Implications**

The Department of Local Government, in an email to Shire staff provided the following advice with regards to the requirement to advertise the intended purchase of land as follows:

*If the purchase of land is a simple purchase by the local government that is not a "major land Transaction", there is no requirement to advertise the transaction. Please note there is a provision in the Act (section 5.43(d)) that refers to council delegating the power to acquire or dispose of any property to the CEO, but with a limit placed on the value of the acquisition or disposal for the purpose of the delegation.*

*Should the acquisition (land transaction) constitute a major land transaction under section 3.59 of the Local Government Act 1995 (the Act) and is not an exempt land transaction it will need to be advertised in accordance with section 3.59(3)&(4) of the Act which is to include a Business Plan for the major land transaction.*

In accordance with the Local Government Act 1995 and Regulation 8A Local Government (Functions and General) regulations 1996, the purchase of the land is not considered a major land transaction.

**6.11. Reserve accounts**

- (1) Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.
- (2) Subject to subsection (3), before a local government —
  - (a) changes\* the purpose of a reserve account; or
  - (b) uses\* the money in a reserve account for another purpose, it must give one month's local public notice of the proposed change of purpose or proposed use.  
\* Absolute majority required.
- (3) A local government is not required to give local public notice under subsection (2) —
  - (a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or
  - (b) in such other circumstances as are prescribed.
- (4) A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.
- (5) Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.

The Purpose of the Sale of Land Reserve is defined in the 2024/25 budget. The Reserve is “established to hold funds from the sale of Council land”.

**Council Plan**

- 11.1 - Support industry and business growth.
- 10.2 - Advocate for improved access to public and shared transport services.
- 10.3 - Improve road safety, connectivity and traffic flow.
- 13.4 - Foster strategic alliances and resource sharing opportunities.

**Environment** - None.

**Precedents**

Council purchased Lot 101 Martin Pelusey Road, Waterloo (33.75 hectares) in 2012 for \$875,000 excluding GST to establish the Shire's Depot in this location. GST did not apply to this transaction as the property was bought as a going concern.

**Budget Implications**

The purchase of Lot 100 Martin Pelusey Road was not included in the 2024/25 budget. In August 2024, Council resolved to give notice of its intention to use funds from the Sale of Land Reserve to finance the transaction.

As at 30<sup>th</sup> of June 2024, the Sale of Land Reserve has \$1,393,129.55. This step has now concluded with no-submissions received. As such, in line with the contract to purchase Lot 100, Council is requested to amend the budget to draw down from the Sale of Land Reserve in order to finance the transaction.

The Shire has received confirmation from its settlement agent that the Australian Taxation Office has agreed that no stamp duty is payable. Additionally, it is also expected that the transaction will be GST exempt. The Settlement Agent Fees of approximately \$3,000 will be paid from the operational budget. Therefore, it is recommended that the budget be amended to provide for \$1.2mil to finance the transaction exclusive of GST, to be drawn down from the Sale of Land reserve.

### **Budget – Whole of Life Cost**

The Shire is currently receiving interest rates of up to 5% on cash reserves invested into term deposits. Therefore, the Shire is likely to forego \$66,000 of interest per annum should the transaction be undertaken, as long as the current interest rates hold.

It should be noted that during the last 5 years the average interest rates received through term deposits were only 2.22%. Therefore, should interested rates drop back to the average rate, then the foregone interests would be \$29,304 per annum. Should interest rates drop to pre-COVID rates experienced in 2019/2020 financial year of 1.5%, the foregone interest could be as low as \$19,800. The Long Term Financial Plan estimates that interest rates will remain between 5.05% and 4.5% over the next 5 years.

### **Council Policy Compliance**

Exec CP201 – Execution of Documents and Application of Common Seal

### **Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Public Notice Use Sale Of Land Reserve Account For The Purchase Of Lot 100 Martin Pelusey Road, Waterloo
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>Financial</p> <p>The purchase of Lot 100, will result in the acquisition of a land asset based on a market valuation, and therefore the financial risk associated with the transaction is considered low.</p> <p>Property</p> <p>The risk to this rural property remains low and can be maintained through a lease similar to that on Lot 101 Martin Pelusey Road, Waterloo.</p>

### **Officer Comment**

In accordance with section 6.11 of the *Local Government Act 1995*, a Public Notice (Appendix ORD: 12.1.2B) on the proposed use of Sale of Land Reserve Account for the purchase of Lot 100 Martin Pelusey Road, Waterloo was first advertised in the South Western Times on Thursday 3<sup>rd</sup> of October 2024. The notice appeared in the paper every week for the duration of the notice period until Thursday 10 October 2024. The notice was also posted on the Shire of Dardanup website, and placed on the Shire of Dardanup’s Public Notice Board at the Main Administration Building and Libraries.

The Public Notice invited submissions on the proposed disposition until 4.00pm on Monday 14<sup>th</sup> October 2024. At the close of the public submission period, no submissions were received. It is therefore recommended that Council approves unbudgeted expenditure to proceed with the use of



funds from the Sale of Land Reserve Account to complete the purchase of Lot 100 Martin Pelusey Road, Waterloo.

END REPORT

<b>12.2 SUSTAINABLE DEVELOPMENT DIRECTORATE REPORTS</b>
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None.

## 12.3 INFRASTRUCTURE DIRECTORATE REPORTS

### 12.3.1 Title: Eaton Foreshore Working Group Terms of Reference

<b>Reporting Department</b>	<i>Infrastructure Directorate</i>
<b>Responsible Officer</b>	<i>Mr Theo Naudé - Director Infrastructure</i>
<b>Reporting Officer</b>	<i>Ms Stacey Patterson – PA to Director Infrastructure</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.3.1A Terms of Reference (ToR) for Eaton Foreshore Working Group 12.3.1B – Risk Assessment</i>

#### **Overview**

The purpose of this report is for Council to endorse the 2024 Terms of Reference for the Eaton Foreshore Working Group. Council is requested to endorse the 2024 Terms of Reference for the Eaton Working Group (Appendix ORD:12.3.1A) to further explore and develop a concept plan for the Eaton Foreshore area.

For the final concept plan to be developed, an initial draft plan will be tabled at the first Working Group meeting for the group to consider going forward in developing the final version of the plan for Council endorsement.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the 2024 Terms of Reference for the Eaton Foreshore Working Group (Appendix ORD: 12.3.1A)**

#### ***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 Special Council Meeting on the 11<sup>th</sup> of September 2024 Res (232-24), Council resolved that a Concept Plan be developed for the Eaton Foreshore. Council endorsed the establishment of an Eaton Foreshore Working Group and requested the Chief Executive Officer to prepare a Terms of Reference (ToR) of the working group.

The aim of the Working Group is to provide advice on developing and implementing relevant projects and programs whilst providing input into project planning, design and implementation as part of the Eaton Foreshore Concept Plan.

This report brings the created ToR (Appendix ORD: 12.3.1A) back to Council for endorsement.

### *THAT Council*

1. *Provides a letter of in-principle support to Coastal Rowing WA Inc for the grant application for funding under the Commonwealth Department of Health & Aged Care, Play Our Way funding round with the following stipulations:*
  - *Before the design and location of the building can be agreed to, the Shire of Dardanup is first to develop a Concept Plan for the Eaton Foreshore thorough community consultation and this Concept Plan is intended to be presented to Council in June 2025 for Council endorsement.*
  - *The asset will remain the property of the Shire of Dardanup.*
  - *Should Coastal Rowing WA Inc be successful in securing adequate funding for the facility, the Shire of Dardanup would be willing to enter into a multi-year lease agreement with the Coastal Rowing WA Inc over the whole or part of the building.*
  - *The Shire of Dardanup will not be contributing financially towards the project.*
  - *Project Management for the design and construction of a building will be undertaken by the Shire of Dardanup.*
2. *Endorse the following Elected Members to the Eaton Foreshore Working Group [Note: that all appointments expire on the day prior to the next Ordinary Local Government election to be held in October 2025 or in accordance with Section 5.11 of the Local Government Act 1995:*
  - i) Cr. T G Gardiner (Chair)*
  - ii) Cr. S L Gillespie (Deputy 1)*
  - ...iii) Cr. A L Webster (Deputy 2)*
3. *Requests the Chief Executive Officer prepare a Terms of Refence for an Eaton Foreshore Working Group inclusive of the following groups:*
  - i) Coastal Rowing Club Inc*
  - ii) Bunbury Repertory Club*
  - iii) Eaton Foreshore Festival Committee (Eaton Primary School)*
  - iv) Eaton Junior Football Club*
  - v) Eaton Cricket Club*
  - vi) Grow Cook Eaton Create Inc*
4. *Includes a new project in the Shire of Dardanup Council Plan for 2024/2025 – “Develop a Concept Plan for the Eaton Foreshore” under Amenity.*

**Legal Implications** - None

**Council Plan**

13.1 - Adopt best practice governance.

14.1 - Increase community awareness, knowledge and understanding of Shire activities and key messages.

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

**Environment** - None.

**Precedents**

Council has previously endorsed Working Groups, including its ToR to provide input and advice in developing Concept Plans for prominent areas and towns within the Shire.

**Budget Implications**

Draft concept plans will be developed by internal staff with the view to produce the final Concept Plan for Council endorsement internally.

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

**Council Policy Compliance**

Council Policy Exec CP090 Community Engagement is applicable to this project and will be a critical part in the delivery of the overall project. The following documents were used to develop the Community Engagement Plan for this project:

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

**Risk Assessment**

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

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Eaton Foreshore Working Group Terms of Reference
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance The Terms of Reference provide guidance to Working group members by setting roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements.
	Reputational The Shire has a good reputation for following best practice in Governance and Probity.

**Officer Comment**

Council received a request from Coastal Rowing WA, requesting support for its grant funding application to construct a boat storage facility on the Eaton foreshore. Officers are now putting a process in place for future planning of the Eaton Foreshore development by establishing the Eaton Foreshore Working Group. This group will consist of a variety of user groups, some previously identified and others may still come on board. This working group will act in an advisory capacity on matters to establish an Eaton Foreshore Concept Plan.

The Eaton Foreshore area is public space that is used by a wide range of groups for variety of activities, as well as the general community that has access to this area. This area was established for the enjoyment of all the Shire community and visitors to the Shire and therefore careful planning and consideration should be given when any activities, infrastructure or projects are planned on the foreshore.

Previous works in this area include creation of the Eaton-Millbridge Community Facilities Plan and the Eaton Place Plan, which will both be used to establish the Eaton Foreshore Concept Plan.

Going forward, user groups will be invited to the working group meetings of which the first that is planned for October/November 2024. At these meetings the working group, together with nominated Shire Councillors and Shire staff will consider options and suggestions for projects, community infrastructure and programs on the Eaton Foreshore. Follow-up meetings will be scheduled and draft concept plans will be developed by the Shire in consultation with the user groups, with the aim to have these finalised and presented to Council in June 2025 for endorsement.

Once the Concept Plan is finalised, Council will consider land allocations and areas for projects and potential leased areas and projects will be prioritised for consideration and inclusion in the Shire's Long Term Financial Plan.

As per Council Res: (232-24) the Terms of Reference (ToR) for the Eaton Foreshore Working Group was created, which clearly set out the aim, roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements.

The ToR for the Eaton Foreshore Working Group (Appendix ORD: 12.3.1A) are presented for Council's consideration.

END REPORT

## 12.4 CORPORATE & GOVERNANCE DIRECTORATE REPORTS

### 12.4.1 Title: Enterprise Resource Planning (ERP) Software Replacement Program – September 2024 Quarterly Update

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mr Kieran O'Brien - ERP Project Manager</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.4.1A – ERP Quarterly Update Report – September 2024 12.4.1B – Risk Assessment</i>

#### **Overview**

This report provides Council with a quarterly update on the progression of the ERP Software Replacement Program since Council accepted the tender on the 26<sup>th</sup> of July 2023.

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council receive the September 2024 quarterly update report (Appendix ORD:12.4.1A) on the progression of the ERP Software Replacement Program.**

#### **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 has been progressing the Enterprise Resource Planning (ERP) Software Replacement Program for some time now. Key milestones to date have included:

Date	Milestone Achieved
30 July 2020	Council endorsed the Information & Communication Technology (ICT) Strategic Plan 2020-2030, which identified as the third Priority Project under Objective 1.1 - Review existing and potential future Enterprise Resource Planning (ERP) system.
March 2021	Internal draft report prepared to provide an analysis of Council's existing ERP system (IT Vision SynergySoft), together with the mix of other software systems used to service Council's information management requirements.
May 2021	To provide additional assurance regarding the future direction proposed, an independent ICT consultancy firm (TANGO Information Technology) was engaged to: <ul style="list-style-type: none"> <li>- undertake an operational analysis and functionality audit of the Shire of Dardanup Business Solutions and IT teams to determine the most suitable staffing and resourcing structure required to meet the current and future ICT needs of the Shire as outlined in the ICT Strategic Plan.</li> <li>- To conduct a Peer Review of the draft "Assessment Report – Enterprise Resource Planning Software" to enable the new ERP Project Proposal to be presented to Council. This review will include validation of the report assumptions, recommendations, and financial assessment.</li> </ul>
23 August 2021	TANGO presented a summary of their assurance report and its outcomes to Council.
27 October 2021	Council endorsed the development of an EOI (including Procurement Plan) and ERP Business Case.
29 Jun -2022	EOI Submission close on Tenderlink.
22 February 2023	Council endorsed: <ul style="list-style-type: none"> <li>- The Enterprise Resource Planning (ERP) Business Case 2023.</li> <li>- The implementation of a new ERP system for the Shire of Dardanup.</li> <li>- Allocation of adequate increased financial and staffing resources.</li> <li>- Two (2) respondents from the EOI process to progress to a restricted Request for Tender (RFT).</li> </ul>
31-Mar-23	Restricted RFT for the ERP System Project released via Tenderlink to Datacom and Open Office
26 July 2023	Council accepted the tender submission RFT-F0317843 ERP Software Replacement Program, received from Open Office Holdings Pty Ltd.
11 Aug 2023	Strategic Directions appointed to work with BPM team. BPM workshops related to Stage 2 Phase 1 software implementation Finance workshops commenced 28-Aug-23.
07 Dec 2023	ERP Contract executed by CEO and Open Office, registered as a vital record.
25 Feb 2024	BPM workshops related to Stage 2 Phase 2 software implementation Infrastructure and Sustainable Development completed.
12 Jun 2024	Completion of Strategic Directions contract.
01 Jul 2024	Stage 2 Implementation of the ERP Project commenced with ReadyTech (Open Office) consultant and Shire Project team resource applied. Phase 1 of implementation concerns the core cloud systems as well as Finance, Payroll, Property & Rating software applications.

Due to the significance and complexity of the ERP replacement program, Council has requested that the Chief Executive Officer provides a quarterly report to Council on the progression of the ERP Project [Res:29-23]. This report has been compiled in direct response to this decision of Council – see Officer Comment section below.

## Legal Implications

Local Government Act 1995

### Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

13.3 - Investigate and adopt innovative and SMART technologies to improve business efficiencies and the customer experience.

**Environment** - None.

### Precedents

This is the fifth quarterly report to be presented to Council on the progression of the ERP Software Replacement Program.

### Budget Implications

The Ordinary Council Meeting of the 22<sup>nd</sup> of February 2023 endorsed the project budget as per the table below, based on the five-year costing.

	CAPITAL COST	Additional Licencing Costs	TOTAL COST OF OWNERSHIP over 5 years (excluding loan costs)
<b>Budget Amount</b> (excluding loan costs):	\$1,758,972 (Ex GST)	\$732,302 (Ex GST)	\$2,491,274 (Ex GST)
	CAPITAL COST	Additional Licencing and Loan Costs	TOTAL COST OF OWNERSHIP over 5 years
<b>Budget Amount</b> (including loan costs):	\$1,758,972 (Ex GST)	\$1,602,634 (Ex GST)	\$3,361,606 (Ex GST)

Actual Expenditure to date is as follows:

	2024/25
Actual Project Costs (Capital – consultants, contractor wages, licencing, contract software, etc)	\$0
Actual Internal Project Manager Costs (wages)	\$30,851
Actual Loan Costs	\$0

### Budget – Whole of Life Cost

The ERP Project has an implementation cost with contingency of \$1,758,972. There is an existing budget of \$160,000 for a Project Manager. This means that the additional expenditure required for the implementation stage is \$1,598,972 over the three financial years.

	2024/25	2025/26	2026/27
Project Costs (Capex)	\$639,871	\$447,041	\$672,060
Less existing budget allocation	\$120,000	\$40,000	\$0
Additional required budget	\$519,871	\$407,041	\$672,660



The new ERP will have a licencing cost over ten years of \$2,768,017 and a loan repayment cost of \$1,818,130. There will be a saving in software licencing for replaced products from the 2025/26 financial year of \$1,152,813. There is an existing budget for the ERP of \$1,887,079 over the ten years. The additional expenditure required to implement the new ERP system over the ten years is \$1,546,256.

**Council Policy Compliance**

Information & Communication Technology (ICT) Strategic Plan 2020-2030.  
ERP Business Case.

**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	Enterprise Resource Planning (ERP) Software Replacement Program – September 2024 Quarterly Update
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      Not adhering to the decision of Council to provide a quarterly report update on the progression of the ERP Project.  Reputational                      Council’s reputation could be viewed negatively if staff do not follow Council’s directive to provide a quarterly report update on the progression of the ERP Project.

**Officer Comment**

Please see the attached ERP Quarterly Update Report in (Appendix ORD: 12.4.1A). This is the fifth quarterly report to be presented to Council in September 2024, on the progression of the ERP Software Replacement Program.

END REPORT

## 12.4.2 Title: Proposed Lease of (Lot 101) 35 Martin-Pelusey Road - Registration of Interest

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mr Phil Anastasakis - Deputy CEO
<b>Reporting Officer</b>	Mrs Michelle Edwards – Building Property Management Officer
<b>Legislation</b>	Mrs Donna Bailye - Manager Governance
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
	12.4.2A – Registration of Interest Public Notice
	12.4.2B – Risk Assessment
<b>Attachments</b>	Confidential Attachment A Confidential Attachment B Confidential Attachment C Confidential Attachment D

### Overview

This report summarises the feedback received from calling Registrations of Interest (Appendix ORD: 12.4.2A) in the lease of (Lot 101) 35 Martin-Pelusey Road, Waterloo.

Council is requested to consider the Registrations of Interest received and support the preferred submission to progress to the 14-day advertising period, inviting public comment on the proposed lease to Respondent B for a 3-year period at \$13,000.00 (ex GST) per annum.

### OFFICER RECOMMENDED RESOLUTION

#### THAT Council:

1. Resolves that it believes the proposed disposition market value of \$5,960 is a true indication of the value at the time of the proposed disposition.
2. Receives the Registration of Interest submission for (Lot 101) 35 Martin-Pelusey Road, Waterloo, received from “Respondent A”, as detailed in [Confidential Attachment [A Tardis Link: [OCM-R1662764](#)]] and referred to as “Submission A”;
3. Receives the Registration of Interest submission for (Lot 101) 35 Martin-Pelusey Road, Waterloo, received from “Respondent B”, as detailed in [Confidential Attachment B [Tardis Link: [OCM-R1662766](#)]] and referred to as “Submission B”;
4. Receives the Registration of Interest submission for (Lot 101) 35 Martin-Pelusey Road, Waterloo, received from “Respondent C”, as detailed in [Confidential Attachment C [Tardis Link: [OCM-R1662768](#)]] and referred to as “Submission C”;
5. Acknowledge the late Registration of Interest submission for (Lot 101) 35 Martin-Pelusey Road, Waterloo, received from “Respondent D”, as detailed in [Confidential Attachment D – Tardis Link: [OCM-R1662766](#)] and referred to as “Submission D”;

6. Supports the submission made by “Respondent B” [Confidential Attachment B [Tardis link: [OCM-R1662766](#)]] for the proposed lease of (Lot 101) 35 Martin-Pelusey Road, Waterloo for a 3 year period at \$13,000.00 (ex GST) per annum;
7. Authorises a 14-day advertising period (local public notice) inviting public comment on the proposed lease to “Respondent B” in accordance with section 3.58 of the *Local Government Act 1995*; and
8. Requests that any submissions received following the giving of local public notice be presented to the next available Ordinary Council Meeting for consideration and a final decision.

***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:

## Location Plan



### Background

In May 2012, Council resolved to purchase Lot 101 Martin Pelusey Road, Waterloo with the intention of using the site for a future Depot. The portion of land bordered red above was identified as suitable for grazing and hay cutting.

In September 2012, and in accordance with S3.58 of the Local Government Act, a public notice was given calling for submissions from interested parties to lease the area. Two Expressions of Interest were received with Council awarding the lease to Mr Mark Barnes [320/12] at the 26<sup>th</sup> of September 2012 Ordinary Council meeting.

Mr Mark Barnes is also the adjoining property owner, with his western boundary adjoining the eastern boundary of the above leased area (outlined in red).

The initial lease with Mr Barnes was for a period of two years and expired in October 2014. This was renewed by Council for a three year period, expiring 31<sup>st</sup> of December 2017. The Lease was again renewed in 2017 until 2020. The lease was further renewed in 2020 until 2023.

A report was presented to the 31<sup>st</sup> of January and 27<sup>th</sup> of March 2024 Ordinary Council meetings where Council considered taking the lease of Lot 35 Martin Pelusey Road, Waterloo to the open market and the commencing a Registration of Interest process for the future lease of the land for a period of three (3) years. Council resolved [Res 61-24] as follows:

*THAT Council:*

- 1. Requests that the Chief Executive Officer commence a Registration of Interest process for the lease of 35 Martin Pelusey Road, Waterloo for a period of three (3) years, commencing on 1<sup>st</sup> of December 2024.*
- 2. Requests that upon the closing of the Registration of Interest period, the matter be brought back to Council for consideration and endorsement.*
- 3. Endorses that the new 3 year lease agreement be based on the Shire of Dardanup template lease terms and conditions, with the addition of an option for the lessor to provide the lessee with 12 months' notice to withdraw from the agreement with no penalty.*

CARRIED  
6/2

The current Lease is currently on holding over terms and expires on the 1<sup>st</sup> of December 2024.

### **Legal Implications**

Lot 101 (35) Martin Pelusey Road, Waterloo is a 72 acre freehold site, owned by the Shire of Dardanup with the portion adjoining Martin Pelusey Road being used for the Shire depot.

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 in specific circumstances under the *Local Government (Functions and General) Regulations 1996* Section 30 (2)(a)(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**

13.2 - Manage the Shire's resources responsibly.

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

**Environment** - None.

### **Precedents**

A lease has been in place with Mr Mark Barnes for the lease of (Lot 101) 35 Martin-Pelusey Road since 2012.

**Budget Implications**

Current rental charges for 35 Martin-Pelusey Road are based on a fee per acre, per annum of \$462 per month (incl. GST). A tendered price of \$13,000.00 per annum has been suggested by Respondent B.

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

**Council Policy Compliance**

The endorsed Lease Agreement Template terms and conditions will be used as the form of contract for this lease. These terms include provision for an annual rent review of 1.5% or CPI whichever is the greater.

**Risk Assessment**

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

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.									
Risk Event	Proposed Lease of (Lot 101) 35 Martin-Pelusey Road - Registration of Interest								
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)								
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.								
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.								
Risk Category Assessed Against	<table border="0"> <tr> <td>Financial</td> <td>Failure to establish a Lease Agreement could lead to financial implications to the Shire.</td> </tr> <tr> <td>Legal and Compliance</td> <td>Failure to establish a lease could lead to implications to the Shire.</td> </tr> <tr> <td>Reputational</td> <td>Council would be seen in a negative light if we failed to lease the land in a transparent manner.</td> </tr> <tr> <td>Property</td> <td>Failure to lease the land may incur ongoing maintenance expenses</td> </tr> </table>	Financial	Failure to establish a Lease Agreement could lead to financial implications to the Shire.	Legal and Compliance	Failure to establish a lease could lead to implications to the Shire.	Reputational	Council would be seen in a negative light if we failed to lease the land in a transparent manner.	Property	Failure to lease the land may incur ongoing maintenance expenses
Financial	Failure to establish a Lease Agreement could lead to financial implications to the Shire.								
Legal and Compliance	Failure to establish a lease could lead to implications to the Shire.								
Reputational	Council would be seen in a negative light if we failed to lease the land in a transparent manner.								
Property	Failure to lease the land may incur ongoing maintenance expenses								

**Officer Comment**

The existing lessee uses the premises for grazing and making of hay, and pays rental per acre, per annum.

Acumentis were appointed by the Shire of Dardanup in early 2024 to undertake a valuation of Lot 35 Martin Pelusey Road. The lease market value of the property as at 8<sup>th</sup> of March 2024 was \$5,960 or \$200 per hectare per annum.

Through the Registration of Interest process which closed at 2.00pm on the 17<sup>th</sup> of October 2024, 3 submissions were received. A summary of these submissions are provided in the table below for Council’s consideration:

	Organisation Type	Amount Offered (Plus GST)	Proposed Activity
<b>Submission A</b>	Private	\$7,000.00 per annum	Cattle Grazing
<b>Submission B</b>	Private	\$13,000.00 per annum	Grazing and Hay
<b>Submission C</b>	Private	\$6,672.80 per annum (\$80 per acre).	Grazing and Hay

As 3 submissions were received by the closing date and time, Council is requested to consider the submissions received and the Officer's recommendation to accept Submission B.

A further submission was received after the 2.00pm deadline on the 17<sup>th</sup> October 2024. Details are provided below.

	Organisation Type	Amount Offered (Inc GST)	Proposed Activity
<b>Submission D</b>	Private	\$9,175 per annum	Hay production

Officers are recommending that submission "D" be rejected as it was received after the closing of the ROI period.

Based on Council's support for the acceptance of Submission B, the proposed lease will be advertised for a 14-day public notice period (local public notice) which invites public comment in accordance with section 3.58 of the *Local Government Act 1995*.

The advertising period will provide full disclosure of the following details of the preferred submission:

- business name
- individual name(s)
- the market value of the property; and
- what the respondent is proposing to pay

Once the 14-day advertising period has ended, the results of the public comment will be formally presented to Council on the 20<sup>th</sup> of November 2024 Ordinary Council Meeting, or at a later date if required for a final decision.

END REPORT



12.4.3 Title: 2024 Biennial Policy Manual Review

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mr Phil Anastasakis - Deputy CEO
<b>Reporting Officer</b>	Mrs Donna Bailye - Manager Governance
<b>Legislation</b>	Local Government Act 1995
<b>Council Role</b>	Legislative.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	12.4.3A – Risk Assessment 12.4.3B – Amended Policies – 2024 Review 12.4.3C – Council Policy Manual to be Adopted – E-Appendices

**DECLARATION OF INTEREST**

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

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

**Overview**

The Shire of Dardanup policies are reviewed throughout the year on an as needs basis. A full review is carried out biennially which has recently been completed. Council is requested to consider amendments to policies and adopt the full Policy Manual as amended.

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

1. Pursuant to Schedule 2, Part 2, Clause (4) of the *Planning and Development (Local Planning Schemes) Regulations 2015* makes amendments to the following local planning policies as contained within the Shire of Dardanup Council Policy Manual (e-Appendix ORD: 12.4.3C) identified as Tardis Electronic Record Number Reference: [R0001661049](#)) and determines such amendments are of a minor nature that do not warrant advertising:
  - a) SDev CP030 - Local Planning Policy – Construction of Outbuilding in the 'Small Holding' Zone Prior to Completion of a Dwelling
2. Adopts the Shire of Dardanup Council Policy Manual inclusive of all policies provided electronically. (e-Appendix ORD: 12.4.3C) identified as Tardis Electronic Record Number Reference: [R0001661049](#), with no/the following changes:
3. Publishes an up to date copy of all Council policies on the Shire of Dardanup website.
4. Requests that the Chief Executive Officer undertake the next scheduled full review of the adopted policies in September 2026.

**Change to Officer Recommendation**

No change to policy content. **OR:**

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

**Background**

Council last carried out a full Policy manual review at the 28<sup>th</sup> of September 2022 Ordinary Council Meeting. Since that time, several new policies and amendments to policies have been endorsed by Council, which are summarised below:

POLICY NUMBER AND NAME	OCM DATE	RES NO	COMMENT
Exec CP008 Private Use of Council's Motor Vehicle by the CEO	27-09-2023	234-23	Policy amended
Exec CP203 Light Vehicle Fleet	27-03-2024	62-24	Policy amended
CnG CP015 Study Leave Assistance	27-09-2023	234-23	Policy amended
CnG CP034 Procurement Policy	26-04-2023	89-23	Policy amended
CnG CP112 Councillors Induction Training and Professional Development	28-02-2024	31-24	Policy amended
CnG CP307 Use of Corporate Debit Card	22-02-2023	23-23	New Policy endorsed
Infr CP403 Commemorative Plaques in Public Spaces	22-03-2023	49-23	New Policy endorsed
Infr CP404 Shire Acceptance of Bonds	22-11-2023	271-23	New Policy endorsed
SDev CP038 Educational Donations and Personal Development Grants	25-01-2023	04-23	Policy amended
SDev CP044 Community and Event Grants	25-01-2023	04-23	Policy amended
SDev 077 Brigade Volunteer Minimum Training Requirements	18-10-2023	258-23	Policy amended
SDev CP508 Child Safety Policy	27-09-2023	224-23	New Policy endorsed
SDev CP509 Public Art Policy	27-09-2023	225-23	New Policy endorsed
SDev CP510 – Road and Thoroughfare Naming	22-05-2024	125-24	New Policy endorsed

**Legal Implications**

Policy review is undertaken as a matter of good governance with some policies being required under the *Local Government Act 1995*.

Strategic policies that set governing principles and guide the direction of the organisation to align with community values and aspirations, are outlined in section 2.7 of the *Local Government Act 1995*.

**2.7. Role of council**

(1) *The council —*

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

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

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

## Planning and Development (Local Planning Schemes) Regulations 2015

### Schedule 2 – Deemed provisions for local planning schemes.

#### Sections 4, 5 & 6

#### **4. Procedure for making local planning policy**

- (1) *If the local government resolves to prepare a local planning policy the local government must, unless the Commission otherwise agrees, advertise the proposed policy as follows —*
- (a) *publish a notice of the proposed policy in a newspaper circulating in the Scheme area, giving details of—*
    - (i) *the subject and nature of the proposed policy; and*
    - (ii) *the objectives of the proposed policy; and*
    - (iii) *where the proposed policy may be inspected; and*
    - (iv) *to whom, in what form and during what period submissions in relation to the proposed policy may be made;*
  - (b) *if, in the opinion of the local government, the policy is inconsistent with any State planning policy, give notice of the proposed policy to the Commission;*
  - (c) *give notice of the proposed policy in any other way and carry out any other consultation the local government considers appropriate.*
- (2) *The period for making submissions in relation to a local planning policy must not be less than a period of 21 days commencing on the day on which the notice of the policy is published under subclause (1)(a).*
- (3) *After the expiry of the period within which submissions may be made, the local government must —*
- (a) *review the proposed policy in the light of any submissions made; and*
  - (b) *resolve to —*
    - (i) *proceed with the policy without modification; or*
    - (ii) *proceed with the policy with modification; or*
    - (iii) *not to proceed with the policy.*
- (4) *If the local government resolves to proceed with the policy, the local government must publish notice of the policy in a newspaper circulating in the Scheme area.*
- (5) *A policy has effect on publication of a notice under subclause (4).*
- (6) *The local government —*
- (a) *must ensure that an up-to-date copy of each local planning policy made under this Scheme is kept and made available for public inspection during business hours at the offices of the local government; and*
  - (b) *may publish a copy of each of those local planning policies on the website of the local government.*

#### **5. Procedure for amending local planning policy**

- (1) *Clause 4, with any necessary changes, applies to the amendment to a local planning policy.*
- (2) *Despite subclause (1), the local government may make an amendment to a local planning policy without advertising the amendment if, in the opinion of the local government, the amendment is a minor amendment.*

#### **6. Revocation of local planning policy**

*A local planning policy may be revoked —*

- (a) *by a subsequent local planning policy that —*
  - (i) *is prepared in accordance with this Part; and*
  - (ii) *expressly revokes the local planning policy;*

*or*
- (b) *by a notice of revocation —*

- (i) prepared by the local government; and
- (ii) published in a newspaper circulating in the Scheme area.

**Council Plan**

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**

Guided by the principles of good governance, policies reflect the current positions of Council. Council reviews its policies regularly, with the last full Policy Manual review being presented to the Ordinary Meeting of Council on the 28<sup>th</sup> of September 2022.

**Budget Implications**

While this report does not have any direct budget implications, various Policies contained within the Policy Manual have budget allocations and implications.

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

**Council Policy Compliance** - All Council policies.

**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.

<b>Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	2024 Biennial Policy Manual Review
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance      Failure to regularly review and update policies could result in the Shire not meeting its obligations at law.</p> <p>Reputation                      The Shire’s reputation could be viewed negatively for not undertaking regular reviews of policies of Council.</p>

### Officer Comment

A Council Policy Workshop was undertaken with Councillors on 2<sup>nd</sup> October 2024. All Council policies prepared under the *Local Government Act 1995* were reviewed with content/intent changes provided to Councillors for their review and comment. A copy of the final Amended Policies – 2024 Review is provided (Appendix ORD: 12.4.3B).

Following this review a summary table is provided below, for each Directorate that demonstrates the recommended amendments, additions or deletions, together with those policies that have had ‘no changes’ to the policy content, for Council consideration. Note: those policies with ‘no changes’ are not included within the Amended Policies – 2024 Review (Appendix ORD: 12.4.3B)

EXECUTIVE		
POLICY NUMBER AND TITLE	COMMENT	Exec PAGE
Exec CP001 - Honorary Shire Freeman Status	Minor changes to clarify how the title is bestowed.	1
Exec CP003 - Acting Chief Executive Officer	No change to policy content.	3
Exec CP004 - Purchased Leave - Deferred Salary Arrangement	No change to policy content.	4
Exec CP006 - Defence Reservist Leave	No change to policy content.	6
Exec CP008 - Private Use of Council's Motor Vehicle by the CEO	Tool of trade reflected in policy and values updated.	8
Exec CP011 - Tourism Policy	Minor Change – removal of the 1998 reference document.	10
Exec CP012 - Legal Representation - Costs Indemnification	Minor amendment as per Department of Local Government, Sport and Cultural Industries, South West model policy. Inclusion of Application Form to assist with legal representation. Increase to value of urgent legal service by Chief Executive Officer from \$5,000 to \$10,000.	12
Exec CP020 - Civic Functions	Minor amendment to invite Honorary Freeman to all Civic Function as per Council Policy Exec CP001 Honorary Shire Freeman Status.	14
Exec CP021 - Consultant Liaison	Policy content has been re-ordered to make the policy intent clearer and to include reference to working groups.	15
Exec CP026 - Social Media	This policy is based on the WALGA template. Minor changes, with particular references to Code of Conduct, Regulations etc., and that the Shire is under no obligation to respond to questions or comments on the social media platform	17
Exec CP031 - Passing of Ex Shire Councillors	No change to policy content.	21
Exec CP080 – Australian Citizenship Ceremonies	Significant changes to: <ul style="list-style-type: none"> <li>- Amend directorate from ‘Sustainable Development’ to ‘Executive’.</li> <li>- Amend Policy Number from SDev CP080 to Exec CP080.</li> <li>- Re-title from ‘Citizenship Awards’ to ‘Australian Citizenship Ceremonies’.</li> <li>- Policy content significantly amended in accordance with the Australian Citizenship Ceremonies Code.</li> </ul>	22

<b>EXECUTIVE</b>		
<b>POLICY NUMBER AND TITLE</b>	<b>COMMENT</b>	<b>Exec PAGE</b>
Exec CP088 - Forums of Council - Concept Forums, Agenda Forums and Workshops	Minor change to: - When Concept Forums are held. - Start time of Agenda Forums from 4pm to 4.30pm - Attendance Records	24
Exec CP089 - Advisory Groups	Minor changes to: - Renamed to reflect Working Groups. - Working Groups included throughout the policy. - Included reference to the Community Engagement Policy. - Amended the distribution days for meeting notes from 5 to 10 days.	29
Exec CP090 - Community Engagement	No change to policy content. Links to Framework provided.	32
Exec CP201 - Execution of Documents and Application of Common Seal	No change to policy content.	33
Exec CP202 - Code of Conduct Complaints Management Process	Title changed to reflect that it relates to the Code of Conduct for Council Members, Committee Members and Candidates.  Minor change administrative errors in references in policy.	36
Exec CP203 - Light Vehicle Fleet	Minor changes to: - Available vehicle models (section 4.1). - Employee sale process (section 4.1). - Clarify use of vehicle while on Sick Leave or Workers Compensation (section 4.2).	45
Exec CP205 - Council Meeting Framework	Minor changes to provide some flexibility in timeframes for documents to be delivered to Councillors.	53

<b>CORPORATE &amp; GOVERNANCE</b>		
<b>POLICY NUMBER AND TITLE</b>	<b>COMMENT</b>	<b>CnG PAGE</b>
CnG CP002 - Refreshments	No change to policy content.	55
CnG CP007 - Cost Shifting Assessment	No change to policy content.	57
CnG CP009 - Voluntary Works Tasks - Equipment	No change to policy content.	58
CnG CP013 - Pensioner and Senior Rebate Concession Entitlement on Land with Commercial Use	No change to policy content.	59
CnG CP014 - Equal Opportunity Employer	No change to policy content.	60
CnG CP015 - Study Leave Study Assistance	No change to policy content.	62
CnG CP016 – Severance Policy – Section 5.50 of the Local Government Act 1995	No change to policy content	66
CnG CP018 - Corporate Business Plan and Long Term Financial Plan	No change to policy content.	68
CnG CP019 - Shire Corporate Logo	No change to policy content.	69

<b>CORPORATE &amp; GOVERNANCE</b>		
<b>POLICY NUMBER AND TITLE</b>	<b>COMMENT</b>	<b>CnG PAGE</b>
CnG CP022 - Use of Closed Circuit Television CCTV	Minor change to section 2.6.2(iii) to include the Shire of Dardanup Library, Administration and Community Building.	71
CnG CP023 - Use of Corporate Credit Card	Policy to be revoked and replaced with CnG CP310 -Purchasing Card policy.	
CnG CP024 - Records Management	No change to policy content.	78
CnG CP025 - Self Supporting Loans	No change to policy content.	79
CnG CP034 - Procurement Policy	Minor change to section 4.10 Exemption from Procurement Quotation Requirements.  This provides staff with a direct instruction to complete other procurement requirements (eg Procurement Plan or Evaluation Report). Plus reinforces that justification and reasoning for exemption are included on the office copy of the Purchase Order.	80
CnG CP035 - Payment of Accounts	Minor change to section 4.1 (b) and (c) to provide further clarification around the issuing of a purchase order.  Section 4.2(ii) payment by EFT amended to include 'Council's preferred method of payment is by EFT'.  The EFT Authorised Officers table (section 4.2(ii)) has had the officer title amended from Manager Governance & HR to Manager HR.	91
CnG CP036 - Investment Policy	Removal of reference to Appendix 1 and 2 as these are no longer attached to the policy, as this content is now included within the policy.	95
CnG CP039 - Related Party Disclosures	No change to policy content.	100
CnG CP042 - Councillor Fees Policy	Fees have been amended from 75% of the maximum band value to 80% of the maximum band value  Minor correction to Local Government Officers (Western Australia) Award, from 2020 to 2021 (refer section 4.7.2)	106
CnG CP071 - Workplace Bullying and Workplace Violence	No change to policy content.	110
CnG CP081 - Elected Member and CEO Attendance at Events	No change to policy content.	111
CnG CP098 - Financial Hardship Policy for Rates and Sundry Debtors	Minor change to remove section 4.2 Anticipated Financial Hardship due to COVID19	114
CnG CP112 - Councillors Induction Training and Professional Development	Minor change to include the provision of 'valet parking' in section 3.7 accommodation.	117
CnG CP124 - Superannuation	Minor typographical correction to 3.2(a) and the wording 'outlines' to 'outlined'.	121
CnG CP126 - Cyber Security	Minor inclusion of reference to the Shire of Dardanup Cyber Security Strategy in section 5. Reference Documents.	122
CnG CP127 - Asset Capitalisation Threshold	No change to policy content.	124

<b>CORPORATE &amp; GOVERNANCE</b>		
<b>POLICY NUMBER AND TITLE</b>	<b>COMMENT</b>	<b>CnG PAGE</b>
CnG CP302 - Work Health and Safety	No change to policy content.	125
CnG CP303 - Public Question Time	No change to policy content.	126
CnG CP304 - Fraud Corruption and Misconduct	No change to policy content.	129
CnG CP305 - Litigations	No change to policy content.	133
CnG CP306 - Accounting Policy for Capital Works	No change to policy content.	135
CnG CP307 - Use of Corporate Debit Card	Policy to be revoked and replaced with CnG CP310 Purchasing Card policy.	
CnG CP308– Recording & Livestreaming of Council Meetings	New Policy.	146
CnG CP309 – Caretaker Policy	New Policy.	148
CnG CP310 – Purchasing Policy	New Policy that is based on the WALGA Purchasing Policy Template. Have also incorporated the policy content from CnG CP023 Use of Corporate Credit Card and CnG CP307 Use of Corporate Debit Card.	155

<b>INFRASTRUCTURE</b>		
<b>POLICY NUMBER AND TITLE</b>	<b>COMMENT</b>	<b>Infr PAGE</b>
Infr CP017 - Project Development	Removal of Major Projects Prioritisation Matrix	164
Infr CP029 - Permit Relating to Verge-Corssover Incidental to Building Works	No change to policy content.	165
Infr CP040 - Directional Signage Policy for Fixed Signs within Road Reserves	No change to policy content.	167
Infr CP041 - Directional Signage Policy for Public Events and Activities - temporary Signs within Road Reserves	No change to policy content.	174
Infr CP045 - Bus Shelter Approval	No change to policy content.	177
Infr CP048 - Plant and vehicle Acquisitions and Disposal	No change to policy content.	178
Infr CP049 - Road Safety Audit	Minor change to remove the wording 'complimentary' for checklists and procedures.	179
Infr CP050 - Crossovers - Approvals Standards and Subsidy	No change to policy content.	180
Infr CP051 - Crossovers - Responsibility for Provision on New Subdivisions	No change to policy content.	185
Infr CP052 - Pathways - Provision for and Contributions by Developers	No change to policy content.	186
Infr CP054 - Engineers Certificates and Reports	No change to policy content.	189
Infr CP055 - Extractive Industries - Site Rehabilitation	Minor change to: - stipulate that the CEO will approve management plans, not the Director Infrastructure (section 4.1(1)). - floor pit depth to at least 500mm, rather than showing this as 50cm (section 4.3(3)(i)).	190
Infr CP056 - Response to Incidents - Council Employees	Policy to be revoked as the content has been amalgamated with Infr CP076.	



INFRASTRUCTURE		
POLICY NUMBER AND TITLE	COMMENT	Infr PAGE
Infr CP057 - Residential Road Verge	Significant change to policy content and proposed re-title of policy to Infr CP057 Non-Standard Verge Treatment. <a href="#">Conditions and Guidelines Information Sheet (Appendix 1)</a>	194
Infr CP058 - Roadside Vegetation	No change to policy content.	199
Infr CP059 - Road Construction Priority	No change to policy content.	202
Infr CP060 - Storm Water Discharge from Buildings	No change to policy content.	203
Infr CP063 - Roadside Markers	Minor change to remove reference to signing an 'indemnity form'.	208
Infr CP064 - Upgrade of Existing Roads - Voluntary Contributions by Adjoining Property Owners	No change to policy content.	209
Infr CP066 - Guidelines for Subdivisional Development	Minor change. The addendum has been removed from the policy and replaced with a formalised procedure. Any reference to 'addendum' has been replaced with the 'procedure link'.	211
Infr CP069 - Waste Management Policy	Change of Urban Areas to Residential and Rural Residential Properties. Delivery option provided for Commercial. Inclusion of the new Non Residential Areas – Ferguson Valley Rural Extension	241
Infr CP073 - Roadside Burning - Rural and Semi Rural Areas	Minor change. Fire hazard management. Removal of Fire Control Officers as authorised officers acting on Councils behalf.	243
Infr CP074 - Asset Management	Minor change to: - amend reference to 'Engineering' department to 'Infrastructure' department - amend the review period for asset management documents, and to remove the 'Asset Management Strategy' as this document does not exist.	244
Infr CP076 - Equipment for Fire Management Activities	This policy has been amalgamated with Infr CP056 - Response to Incidents - Council Employees. Infr CP056 to be revoked and Infr CP076 will be the combined guiding policy. Infr CP076 to be re-titled from 'Equipment for Fire Management Activities' to 'Shire Resources for Fire Management Activities'.	248
Infr CP117 - Maintenance of Verges by the Shire	Minor change to section 3.2.1 Residential Areas to include: - Ferguson Road (Dardanup Townsite) - Boyanup Picton Road (Dardanup Townsite) - Russell Road between Clarke Street and Rose Street (Burekup Townsite).	249
Infr CP118 - Issue of Tip Passes for Eligible Community Groups and NFP	No change to policy content.	251
Infr CP119 - Maintenance of Access Tracks to Isolated Properties	No change to policy content.	252

<b>INFRASTRUCTURE</b>		
<b>POLICY NUMBER AND TITLE</b>	<b>COMMENT</b>	<b>Infr PAGE</b>
Infr CP120 - Environment	No change to policy content.	253
Infr CP121 - Tree Management Policy	No change to policy content.	256
Infr CP401 - Heavy Vehicle - Road Contribution	No change to policy content.	260
Infr CP402 - Vegetation Management to Mitigate Bushfire Risk in Urban Nature Spaces	No change to policy content.	262
Infr CP403 - Commemorative Plaques in Public Spaces	Minor change to 'Roadside Commemorative Plaques' to be referred to Council Policy Infr CP063 Roadside Markers, rather than the Main Roads Policy Guidelines for Roadside Markers.	265
Infr CP404 - Shire Acceptance of Bonds	No change to policy content.	268

<b>SUSTAINABLE DEVELOPMENT</b>		
<b>POLICY NUMBER AND TITLE</b>	<b>COMMENT</b>	<b>SDev PAGE</b>
SDev CP005 Keeping of Bees	Minor change to: - Reword of definition. - Inclusion of Food Act 2008 to section 4.4(6).	271
SDev CP028 – Local Planning Policy – Variation to Deemed to Comply Requirement of the R-Codes: Medium Density Single House Development Standards (R-MD Codes).	No change to policy content	274
SDev CP030 Local Planning Policy – Construction of Outbuilding in the 'Small Holding' Zone Prior to Completion of a Dwelling	Change to allow the construction of one outbuilding upon application of building permit and prior to completion of a dwelling being completed.	277
SDev CP032 - Wood Encouragement Policy	No change to policy content.	278
SDev CP033 - Traders on Shire Reserves and Verges	Minor changes: - slight reword - inclusion of relevant application forms	279
SDev CP038 - Educational Donations and Personal Development Grants	Minor change to make personal development grants available to all age groups and only 1 applicant per family to apply for assistance	284
SDev CP044 - Community and Event Grants	Minor change: - expansion of examples of when funding 'will not' be available. - Projects to only receive funding once.	286
SDev CP047 - State Administrative Tribunal SAT Representation	No change to policy content.	290
SDev CP067 – Local Planning Policy – New Roads and Upgrades – Provision for and Contribution by Developers	No change to policy content.	294
SDev CP068 – Local Planning Policy – Uniform Fencing Abutting Public Land and Street Landscaping within Subdivisions	No change to policy content	296
SDev CP070 - Event Application	Minor change to section 3.4 Fees and Charges and update to Council Plan 2022-32	297
SDev CP077 - Brigade Volunteer Minimum Training Requirements	No change to policy content.	300
SDev CP078 - Liquor Licence Approvals Relevant to Shire Facilities and Reserves	Reword of policy to show the different types of conditions imposed (General, Shire Facility, and Parks and Recreational Ground).	302

<b>SUSTAINABLE DEVELOPMENT</b>		
<b>POLICY NUMBER AND TITLE</b>	<b>COMMENT</b>	<b>SDev PAGE</b>
	Also, a change of departure time from 12pm to 10pm for Parks and Recreational Grounds, in line with noise limits becoming stringent beyond 10pm.	
SDev CP079 - Community Recognition and Community Citizen of the Year Awards	Minor change to 'types' of awards.	304
SDev CP080 - Citizenship Awards	Moved to Executive banner.  Please refer Exec CP080 – Australian Citizenship Ceremonies.	
SDev CP083 - Provision of Food Refreshments at Fire	No change to policy content.	305
SDev CP084 – Local Planning Policy – Advertising of Signage	No change to policy content	306
SDev CP091 – Local Planning Policy – Exempted Development and Land Use	No change to policy content	321
SDev CP092 – Local Planning Policy – Millbridge Estate – Special Provisions	No change to policy content	334
SDev CP093 - Sustainability	Minor amendments to some of the tables within the Policy – reference to District Structure Plan.	336
SDev CP094 – Local Planning Policy – Dardanup West/Crooked Brook Area – Provision of Foreshore	No change to policy content	344
SDev CP096 – Local Planning Policy – Sea Containers	No change to policy content	346
SDev CP099 – Local Planning Policy – Display Homes – Development Standards	No change to policy content	349
SDev CP100 – Local Planning Policy – Ancillary Dwellings, Grouped Dwellings and Caretaker's Dwellings – Small Holding and General Farming Zones	No change to policy content	351
SDev CP102 – Local Planning Policy – 'R100' Southbank Development Guidelines	No change to policy content	354
SDev CP104 – Local Planning Policy – Caravans as Temporary Accommodation	No change to policy content	355
SDev CP110 - Dog Policy - Application to Keep More than Two Dogs	Policy to be revoked and downgraded to an internal procedure.	356
SDev CP111 - Cat Policy - Application to Keep More than Two Cats	Policy to be revoked and downgraded to an internal procedure.	
SDev CP501 - Volunteer Bush Fire Brigade Training Expenditure Reimbursement	No change to policy content.	358
SDev CP502 – Local Planning Policy – Waiving and Refunding of Fees	No change to policy content	360
SDev CP503 -Local Planning Policy – Development Assessment Unit	No change to policy content	363
SDev CP504 - Amendments and Extensions to Existing Approvals	Considerable changes: - Inclusion of Section 4 'Background' - 'Extension of the Term of Approval' has been re-titled and simplified (refer Section 5.2).	369
SDev CP505 - Public Consultation - Planning Matters	Change it title – Development Proposal and removal of development reviews. Update to include emails as forms of submissions	371
SDev CP506 Burekup and Dardanup Recreational Vehicle Stop-over Sites	Minor change to: - Address at Dardanup site has been expanded. - Stopovers are for 24 hours only	378

SUSTAINABLE DEVELOPMENT		
POLICY NUMBER AND TITLE	COMMENT	SDev PAGE
SDev CP507 - Corporate Sponsorship - Incoming	No change to policy content.	380
SDev CP508 - Child Safety Policy	No change to policy content.	383
SDev CP509 - Public Art Policy	No change to policy content.	385
SDev CP510 – Road and Thoroughfare Naming	Minor Change – Waterloo and Wanju road names to be approved by Council	388
SDev CP512 – General Compliance and Enforcement Policy.	New Policy (was formerly Administration Policy AP027 Development Services Compliance).	392

- *Local Planning Policies – Advertising Requirements*

Local Planning Policies (LPPs) were also reviewed as part of the broader Policy Manual review. The process for adopting, amending or revoking a LPP comes under the *Planning and Development (Local Planning Schemes) Regulations 2015*.

In terms of amendments, there was only one LPPs Policy amended. The amendments within the Policy were considered minor and do not require advertising.

SUSTAINABLE DEVELOPMENT		
LPP POLICY NUMBER AND TITLE	COMMENT	SDev PAGE
SDev CP030 Local Planning Policy – Construction of Outbuilding in the ‘Small Holding’ Zone Prior to Completion of a Dwelling	Change to allow the construction of one outbuilding upon application of building permit and prior to completion of a dwelling being completed.	

There were no LPPs subject to more significant amendments for which advertising is required; and no LPPs are to be revoked.

Note: Due to the size of the policy manual and the significant amount of paper required to produce hard copies, the reviewed Policy Manual has been provided electronically to elected members, staff and the public [[R0001660271](#)] (Appendix ORD: 12.4.3B).

The final 2024-2026 Council Policy Manual is provided in ([R0001661049](#)) (e-Appendix ORD: 12.4.3C) A printed hard copy is available upon request.

END REPORT

12.4.4 Title: Quarterly Corporate Performance Report – July to September 2024

<b>Reporting Department</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mr Phil Anastasakis - Deputy CEO</i>
<b>Reporting Officer</b>	<i>Mrs Rebecca Hobby – PA to DCEO</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>Appendix ORD: 12.4.4A – Quarterly Corporate Performance Report – July to September 2024; Appendix ORD: 12.4.4B – Risk Assessment Tool</i>

**Overview**

This report presents Council with the attached Quarterly Corporate Performance [QCP] Report for the period July to September 2024 [Appendix ORD: 12.4.4A] in relation to the organisation’s performance against the Shire’s Corporate Business Plan, Annual Budget, and Grants.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Quarterly Corporate Performance Report for the period July to September 2024 as per [Appendix ORD: 12.4.4A].**

**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 last Quarterly Corporate Performance Report was presented to Council on the 24<sup>th</sup> of July 2024 and covered the period of April 2024 to June 2024.

**Legal Implications** - None.

**Council Plan**

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

**Environment** - None.

**Precedents**

Quarterly Corporate Performance Reports [QCP] were first introduced and presented to Council in October 2021. Council endorses the report each Quarter. The QCP is provided in accordance with the Chief Executive Officer Key Performance Indicators set by Council. The report details the delivery of initiatives contained within the Council Plan and delivery of the Capital Works Program contained within the Annual Budget.

**Budget Implications** - None.

**Budget – Whole of Life Cost**

As there is no asset being created as a result of this report, there will be no whole of life cost implications.

**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.

<b>TIER 2 – 'Low' or 'Moderate' Inherent Risk.</b>	
Risk Event	Quarterly Corporate Performance Report – July to September 2024
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Reputational The Shire not achieving against the Corporate Plan could jeopardise the Shire's brand.

***Officer Comment***

Quarterly Corporate Performance Reports [QCP] are presented to Council for information purposes only. Matters raised within the report that require further Council decisions will be presented to Council as part of a separate Council report.

END REPORT

**12.4.5 Title: Outcome of ROI-F0406401 – Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms**

<b>Reporting Department:</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mr Phil Anastasakis - Deputy CEO
<b>Reporting Officers</b>	Mr Ashwin Nair - Director Sustainable Development Mr Michael Gibbings - Manager Recreation Centre Mrs Natalie Reid – Procurement Officer
<b>Legislation</b>	Local Government Act 1995 Local Government (Functions and General) Regulations 1996
<b>Council Role</b>	Executive/Strategic.
<b>Voting Requirement</b>	Absolute Majority. Appendix ORD:12.4.5 – Risk Assessment
<b>Attachments</b>	<b>Confidential Attachment E</b> Tardis Ref: <a href="#">RFT-R1661882</a> ; Evaluation Panel Report circulated as separate confidential attachment as per s.5.23(2)(e)(ii)(iii)t

**Overview**

This report provides Council with the results of the evaluation of tenders for the RFT-F0408130 – Refurbishment of Eaton Recreation Centre (ERC) Accessible Toilets and Change Rooms.

The value of the contract exceeds the purchasing and contract threshold for the Chief Executive Officer and is therefore presented to Council for approval.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. **Accepts submissions for RFT-F0408130 – Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms, received from AE Hoskins, named as ‘AE Hoskins Building Services’ and Oban, named as ‘Oban Group Pty Ltd’ in the Evaluation Panel Report recommendation detailed in Confidential Attachment E -Tardis Ref: [RFT-R1661882](#);**
2. **Appoints AE Hoskins Buildings Services as the successful tenderer for RFT-F0408130 – Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms.**
3. **Acknowledges the tendered project is above budgeted expenditure by \$38,441.**
4. **Approves over-budget expenditure of \$38,441 for Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms ERC (Job Number J11801), with the shortfall of \$38,441 to be funded from the Building Maintenance Reserve Account.**
5. **Delegates to the Chief Executive Officer in accordance with s.5.42(1) of the Local Government Act 1995, to negotiate minor variations to the contract for RFT-F0408130 Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms before and / or after its execution in accordance**



**Regulations 20 and 21A of the Local Government (Functions and General) Regulations 1996.**

- 6. Acknowledges the exclusion the Electronic Lockers from the Scope of Works due to budget constraints.**
- 7. Authorises the Chief Executive Officer to execute the contract for awarding RFT-F0408130 – Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms as advertised and recorded in the Tenders Register in accordance with s.9.49A of the Local Government Act 1995.**

***Change to Officer Recommendation***

No Change. **OR:**

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

## **Background**

The Eaton Recreation Centre (ERC) was first constructed in 2003 and while the centre continues to be functional and provide a valuable service to the community, after many years of operation the current toilet and changeroom facilities require upgrading.

The Shire of Dardanup undertook a full review of the facility in 2020, developing the ERC Master Plan which laid out a strategic staged development program designed to upgrade and expand the facility. Stage 1 of this program, the construction of a new foyer and entry, membership reception and re-alignment of the administration offices was completed in 2023.

The Shire of Dardanup commenced an open public tender process to appoint a suitable Contractor for the Stage 2 refurbishment of the Eaton Recreation Centre. The RFT was identified as RFT-F0361160 – Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms, however, included a broader scope requesting separable portions for contractors to quote on as below. The intent to include separable portions would allow the Shire to gauge what it could deliver within the budget allocated, prioritising works.

- Full refurbishment of the main male and female toilet and changeroom facilities.
- Replacement of all tiles, fixtures and fittings, including new electronic lockers.
- Re-orientation of the universal access toilets to provide access to them via the 24-hour gym.
- Remove existing foyer wall, roller door and floor vinyl.
- Full refurbishment of the student male and female toilet and changeroom facilities.
- Refurbish existing kitchen servery area at café.
- Refurbish existing two (2) storage room areas used by café.
- Addition of air conditioning to office spaces, extended from existing air conditioning ducts
- Convert existing storage room into meeting room.
- Supply and install extra fan to court area.
- Upgrade lighting in gym.
- Reconfigure creche area with new space for sink and laundry plumbing behind new gated area.
- Replace concertina door with solid wall between creche and studio.
- Combine meeting and storage room for larger cycle room.
- Upgrade membership office and adjacent office space with new glass door and air conditioning.
- Upgrade emergency exit door in group fitness area.
- Enclose patio area for storage.
- Extend roof and create patio at main entry for weather protection into the Centre.
- Add drainage to front entry to assist with weather protection into the Centre.

These critical ERC Stage 2 upgrade works will allow for the retention of current members and support the growing social sporting groups. The refurbished change rooms will provide cleaner, modern, and better aesthetic feel when using the change rooms and the foyer. It will also provide better accessibility for people with disabilities in improved Universal Accessible Toilets (UAT). The completion of these works is a priority in order to maintain the membership base and increase participation in the growing social sporting groups and spectators of the ERC.

In May 2024 the Shire coordinated a Tender through Tenderlink RFT- F0361160 - Refurbishment of ERC Accessible Toilets and Change Rooms. The Tender period opened on 24<sup>th</sup> of May 2024 and with a small extension as requested by the interested tenderers, and closed on 31<sup>st</sup> of May 2024. Only one tender was received which was significantly over budget. At the Ordinary Council Meeting dated 25<sup>th</sup> of July 2024 Council resolved to decline the tender and approve a prioritised Scope of Works (Council Resolution 204-24).

In August 2024 an EOI (Expressions of Interest) process was carried out by Tenderlink which was presented to Council at the Ordinary Council Meeting dated 25<sup>th</sup> September 2024, whereby Council approved the development to proceed with a Restricted Tender Process (Council Resolution 258-24).

The Restricted Tender Process commenced in September 2024, closing on the 11<sup>th</sup> October 2024. The evaluation report (Confidential Attachment E – Under Separate Cover) details the outcomes and recommendation from the evaluation panel.

<b>TENDER DETAILS</b>		
RFT Number	RFT-F0408130	
RFT Title	Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms.	
Recommended Tenderer(s)	<b>AE Hoskins Building Services</b>	
Contract Term	Initial:	Not Applicable
	Extension Options:	Not Applicable
	Defects Liability Period:	12 Month
Tendered Cost	Refer to Item Confidential Attachment E <a href="#">RFT-R1661882</a> ;	
Advertising:	Private Tenderlink Notice	27/9/2024
	South West Times	Not Applicable
	The West Australian Newspaper	Not Applicable
Tender Deadline:	11/10/2024	2pm WST
Tender Opening:	11/10/2024	2pm WST
Tender Observers:	Two (2) Shire of Dardanup Employees were present	
	Nil (0) members of the public were present	

<b>CONTRACT</b>	
Commencement Date of New Contract:	8/11/2024
Completion Date of New Contract:	31/05/2024
Upfront Budget Capital Expenditure:	\$422,666
Total Cost of Ownership Considerations:	
▪ Holding Cost	Not Applicable
▪ Consumables	Not Applicable
▪ Deployment	Not Applicable
▪ Training	Not Applicable
▪ Maintenance	Not Applicable
▪ Insurance	Not Applicable
▪ Disposal	Not Applicable
Estimated value of New Contract:	\$461,107
Price Basis of New Contract:	Not Applicable
<b>VALUE FOR MONEY</b>	
<ul style="list-style-type: none"> <li>• Business information is compliant,</li> <li>• WHS information is compliant,</li> <li>• Certified to AS/ISO 9001 Quality Management</li> </ul>	

**Legal Implications**

The compliance requirements throughout the tender process has been in accordance with:

- Local Government (Functions and General) Regulations 1996; and
- CnG CP034 Procurement Policy.

*Local Government (Functions and General) Regulations 1996*

The compliance requirements applicable to this report and Officer Recommendation is in accordance with:

*Local Government (Functions and General) Regulations 1996, Regulation 18 Rejecting and accepting tenders:*

- (5) *The local government may decline to accept any tender.*

*21.Limiting who can tender, procedure for*

- (1) *If a local government decides to make a preliminary selection from amongst prospective tenderers, it may seek expressions of interest with respect to the supply of the goods or services.*

.....

*22.Minimum time to be allowed for submitting expressions of interest*

*23.Rejecting and accepting expressions of interest to be acceptable tenderer*

*24.People who submitted expression of interest to be notified of outcome*

**Council Plan**

- 2.1 - Facilitate improved access to health and community services.
- 2.2 - Increase participation in sport, recreation and leisure activities.
- 4.2 - Support vulnerable groups, including aged persons and those with disability.
- 9.3 - Provide quality community facilities.

**Environment** - None.

**Precedents**

The Shire of Dardanup has previously entered into a contract for construction of Stage 1 - ERC Refurbishment via the Request for Quote (RFQ F0293802) process in 2022, compliance to *Council Policy CnG CP034 Procurement Policy 4.3 Purchasing Thresholds and Practices*. *The ERC Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms form part of Stage 2.*

**Budget Implications**

	<b>CAPITAL COST (Budget)</b>	<b>TOTAL COST OF OWNERSHIP</b>
<b>Account Number:</b>	J11801	J11801
<b>Budget Item:</b>	ERC Accessible Toilets and Change Rooms	ERC Accessible Toilets and Change Rooms
<b>Budget Amount:</b>	\$424,866	\$424,866
<b>Expenditure to Date:</b>	\$2,200	N/A
<b>Current Budget:</b>	\$422,666	N/A
<b>Proposed Cost:</b>	\$461,107	N/A
<b>Shortfall:</b>	\$38,441	N/A

The project was carried forward from 2023/24 to 2024/25 budget and is funded from Carried Forward Projects Reserve and Grant Funding of \$124,866 (Community Sporting and Recreation Facilities Fund ie CSRFF 2023/24 Grant Funding Round). The CSRFF Grant Funding Program is subject to certain milestones in accordance with the Grant Agreement.

Should Council accept the recommended tender, a shortfall of \$38,441 will be required which Council Officer’s recommend to fund from the Building Maintenance Reserve account

**Budget – Whole of Life Cost**

The construction will add value to Council’s Building Asset inventory. Ongoing maintenance costs are budgeted annually through Council’s Building Maintenance and Minor Works Expenditure.

**Council Policy Compliance**

CnG CP034 Procurement Policy and PR045 Procurement Procedure.

**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	Determine Tender RFT-F0408130 – Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms										
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)										
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.										
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.										
Risk Category Assessed Against	<table border="0"> <tr> <td>Health</td> <td>By not upgrading Currently no 24hr access to UAT changerooms.</td> </tr> <tr> <td>Financial</td> <td>Potential loss of CRSFF Grant Funding if works not carried out.</td> </tr> <tr> <td>Legal and Compliance</td> <td>The potential of legal action against the Shire should a contract be entered into without available funds to complete the project.</td> </tr> <tr> <td>Reputational</td> <td>The potential of not having access to 24hr UAT changerooms to the public.</td> </tr> <tr> <td>Property</td> <td>Damage to property by contractor.</td> </tr> </table>	Health	By not upgrading Currently no 24hr access to UAT changerooms.	Financial	Potential loss of CRSFF Grant Funding if works not carried out.	Legal and Compliance	The potential of legal action against the Shire should a contract be entered into without available funds to complete the project.	Reputational	The potential of not having access to 24hr UAT changerooms to the public.	Property	Damage to property by contractor.
Health	By not upgrading Currently no 24hr access to UAT changerooms.										
Financial	Potential loss of CRSFF Grant Funding if works not carried out.										
Legal and Compliance	The potential of legal action against the Shire should a contract be entered into without available funds to complete the project.										
Reputational	The potential of not having access to 24hr UAT changerooms to the public.										
Property	Damage to property by contractor.										

**Officer Comment**Tender Submissions

Two (2) Tenders were received, including alternative and non-conforming Tenders:

- AE Hoskins Building Services
- Oban Group Pty Ltd

Tender Evaluation Panel

The Tender Evaluation Panel (the Panel) comprised of the following members:

- Natalie Reid - Procurement Officer
- Michael Gibbings – Manager Recreation Centre
- Andre van de Merwe – Manager Operations
- Belinda Vanvuuren – Senior Project Officer
- Sam King - WHS Representative

Probity Oversight

Process and probity advice during evaluation was provided by the Procurement Officer who also acted as Panel Chair. All members of the Panel have made a conflict-of-interest declaration in writing confirming they have no direct relationships with any of the Respondents. This evidences the probity and integrity considerations within the process.

The Panel have compiled an Evaluation Panel Report which includes the consensus analysis (not individual Panel Member analysis) of the content of each tender submission against the required selection criteria.

In some instances, this may result in commentary or scoring that may be critical or a negative reflection on an individual tender submission. It is this aspect of the Evaluation Panel Report, which is considered to be confidential in accordance with s.5.23(2)(e)(ii) information that has a commercial value to a person, or (iii) information about the business, professional, commercial or financial affairs of a person.

Evaluation of Tenders

The objective of the Tender Evaluation Panel is to recommend a suitably qualified and experienced Contractor to satisfy the requirements of the abovementioned RFT.

The submissions received were deemed compliant and progressed for assessment against the following predetermined qualitative and price criteria:

CRITERIA	PERCENTAGE
(a) Value for Money (non-financial)	5 %
(b) Relevant Experience, Skills and Key Personnel	15 %
(c) Demonstrated Understanding and Resources	15 %
(d) Price	60 %
(e) Sustainable Procurement and Corporate Social Responsibility (as per CnG CPO34)	5 %
• Local Economic Benefit	
• Purchasing from Disability Enterprises	
• Purchasing from Aboriginal Businesses	
• Purchasing from Environmentally Sustainable Business	
<b>TOTAL</b>	<b>100%</b>

Evaluation Justification

The Tender Evaluation Panel recommends AE Hoskins Building Services based on an assessment of submissions against the predetermined qualitative criteria shown above. The submission provided by the Respondent performed well across all criteria except for pricing and was a complete and detailed representation of the services offered

<b>DUE DILIGENCE CHECKS</b>	<b>YES/NO</b>
Has the recommended Tenderer(s) undergone Reference Checks successfully?	Yes
Has the recommended Tenderer(s) undergone Financial Viability assessment and been deemed acceptable?	Yes
Was a Conflict of Interest declared? If yes, please specify how it was managed?  A voting member spouse works for a potential sub-contractor listed in one of the tender submissions. Council does not engage with subcontractors, hence there is no direct influence between the parties, perceived or otherwise.	Yes
Has the recommended Tenderer(s) undergone Occupational Safety and Health assessment and been deemed acceptable?	Yes

It is noted both tenders received were above the project budget. Should Council endorse the proposed tenderer per the Evaluation Report, a shortfall of \$38,441 will be required which Council Officer's recommend to fund from the Building Maintenance Reserve account.

Part of this project is funded by the CSRFF 2023/24 Grant Funding which has approved an extension to until the 15 June 2025. It is anticipated grant milestones will be met in accordance with the grant agreement.

The Evaluation Panel recommends that the contract for the RFT-F0408130 – Refurbishment of ERC Accessible Toilets and Change Rooms be awarded to AE Hoskins Building Services subject to Council approving the over-budget expenditure.

END REPORT

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

<b>Reporting Department:</b>	<i>Corporate &amp; Governance Directorate</i>
<b>Responsible Officer</b>	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
<b>Reporting Officer</b>	<i>Mr Ricky Depillo - Accountant</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Council Role</b>	<i>Executive/Strategic.</i>
<b>Voting Requirement</b>	<i>Simple Majority.</i>
<b>Attachments</b>	<i>12.4.6.A – Risk Assessment 12.4.6.B – Monthly Financial Report 30 September 2024</i>

**Overview**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the Monthly Statement of Financial Activity [Appendix ORD: 12.4.6B] for the period ended on the 30<sup>th</sup> of September 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: 12.4.6A) for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Monthly Statement of Financial Activity for the Period Ended 30 <sup>th</sup> of September 2024
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.							
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.						
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.						
Risk Category Assessed Against	<table border="0"> <tr> <td>Legal and Compliance</td> <td>Non-compliance with the legislative requirements that results in a qualified audit.</td> </tr> <tr> <td>Reputational</td> <td>Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.</td> </tr> <tr> <td>Financial</td> <td>Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.</td> </tr> </table>	Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.	Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.	Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.
Legal and Compliance	Non-compliance with the legislative requirements that results in a qualified audit.						
Reputational	Non-compliance that results in a qualified audit can lead stakeholders to question the Council’s ability to manage finances effectively.						
Financial	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.						

**Officer Comment**

The Monthly Financial Report for the period ended on the 30<sup>th</sup> of September 2024 is contained in [Appendix ORD: 12.4.6B] 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. At the time of preparing this report, the actual surplus is recorded at \$684,594. The annual accounts for 2023/24 financial year are in the final stages of preparation and are subject to final audit of the annual financial statements\*.

As at the reporting date, Officers forecast the end of year surplus at 30<sup>th</sup> of June 2025 at \$293,086, 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 mainly due to adjustment of the opening year Surplus as of 1<sup>st</sup> of July 2024 from a budgeted \$652,816 to actual \$684,594\*;
- Surplus Decrease of \$26,096 due to increased expenditure mainly due to 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; and
- Surplus Decrease of \$218,842 mainly due to Eaton Recreation Centre Painting Job 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.

*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

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

<b>Reporting Department</b>	Corporate & Governance Directorate
<b>Responsible Officer</b>	Mrs Natalie Hopkins - Manager Financial Services
<b>Reporting Officer</b>	Ms Joanna Hanson – Finance Officer – Accounts Payable
<b>Council Role</b>	Local Government (Financial Management) Regulations 1996 Executive/Strategic.
<b>Voting Requirement</b>	Simple Majority.
<b>Attachments</b>	Appendix ORD: 12.4.7 – Risk Assessment Tool

**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 01/09/2024 to 30/09/2024 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**  
**30-09-2024 Schedule of Paid Accounts**

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT57410	05/09/2024	Activ Industries Bunbury	Typha Removal - Peninsula Lake, Playground Renewal - Gascoyne Circle, Verge Slashing - Soloman St	MUNI	8,270.84
EFT57411	05/09/2024	Andrew White	Reimbursement for Starlink Internet Subscription: 22/08-22/09/2024 - J/C Brook BFB - ESL Recurrent Exp	MUNI	139.00
EFT57412	05/09/2024	Anne Deacon	ERC Umpire Payment: 03/09/2024	MUNI	55.60
EFT57413	05/09/2024	Annette Webster	Meeting Allowance	MUNI	1,414.08
EFT57414	05/09/2024	Anthony Charles Jenour	Meeting Allowance	MUNI	1,414.08
EFT57415	05/09/2024	Australia Post	Monthly Postage Cost	MUNI	1,268.30
EFT57416	05/09/2024	Australian Tax Office	PAYG - Payrun: 30/08/2024	MUNI	82,380.00
EFT57417	05/09/2024	Access Office Industries	4 x Runs of Mobile Shelving - ECL	MUNI	6,472.66
EFT57418	05/09/2024	B & B Street Sweeping Pty Ltd	Stormwater Pipe Camera Inspection of Pipes - Eaton Dr, Hough PI & Recreation Dr	MUNI	454.96
EFT57419	05/09/2024	Bell Fire Equipment Company Pty Ltd	Repairs: West Dardanup BFB - ESL Recurrent Exp	MUNI	198.00
EFT57420	05/09/2024	BOC Ltd	ERC - 2 x R400C Oxygen Medical C Size: August 2024	MUNI	13.83
EFT57421	05/09/2024	Boyles Plumbing and Gas	Source, Supply & Install New Zip Filter to Heater in Crib Room - Depot, Identify Water Meters - Old Eaton Admin Building	MUNI	657.42
EFT57422	05/09/2024	Brandit Tech	ERC - Gym Access Bands	MUNI	1,397.00
EFT57423	05/09/2024	Brooke Sudbury	Reimburse Uniform Purchase	MUNI	52.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57424	05/09/2024	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	1,243.83
EFT57425	05/09/2024	Bunbury Auto Electrics	Auto Electrical Works - DA005	MUNI	1,279.00
EFT57426	05/09/2024	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	631.00
EFT57427	05/09/2024	Bunbury Geographe Chamber of Commerce and Industry	RDA South West Regional Futures Launch: 30/08/2024 - CEO & Deputy Shire President	MUNI	42.00
EFT57428	05/09/2024	Bunbury Mower Service	Hedge Trimmer Sharpen/Repair	MUNI	246.00
EFT57429	05/09/2024	Bunbury Truck Sales and Service Centre	Truck Service - DA9581	MUNI	2,401.76
EFT57430	05/09/2024	Bunnings Group Limited	Sound Proofing, Rubber Mats, Workshop Tools & Delivery - Make it Space	MUNI	2,764.97
EFT57431	05/09/2024	Cameron Baker	ERC Umpire Payment: 04/09/2024	MUNI	111.20
EFT57432	05/09/2024	Catered by Jacqueline	Ordinary Council Meeting Catering: 28/08/2024	MUNI	1,072.50
EFT57433	05/09/2024	Charlee Roberts	ERC Umpire Payment: 04/09/2024	MUNI	83.40
EFT57434	05/09/2024	Christine Worsfold	ERC Umpire Payment: 03/09/2024	MUNI	83.40
EFT57435	05/09/2024	Connor Silvester	ERC Umpire Payment: 04/09/2024	MUNI	111.20
EFT57436	05/09/2024	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	1,647.08
EFT57437	05/09/2024	Cross Security Services	Alarm Monitoring - 7 x Shire Buildings - 01/07-30/09/2024	MUNI	1,050.00
EFT57438	05/09/2024	Dapco Tyre and Auto Centre	Service - DA997	MUNI	534.62
EFT57439	05/09/2024	Dell Financial Services Pty Ltd	Lease 22 Repayment - Dell Nutanix (4 Nodes) Hardware Refresh	MUNI	4,475.22
EFT57440	05/09/2024	Department of Fire And Emergency Services	2024/25 1st Quarter Instalment - Remittance of Emergency Services Levy (ESL) to DFES	MUNI	251,495.44

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57441	05/09/2024	Donna Bastow	ERC Umpire Payment: 04/09/2024	MUNI	166.80
EFT57442	05/09/2024	Ellen Patricia Lilly	Meeting Allowance	MUNI	2,080.58
EFT57443	05/09/2024	Eve Yoga	1 Hour Yoga Classes: August 2024	MUNI	300.00
EFT57444	05/09/2024	Fiore Family Trust	Irrigation Modifications - ERC Surrounds	MUNI	3,795.00
EFT57445	05/09/2024	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability	MUNI	1,226.24
EFT57446	05/09/2024	Forestvale Trees Pty Ltd	35 x Trees - Parkridge Planting Upgrade	MUNI	3,465.00
EFT57447	05/09/2024	Forge Civil	Council Drive - Pedestrian Crossing & Acrod Parking - Progress Claim	MUNI	75,390.83
EFT57448	05/09/2024	Gabba Sporting Products	AFL Boundary Protection Netting - Glen Huon Oval	MUNI	6,899.75
EFT57449	05/09/2024	Hanson Construction Materials Pty Ltd	Graded Aggregate - Richards Road	MUNI	993.76
EFT57450	05/09/2024	Herbert Smith Freehill	Review & Mark Up Heads of Agreement - Hydrogen Production & Refuelling Facility	MUNI	4,950.00
EFT57451	05/09/2024	Hynes Contracting	Remove Stockpile in Front of Eaton Football Club as Per CEO Request	MUNI	260.00
EFT57452	05/09/2024	Insight Enterprises Australia Pty Ltd	Azure Plan Consumption: July 2024	MUNI	150.06
EFT57453	05/09/2024	Jack David Manoni	Meeting Allowance	MUNI	1,414.08
EFT57454	05/09/2024	Jaycar Electronics	Electronics Consumables - Make It Space	MUNI	1,411.17
EFT57455	05/09/2024	John Thompson	ERC Umpire Payment: 04/09/2024	MUNI	139.00
EFT57456	05/09/2024	Jun Huang	Reimburse Uniform Purchase	MUNI	25.00
EFT57457	05/09/2024	Katie Marie Clayton	ERC Umpire Payment: 03/09/2024	MUNI	83.40
EFT57458	05/09/2024	Landgate	GRV & UV Interim Valuations	MUNI	2,161.42



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57459	05/09/2024	Les Mills Asia Pacific	ERC Group Fitness Program Licence Fee: September 2024	MUNI	1,381.56
EFT57460	05/09/2024	Links Modular Solutions Pty Ltd	ERC - 5000 x Links SMS Credits	MUNI	550.00
EFT57461	05/09/2024	Local Government Professionals Australia WA	South West Professional Development Forum 2024: 12-13/09/2024 - Accountant	MUNI	660.00
EFT57462	05/09/2024	Luke Wilkinson	ERC Umpire Payment: 04/09/2024	MUNI	139.00
EFT57463	05/09/2024	Luke William Davies	Meeting Allowance	MUNI	1,414.08
EFT57464	05/09/2024	Marece Hetaraka	ERC Umpire Payment: 04/09/2024	MUNI	55.60
EFT57465	05/09/2024	Mark Richard Hutchinson	Meeting Allowance	MUNI	1,414.08
EFT57466	05/09/2024	Maya Maya at Mandoon Estate	Accommodation & Breakfast: 29/08/2024 - Senior Ranger & Ranger - Rangers Conference	MUNI	572.00
EFT57467	05/09/2024	Melanie May Ring	Reimburse Uniform Purchase	MUNI	48.97
EFT57468	05/09/2024	Midalia Steel Pty Limited	Steel for Ute Pole Saw Carrier	MUNI	91.28
EFT57469	05/09/2024	MJ Goods	ERC - Cafe Goods	MUNI	267.80
EFT57470	05/09/2024	Nixon Electrics (WA) Pty Ltd	Investigate Various Lights Out - Millers Creek Pathway	MUNI	473.78
EFT57471	05/09/2024	Nutrien AG Solutions	4 x Spray Tank Hose Filters	MUNI	66.00
EFT57472	05/09/2024	Officeworks Superstores Pty Ltd	2 x Rexel Multi Card Holder - Admin O/H	MUNI	123.68
EFT57473	05/09/2024	Omnicom Media Group Australia Pty Ltd	6 x Public/Tender Notices	MUNI	8,183.37
EFT57474	05/09/2024	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	7,794.71
EFT57475	05/09/2024	Peron Naturaliste Partnership	Dardanup Contribution to Peron Naturaliste Partnership 2024-2025	MUNI	4,907.32

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57476	05/09/2024	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	4,855.30
EFT57477	05/09/2024	PFI Supplies	ERC: Cleaning Products	MUNI	725.00
EFT57478	05/09/2024	Regional Media Specialists P/L	Advertising in Bunbury Herald Newspaper for Monthly Community News Page: August 2024	MUNI	1,031.89
EFT57479	05/09/2024	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	1,930.79
EFT57480	05/09/2024	Scope Rentals Pty Ltd	Managed Print Service - Rental/ Usage: September 2024	MUNI	2,675.20
EFT57481	05/09/2024	Securepay Pty Ltd	Bank Fees - 2024/2025 Securepay Web & IVR	MUNI	32.91
EFT57482	05/09/2024	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	650.90
EFT57483	05/09/2024	Sirsidynix Pty Ltd	Subscription to Symphony Library Management System (LMIS) Software: 1 July 2024 - 30 June 2025	MUNI	12,970.78
EFT57484	05/09/2024	Sports Turf Association WA	Annual Corporate Membership - Sports Turf Association	MUNI	275.00
EFT57485	05/09/2024	Sportspower Bunbury	ERC - Sports Equipment	MUNI	504.00
EFT57486	05/09/2024	Stacey Gillespie	Meeting Allowance	MUNI	1,414.08
EFT57487	05/09/2024	Synergy	Electricity Consumption - Glen Huon Oval & Clubrooms: 16/07-19/08/2024	MUNI	2,542.48
EFT57488	05/09/2024	Taneta Bell	Meeting Allowance	MUNI	1,414.08
EFT57489	05/09/2024	Taylor Burrell Barnett	Consultancy for Wanju and Waterloo for the Preparation of Local Scheme Amendments	MUNI	9,640.62
EFT57490	05/09/2024	Te Wairimu Elinor Pomare	ERC Umpire Payment: 04/09/2024	MUNI	139.00
EFT57491	05/09/2024	Telstra	Telephone Use - West Dardanup BFB	MUNI	62.50
EFT57492	05/09/2024	The Print Shop	Be Prepared Cards - Fire Prevention Order	MUNI	1,158.30

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57493	05/09/2024	Therese Price	ERC Umpire Payment: 03/09/2024	MUNI	55.60
EFT57494	05/09/2024	Total Eden Pty Ltd	Reticulation Repairs & Maintenance - Eaton Oval	MUNI	2,478.90
EFT57495	05/09/2024	Tyrrell Gardiner	Local Government Allowance	MUNI	4,727.50
EFT57496	05/09/2024	Urban Development Institute of Australia WA Division	UDIA WA 2024 Awards for Excellence Gala Dinner - 4 x Attendees (Gardiner, Schönfeldt, Oosthuizen, Vanvuuren)	MUNI	1,536.00
EFT57497	05/09/2024	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	809.50
EFT57498	05/09/2024	Woolworths Group Limited - Online Order Only	Stock for Staff Kitchen & ERC - Cafe Goods	MUNI	2,007.10
EFT57499	05/09/2024	Woolworths Group Limited - Openpay Portal	Stock for Staff Kitchen & ERC - Cafe Goods, PACE Event Catering, Staff Recognition Vouchers	MUNI	692.62
EFT57500	05/09/2024	Work Clobber	Occ Health & Safety Expenditure - Clothing Public Works	MUNI	465.90
EFT57501	05/09/2024	Yep Booking	ERC - Yep Booking - September 2024	MUNI	118.00
EFT57502	12/09/2024	A & L Printers Pty Ltd	100 x Daily Vehicle Checklist Books - Depot	MUNI	2,153.00
EFT57503	12/09/2024	All Aussie Truck and Bobcat Services	Waste Transfer Station Works: August 2024	MUNI	1,980.00
EFT57504	12/09/2024	Altus Planning	Planning Services for Assessment of 3 x Development Applications & 1 x Amended JDAP Approval	MUNI	10,432.14
EFT57505	12/09/2024	Amity Signs	Signs for 3 x Shire Roads & 2 x Rural Road Numbers	MUNI	4,874.10
EFT57506	12/09/2024	Ampol Australia Petroleum Pty Ltd	Shire Vehicles Fuel Usage - August 2024	MUNI	18,740.25
EFT57507	12/09/2024	Angela Jayne Brooke	First Aid & CPR Refresher Training for 14 x Shire Staff	MUNI	1,640.00
EFT57508	12/09/2024	Australian Local Government Association	2024 National Local Roads, Transport & Infrastructure Congress: 03-04/12/2024 - Director Infrastructure	MUNI	925.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57509	12/09/2024	Australind Landscaping Supplies	2 Scoops of Garden Mix - Eaton Drive Islands	MUNI	88.20
EFT57510	12/09/2024	Australind Senior High School	Budget Allocation - 2024 Leavers Donation	MUNI	300.00
EFT57511	12/09/2024	B & B Street Sweeping Pty Ltd	Street Sweeping 3 x Shire Roads	MUNI	2,149.69
EFT57512	12/09/2024	Bottles of Australia	300 x 650ml Water Bottles With Logo - ERC	MUNI	1,642.18
EFT57513	12/09/2024	Brett Hodgson	ERC Umpire Payment: 11/09/2024	MUNI	83.40
EFT57514	12/09/2024	Bunbury Geographe Chamber of Commerce and Industry	BGCCI Member to Member Promotions: 29/08 & 05/09/2024 & 2 x Tickets for Women in Business Breakfast: 10/09/2024 - MFS & Finance Coordinator	MUNI	204.00
EFT57515	12/09/2024	Bunbury Mower Service	Parts & Repairs - Sundry Plant	MUNI	1,203.15
EFT57516	12/09/2024	Bunbury Plumbing Service	Eyewash Station Servicing & Inspection - Public Works	MUNI	150.00
EFT57517	12/09/2024	Bunbury Subaru	Service - DA9605	MUNI	390.36
EFT57518	12/09/2024	Bunbury Towing	Removal of Abandoned Vehicles & Transport to Vehicle Impound Facility	MUNI	154.00
EFT57519	12/09/2024	Bunnings Group Limited	Storage Items - Health & Make it Space, Maintenance Items - Depot	MUNI	539.59
EFT57520	12/09/2024	Cameron Baker	ERC Umpire Payment: 11/09/2024	MUNI	55.60
EFT57521	12/09/2024	Cemeteries and Crematoria Association of WA	CCAWA Ordinary Membership 2024-2025	MUNI	130.00
EFT57522	12/09/2024	Charlee Roberts	ERC Umpire Payment: 11/09/2024	MUNI	83.40
EFT57523	12/09/2024	Choiceone Pty Ltd	Labour Hire: 26/08-01/09/2024 - Martin Pelusey Road	MUNI	10,400.47
EFT57524	12/09/2024	Christine Worsfold	ERC Umpire Payment: 10/09/2024	MUNI	83.40
EFT57525	12/09/2024	Civil Projects Southwest	Machine Hire - 5 x Shire Locations	MUNI	12,463.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57526	12/09/2024	Cleanaway Solid Waste Pty Ltd	Waste Removal - 5 x Invoices	MUNI	10,994.27
EFT57527	12/09/2024	Construction Training Fund : CTF	CTF Remittance - August 2024	MUNI	1,889.54
EFT57528	12/09/2024	Crooked Brook Forest Association	Budget Allocation - 2024 Annual Donation	MUNI	1,000.00
EFT57529	12/09/2024	Dapco Tyre and Auto Centre	129,000km Service & 4 x New Tyres & Alignment - DA955	MUNI	1,569.16
EFT57530	12/09/2024	Dardanup & Districts Residents Association	2024 Budget Allocation - Dardanup Times Donation	MUNI	1,100.00
EFT57531	12/09/2024	Dardanup Art Spectacular	Annual Shire Funding - 2024	MUNI	11,500.00
EFT57532	12/09/2024	Dardanup Primary School	Shire of Dardanup School Awards Donation 2024	MUNI	150.00
EFT57533	12/09/2024	Department of Finance	Repairs to Dardanup Primary School Gas Bottle Enclosure - Hayward Street	MUNI	1,601.60
EFT57534	12/09/2024	Department of Mines, Industry, Regulations & Safety (DMIRS) - BSL	BSL Remittance - August 2024	MUNI	9,853.62
EFT57535	12/09/2024	Deputec Pty Ltd	ERC - Monthly Subscription For Rostering: August 2024	MUNI	291.78
EFT57536	12/09/2024	Donna Bastow	ERC Umpire Payment: 11/09/2024	MUNI	83.40
EFT57537	12/09/2024	Eaton Community College	2024 Annual School Awards - Budget Allocation	MUNI	300.00
EFT57538	12/09/2024	Eaton Trophies	Name Plaque for Council Meetings - Manager Development Services	MUNI	75.00
EFT57539	12/09/2024	Ebony Gene Jones	Reimburse Food Purchased for Cafe	MUNI	174.00
EFT57540	12/09/2024	Educa Aus	Educa Subscription Fee for September 2024 - ERC	MUNI	141.67
EFT57541	12/09/2024	Ferguson Valley Marketing and Promotions Inc	2024/2025 Operational Grant - Ferguson Valley Marketing - Budget Allocation	MUNI	23,500.00
EFT57542	12/09/2024	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability	MUNI	1,226.24

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57543	12/09/2024	Florist Gump	Flowers for 2 x Staff - Birth of Babies	MUNI	207.00
EFT57544	12/09/2024	Grace Records Management	Records Management External - Storage, Destruction And Consumables	MUNI	985.88
EFT57545	12/09/2024	Hanson Construction Materials Pty Ltd	Graded Aggregate - 4 x Invoices	MUNI	3,745.04
EFT57546	12/09/2024	Hynes Contracting	Connect Storm Water Pipe to New Tank - Wellington Mills Public Toilet Block & Fallen Tree Removal - Ferguson Road & Pile Road	MUNI	2,047.50
EFT57547	12/09/2024	Illion Australian Pty Ltd (Tenderlink)	2 x Tenderlink Public Notices	MUNI	418.00
EFT57548	12/09/2024	In Town Centre Inc	Budget Allocation 2024	MUNI	2,500.00
EFT57549	12/09/2024	Interia Systems	50% Deposit for Denver Tambour Cupboard - Admin OH	MUNI	324.50
EFT57550	12/09/2024	JB Hi-Fi Ltd	Media Equipment and Cables - Make It Space	MUNI	4,510.26
EFT57551	12/09/2024	JP Group - CPSS Pty Ltd	Repayment - Waste Transfer Station Lease 24/25	MUNI	3,483.58
EFT57552	12/09/2024	Katie Marie Clayton	ERC Umpire Payment: 10/09/2024	MUNI	83.40
EFT57553	12/09/2024	Kent Lyon Architect	New SoD Admin & Library Building: Superintendent Fees - August 2024	MUNI	2,772.00
EFT57554	12/09/2024	Kmart	USB Drive 64GB - Admin OH	MUNI	28.00
EFT57555	12/09/2024	Lily Knight	ERC Umpire Payment: 10/09/2024	MUNI	83.40
EFT57556	12/09/2024	Living Springs Water Pty Ltd	Springwater Bottles 15Ltr x 9 - Waste Transfer Station	MUNI	117.00
EFT57557	12/09/2024	LJ Hooker Southwest	Rates Refund for Assessment A9344	MUNI	657.91
EFT57558	12/09/2024	Luke Wilkinson	ERC Umpire Payment: 11/09/2024	MUNI	83.40
EFT57559	12/09/2024	M & J Essential Solutions Pty Ltd	Employee Assistance Program Consultations	MUNI	620.00
EFT57560	12/09/2024	Machinery West	Parts for Repairs to Sundry Plant	MUNI	1,700.06

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57561	12/09/2024	Malatesta Road Paving and Hotmix	Asphalt - Martin-Pelusey Road Bridge 4821 & Alice Court	MUNI	12,771.44
EFT57562	12/09/2024	Mcleods Lawyers Pty Ltd	Legal Advice - Tenure Requirements for Land That May be Utilised for the Purposes of Environmental Offsets - Matter # 53446	MUNI	1,615.46
EFT57563	12/09/2024	Microcom Pty Ltd T/as Metrocount	Office Equipment Maintenance - Public Works	MUNI	1,191.30
EFT57564	12/09/2024	MJ Goods	Antibacterial Wipes - ERC	MUNI	1,190.00
EFT57565	12/09/2024	Monitored Electronics	Weekly Monitoring of Smartlink GSM Medical Alarms Invoiced Quarterly - ERC: 01/10-31/12/2024	MUNI	57.20
EFT57566	12/09/2024	Naturaliste Hygiene	Sharps Disposal - Eaton Foreshore & Watson Reserve - September 2024	MUNI	110.00
EFT57567	12/09/2024	Neil Nicholson	Reimburse Uniform Purchase	MUNI	310.97
EFT57568	12/09/2024	Nightguard Security Service SW	Alarm Response - 4 x Shire Buildings - September 2024	MUNI	1,947.69
EFT57569	12/09/2024	Nixon Electrics (WA) Pty Ltd	In Depth Investigation for Townsite Lights 036 - 92 Including Cable Tracing - Millars Creek Walkway	MUNI	3,168.00
EFT57570	12/09/2024	Nutrien Ag Solutions	5 x Backpack Sprayer - Sundry Parks & Gardens	MUNI	907.50
EFT57571	12/09/2024	Patrick Hughes	Reimburse Fuel Costs - Shire Fuel Card Not Present	MUNI	173.65
EFT57572	12/09/2024	Paxon Consulting Group Pty Ltd	Site Feasibility Study - Lot 100 Martin-Pelusey Road	MUNI	8,668.00
EFT57573	12/09/2024	Perfect Landscapes	Broad Leaf Weed Spraying in Turf Areas - 5 x Shire Locations	MUNI	4,758.70
EFT57574	12/09/2024	PFI Supplies	Cleaning Supplies - Dardanup Office & Don Hewison Centre Public Toilets	MUNI	369.30
EFT57575	12/09/2024	R & S Co Pty Ltd T/as Fresh Floral Studio	Flowers for Staff Member Following Medical Episode	MUNI	100.00
EFT57576	12/09/2024	Regen Strategic	Professional Communications and Advisory Services - September 2024	MUNI	2,200.00
EFT57577	12/09/2024	Renew IT Group Pty Ltd	Collection Fee for End of Vestone Lease DAR01072020 Returned Items	MUNI	82.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57578	12/09/2024	Scope Rentals Pty Ltd	Managed Print Service - Usage: August 2024	MUNI	1,784.85
EFT57579	12/09/2024	Seek Limited	Seek Advertising Contract - August 2024	MUNI	4,019.02
EFT57580	12/09/2024	SJ Traffic Management	Variable Message Board Hire: 31/07-05/08/2024 - Dowdells Line	MUNI	2,323.20
EFT57581	12/09/2024	Soft Landing	Mattress Collection & Processing From Waste Transfer Station - August 2024	MUNI	5,531.35
EFT57582	12/09/2024	South West Irrigation Consulting	Garry Engel Park - Concept Design and Budget Estimation	MUNI	4,500.00
EFT57583	12/09/2024	South West Tree Safe	Tree Pruning - 4 x Invoices	MUNI	10,230.00
EFT57584	12/09/2024	Southern Districts Estate Agency	Rates Refund for Assessment A2991	MUNI	651.23
EFT57585	12/09/2024	Southwest Ventures T/as Geographe Ford/Bunbury Hyundai	Service - DA996	MUNI	600.00
EFT57586	12/09/2024	Spotlight Pty Ltd	Sewing Tools & Accessories - Make It Space	MUNI	760.70
EFT57587	12/09/2024	Stewart and Heaton Clothing Company Pty Ltd	Bush Fire Brigade Uniforms	MUNI	3,003.52
EFT57588	12/09/2024	Sunny Industrial Brushware	2 x Tractor Broom Head - Sundry Plant	MUNI	1,705.00
EFT57589	12/09/2024	Sustainable Economic Growth for Regional Australia Annual Conference	1 Day Pass - SEGRA Summit - Shire President, 2 Day Pass & Breakfast - CEO	MUNI	1,973.00
EFT57590	12/09/2024	Synergy	Electricity Usage - 35 x Shire Locations	MUNI	38,463.80
EFT57591	12/09/2024	Te Wairimu Elinor Pomare	ERC Umpire Payment: 11/09/2024	MUNI	55.60
EFT57592	12/09/2024	Team Global Express - Toll	Postage for Tractor Broom Heads - Sundry Plant	MUNI	370.68
EFT57593	12/09/2024	The Churches Commission on Education Inc	School Chaplaincy Donation 2024/2025	MUNI	7,089.50
EFT57594	12/09/2024	The Trustee for AM2 & FM2 Trust	Myosh Subscription For September 2024	MUNI	653.40



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57595	12/09/2024	Therese Price	ERC Umpire Payment: 10/09/2024	MUNI	83.40
EFT57596	12/09/2024	Tint City	Supply and Install Additional Building Signage - Eaton Admin	MUNI	1,865.00
EFT57597	12/09/2024	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Eaton Foreshore	MUNI	1,664.38
EFT57598	12/09/2024	TPG Network Pty Ltd	Enterprise Ethernet WAN Services - August 2024	MUNI	3,938.72
EFT57599	12/09/2024	Traffic Force	Traffic Control - 4 x Invoices	MUNI	9,256.02
EFT57600	12/09/2024	Tutt Bryant Hire	Machine Hire - Ferguson Road, Catalano Road & Waterloo Road	MUNI	11,724.46
EFT57601	12/09/2024	Veolia Recycling & Recovery Pty Ltd	Weekly Emptying of 3 x Commingled Recycling Skips & Cardboard Recycling - Waste Transfer Station: August 2024	MUNI	983.99
EFT57602	12/09/2024	Water Corporation	Water Use and Service Charges - 11 x Shire Locations	MUNI	2,200.98
EFT57603	12/09/2024	Waterloo Nursery & Garden Centre	15 x Trees - Parkridge - Planting Upgrade	MUNI	1,320.00
EFT57604	12/09/2024	Work Clobber	Protective Clothing - Public Works	MUNI	531.30
EFT57605	12/09/2024	Wren Oil	Waste Oil Removal From Waste Transfer Station: August 2024	MUNI	297.00
EFT57606	12/09/2024	WSP Australia Pty Ltd	24/25 Groundwater Monitoring for DWER Licence L888 (Banksia Road Site)	MUNI	13,078.62
EFT57607	19/09/2024	Access Wellbeing Services	Employee Assistance Program Consultations - Annual Management Fee	MUNI	946.00
EFT57608	19/09/2024	Amity Signs	2024/2025 Rural Street Sign # 1343, 420, 111, 62	MUNI	116.60
EFT57609	19/09/2024	Aquila Food Forest	Sustainable Living Workshop: 12/09/2024 (Place Making Activities & Engagement)	MUNI	400.00
EFT57610	19/09/2024	Australian Tax Office	PAYG - Payrun: 2-13/09/2024	MUNI	83,244.00
EFT57611	19/09/2024	Boyanup Hockey Club Inc	Refund Hall Hire Bond - Paid Via Debtor Inv # 34668	MUNI	540.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57612	19/09/2024	Boyles Plumbing and Gas	Plumbing Works - 4 x Shire Buildings & 2 x New Boiler/Chiller Taps - Eaton Admin Office - 5 x Invoices	MUNI	21,660.76
EFT57613	19/09/2024	Breeanna Batrick	Reimburse Uniform Purchase	MUNI	53.97
EFT57614	19/09/2024	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	677.02
EFT57615	19/09/2024	Bunbury Coffee Machines	ERC - Cafe Goods	MUNI	777.80
EFT57616	19/09/2024	Bunbury Community Radio Inc	Bunbury Community Radio 30 Days 30 Second Radio Ads - Tronox Spring Out 2024	MUNI	360.00
EFT57617	19/09/2024	Bunbury Harvey Regional Council	Kerbside FOGO & Green Waste Processing - August 2024	MUNI	23,408.30
EFT57618	19/09/2024	Bunnings Group Limited	Items for Gascoyne Circle Play Area Renewal	MUNI	455.77
EFT57619	19/09/2024	Cat Welfare Society Inc	Cat Adoption Report - August 2024	MUNI	11.00
EFT57620	19/09/2024	Choiceone Pty Ltd	Relief Staff Hire: 02-08/09/2024 - Martin Pelusey Road	MUNI	2,366.49
EFT57621	19/09/2024	Christine Worsfold	ERC Umpire Payment: 17/09/2024	MUNI	55.60
EFT57622	19/09/2024	Citygate Properties Pty Ltd	ERC - Sporting Prizes	MUNI	500.00
EFT57623	19/09/2024	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road	MUNI	2,633.95
EFT57624	19/09/2024	Connect Call Centre Services	After Hours Call Centre: August 2024	MUNI	629.92
EFT57625	19/09/2024	Connor Silvester	ERC Umpire Payment: 18/09/2024	MUNI	55.60
EFT57626	19/09/2024	Country Landscaping Pty Ltd	Reticulation Maintenance & Repairs - Cadell Park	MUNI	1,052.96
EFT57627	19/09/2024	Craig Howells T/As Seven Trees Coffee	ERC Cafe - Annual Service of Coffee Machine	MUNI	481.40
EFT57628	19/09/2024	Craven Foods & Bidfood Bunbury	ERC - Cafe Goods	MUNI	1,474.64
EFT57629	19/09/2024	Dapco Tyre and Auto Centre	Service, 4 x Tyres & Wheel Alignment - DA004	MUNI	1,516.27

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57630	19/09/2024	Daryl Fishwick	ERC Umpire Payment: 18/09/2024	MUNI	55.60
EFT57631	19/09/2024	David John Leek T/as Acefire	August Fire Equipment Servicing - Eaton Admin Vehicles & New Fire Extinguisher - Make it Space	MUNI	279.40
EFT57632	19/09/2024	Dell Australia Pty Ltd	4 x Desktop Computers - Admin OH	MUNI	8,800.59
EFT57633	19/09/2024	Diesel Force	Grader Service - DA698	MUNI	2,288.22
EFT57634	19/09/2024	Diesel Force	Truck Service - DA628	MUNI	1,753.41
EFT57635	19/09/2024	Donna Bastow	ERC Umpire Payment: 18/09/2024	MUNI	83.40
EFT57636	19/09/2024	Doral Mineral Sands Pty Ltd	Rates Refund for Assessment A12421	MUNI	2,861.37
EFT57637	19/09/2024	Eaton Environmental Services	ERC - Inspect, Clean and Rebait Rodent Stations Quarterly	MUNI	143.00
EFT57638	19/09/2024	Eaton Junior Football Club Inc	Payment for Ablution Hire During Construction: 27/04/2023 - 25/01/2024	MUNI	2,325.00
EFT57639	19/09/2024	Electrical Experts (WA) Pty Ltd	Investigate and Repair Exterior Lights - Dardanup Office	MUNI	229.35
EFT57640	19/09/2024	Fit2Work	Fit2Work Qualification Check: August 2024	MUNI	195.58
EFT57641	19/09/2024	Hays Tree Lopping	Tree Pruning - Sindhi Close & Wells Rec Tennis Courts	MUNI	1,540.00
EFT57642	19/09/2024	Ian Hooper	Refund Key Bond - Receipt #157291	MUNI	40.00
EFT57643	19/09/2024	JB Hi-Fi Ltd	ERC - Cafe Microwave	MUNI	280.00
EFT57644	19/09/2024	John Thompson	ERC Umpire Payment: 18/09/2024	MUNI	83.40
EFT57645	19/09/2024	Kmart	2 x USB for TV Media Marketing - ERC, Monitor Stand - PACE & Prizes for Challenges - ECL	MUNI	122.25
EFT57646	19/09/2024	LGIS WA	Insurance Adjustment 30/06/2023-30/06/2024	MUNI	2,429.87

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57647	19/09/2024	Lily Knight	ERC Umpire Payment: 17/09/2024	MUNI	27.80
EFT57648	19/09/2024	Local Government Professionals Australia WA	Microsoft Excel Workshop - Intermediate - 16/10/2024 - Assistant Accountant	MUNI	610.00
EFT57649	19/09/2024	Margery Ann Stevens	ERC Umpire Payment: 17/09/2024	MUNI	45.40
EFT57650	19/09/2024	Officeworks Superstores Pty Ltd	Privacy Screens - Assistant to DCEO & Rates Officer & Stationary - ERC	MUNI	1,061.35
EFT57651	19/09/2024	Perfect Landscapes	Weekly Reserves & Lawn Mowing	MUNI	4,925.37
EFT57652	19/09/2024	Peter John Cowley	Rates Refund for Assessment A2594	MUNI	3,020.41
EFT57653	19/09/2024	PFD Food Services Pty Ltd	ERC - Cafe Goods	MUNI	1,969.75
EFT57654	19/09/2024	PFI Supplies	Supplies - Watson Street Reserve Toilets & Eaton Foreshore Toilets	MUNI	151.00
EFT57655	19/09/2024	Re:Member Software Pty Ltd	Advertising of Manager Assets Position - IPWEA Jobs Online Notice Board	MUNI	271.70
EFT57656	19/09/2024	Schweppes Australia Pty Ltd	ERC - Cafe Goods	MUNI	3,580.70
EFT57657	19/09/2024	Scope Electrical Contracting Pty Ltd	GPO & Double GPO (on wall) for New Boil/Chiller Tap - Staff Kitchen & UAT, Move Exit Sign - Eaton Admin	MUNI	1,301.07
EFT57658	19/09/2024	Services Australia - Child Support Agency	Employee Payroll Deduction PPE	MUNI	621.06
EFT57659	19/09/2024	Shire of Capel	Shire Contribution to Bushfire Risk Management Coordinator Per Grant Agreement	MUNI	37,423.56
EFT57660	19/09/2024	SJ Traffic Management	2 x Variable Message Sign Boards for Dowdells Line Road Flooding: 07-27/08/2024	MUNI	3,808.20
EFT57661	19/09/2024	South West Tree Safe	Tree Pruning - South Road & Rich Place	MUNI	6,490.00
EFT57662	19/09/2024	Summit Homes Group Trust	Refund Development Application Fee :DAP-F0407495 - Lot 146 (9) Millbridge Boulevard	MUNI	147.00
EFT57663	19/09/2024	Synergy	Electricity Account - 9 x Shire Locations	MUNI	13,467.85

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57664	19/09/2024	T & V Fencing	Dome Top Bollard & Chain Gate Installation - Burekup Oval	MUNI	11,310.20
EFT57665	19/09/2024	Team Global Express - Toll	Brigade Postage 2024/25	MUNI	54.63
EFT57666	19/09/2024	Telstra	Staff Mobiles & Tablets, Dardanup Office & Burekup BFB	MUNI	3,684.76
EFT57667	19/09/2024	Therese Price	ERC Umpire Payment: 17/09/2024	MUNI	27.80
EFT57668	19/09/2024	Veolia Recycling & Recovery Pty Ltd	Shire Bin Collection: August 2024	MUNI	98,283.42
EFT57669	19/09/2024	WA Distributors Pty Ltd	ERC - Cafe Goods	MUNI	780.80
EFT57670	19/09/2024	Water Corporation	Water Usage & Service Charges - 10 x Shire Locations	MUNI	4,118.80
EFT57671	19/09/2024	Waterloo Nursery & Garden Centre	Small & Large Plant Hire & Maintenance of Non-Hired Plants: July 2024 & August 2024	MUNI	2,821.86
EFT57672	26/09/2024	Amity Signs	4 x Signs, 2 x Posts - Eaton Drive, 2 x Signs - Pratt Road	MUNI	719.40
EFT57673	26/09/2024	Ashlee Horn	Reimburse ERC Challenge Prize Purchase	MUNI	150.00
EFT57674	26/09/2024	Australian Local Government Women's Association WA Branch	Women in Local Government Forum High Tea - Cr Gillespie	MUNI	95.00
EFT57675	26/09/2024	Avis Southwest Rentals	Hire Car While Vehicle Being Repaired - DA017 & ODA	MUNI	1,148.28
EFT57676	26/09/2024	B & B Street Sweeping Pty Ltd	Jet-Vac Truck Hire/Street Sweeping - 4 x Invoices	MUNI	4,674.71
EFT57677	26/09/2024	Brendan Page	Refund Key Bond - Receipt # 148246	MUNI	40.00
EFT57678	26/09/2024	Brownes Foods Operations Pty Ltd	ERC - Cafe Goods	MUNI	230.09
EFT57679	26/09/2024	Bullivants Pty Ltd - Sling Rig	Plate Clamp - DA9513	MUNI	196.90
EFT57680	26/09/2024	Bunbury Plumbing Service	Replace Water in Small Water Tank - Depot	MUNI	2,310.00
EFT57681	26/09/2024	Bunbury Subaru	Service - 008DA	MUNI	560.29

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57682	26/09/2024	Bunnings Group Limited	Repair Items/Tools - Depot, Gascoyne Circle Play Area, Parks & Gardens	MUNI	404.52
EFT57683	26/09/2024	Caroline Mears	Chair Yoga Classes - ERC: 16/07-20/08/2024	MUNI	210.00
EFT57684	26/09/2024	Choiceone Pty Ltd	Labour Hire: 16-20/09/2024 - Various Shire Roads	MUNI	4,315.36
EFT57685	26/09/2024	Civil Projects Southwest	Bobcat/Truck Hire - Richards Road & Henty Road	MUNI	5,808.00
EFT57686	26/09/2024	Cleanaway Solid Waste Pty Ltd	Waste Disposal - Crooked Brook Road	MUNI	3,349.93
EFT57687	26/09/2024	Country Landscaping Pty Ltd	Temporary Irrigation for Street Trees - Glen Huon Boulevard & Reticulation Repairs - Hunter Park	MUNI	4,774.11
EFT57688	26/09/2024	Coventry Group Limited T/as Konnect	Bolts, Nuts & Washers for Tractor Mower Repairs	MUNI	122.22
EFT57689	26/09/2024	Dapco Tyre and Auto Centre	Oil Leak Repairs - DA017	MUNI	809.17
EFT57690	26/09/2024	Dell Financial Services Pty Ltd	Repayment Council Lease 23 Contract # 009-0141985-005: 01/08-31/10/2024	MUNI	1,265.12
EFT57691	26/09/2024	Department of Premier and Cabinet	Gazettal of Change of Valuation Basis UV To GRV for DP426427	MUNI	95.94
EFT57692	26/09/2024	Diesel Force	Repairs to Backhoe Loader - DA2833	MUNI	9,320.43
EFT57693	26/09/2024	Duxton Hotel Perth	Accommodation for WALGA Conference: 07-10/10/2024 - 4 x Councillors & CEO	MUNI	5,875.00
EFT57694	26/09/2024	Eaton Environmental Services	Rodent Control - Depot & Eaton Foreshore Toilets	MUNI	1,584.00
EFT57695	26/09/2024	Ferguson Falls Winery	Rates Refund for Assessment A12173	MUNI	3,496.09
EFT57696	26/09/2024	Ferguson Hall Management Committee Inc	Quick Response Grant Funding 2024-2025	MUNI	442.00
EFT57697	26/09/2024	Fleet Network Pty Ltd	Payroll Clearing - Novated Lease Liability	MUNI	1,226.24
EFT57698	26/09/2024	Glen Huon Primary School	Budget Allocation - 2024 Annual School Awards	MUNI	150.00
EFT57699	26/09/2024	Hanson Construction Materials Pty Ltd	Graded Aggregate - Richards Road & Ferguson Road	MUNI	2,196.72

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57700	26/09/2024	Hooleys Catering Company	Catering for Ordinary Council Meeting: 25/09/2024	MUNI	904.00
EFT57701	26/09/2024	Jo Jingles South West	Jo Jingles Sessions for the Early Learning Program at Eaton, Dardanup & Burekup: 10-17/09/2024	MUNI	1,749.00
EFT57702	26/09/2024	Kelly Anne Robertson	Rates Refund for Assessment A10015	MUNI	572.63
EFT57703	26/09/2024	Kmart	Decorations for School Holiday Halloween Party: 03/10/2024	MUNI	171.00
EFT57704	26/09/2024	Leonie Catherine Sanday	Rates Refund for Assessment A10818	MUNI	801.50
EFT57705	26/09/2024	Lions Club of Eaton	Budget Allocation - 2024 Christmas Hampers Donation	MUNI	1,000.00
EFT57706	26/09/2024	Local Government Professionals Australia WA	Executive Leadership Program: 02/09/2024 - 1 x Health Officer, 1 x Town Planning	MUNI	3,190.00
EFT57707	26/09/2024	Malatesta Road Paving and Hotmix	Emulsion - Ferguson Road	MUNI	450.00
EFT57708	26/09/2024	Margaret Anne Hatfull	Rates Refund for Assessment A1130	MUNI	801.50
EFT57709	26/09/2024	Mcleods Lawyers Pty Ltd	Legal Advice Regarding Drainage Issue of 102 Blawearly Close, Waterloo. Matter # 53424	MUNI	1,156.32
EFT57710	26/09/2024	One Eleven (WA) Pty Ltd T/as Roofwest & Graffiti Doctors	Graffiti Removal - Lions Park Pratt Road	MUNI	770.00
EFT57711	26/09/2024	Our Lady of Lourdes School	Budget Allocation - 2024 School Awards Donation	MUNI	150.00
EFT57712	26/09/2024	Patrick Hughes	Reimburse Fuel Purchased - No Shire Fuel Card Available	MUNI	149.13
EFT57713	26/09/2024	Paul Glidden Sommer	Rates Refund for Assessment A2263	MUNI	585.02
EFT57714	26/09/2024	Perfect Landscapes	Weekly Reserves & Lawn Mowing - 4 x Invoices	MUNI	7,794.71
EFT57715	26/09/2024	PFI Supplies	Cleaning Products - ERC	MUNI	1,202.60
EFT57716	26/09/2024	Picton Tyre Centre Pty Ltd - Bunbury Tyre Specialists	Repair Tyre on Tractor Broom	MUNI	91.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57717	26/09/2024	Promote You	35 x Polos - Includes Embroidery of Shire Logo - Staff Uniforms - Admin O/H	MUNI	1,296.90
EFT57718	26/09/2024	Regen Strategic	Professional Communications and Advisory Services - August 2024	MUNI	2,200.00
EFT57719	26/09/2024	Sandra Kathleen Voysey	Rates Refund for Assessment A1651	MUNI	125.75
EFT57720	26/09/2024	Scope Electrical Contracting Pty Ltd	Wi-Fi Access Point Install and Power Point - Make It Space	MUNI	1,163.27
EFT57721	26/09/2024	Signs Plus	Name Badges For Shire Staff	MUNI	65.00
EFT57722	26/09/2024	SJ Traffic Management	Traffic Control: 03-09/09/2024 - Pile Road	MUNI	10,443.40
EFT57723	26/09/2024	South Regional Tafe	Chainsaw Skillset: 14-15/08/2024 - 3 x Works Staff	MUNI	246.90
EFT57724	26/09/2024	South West Septics	ERC - Empty Greasetrap Services Quarterly	MUNI	198.00
EFT57725	26/09/2024	South West Tree Safe	Tree Pruning - Fees Road	MUNI	3,850.00
EFT57726	26/09/2024	Southern Lock and Security	Restricted Key Cut - Wells Recreation Reserve Toilets	MUNI	20.00
EFT57727	26/09/2024	Synergy	Electricity Account for Gary Engel Park: 20/08-17/09/2024	MUNI	2,308.47
EFT57728	26/09/2024	Talison Lithium Australia Pty Ltd	Refund Hall Hire Bond - Receipt # 156964	MUNI	540.00
EFT57729	26/09/2024	Taylor Burrell Barnett	Wanju and Waterloo Consultancy for Local Scheme Amendments & Preparation of Concept Plans For Wanju - Structure Plan Review	MUNI	14,401.75
EFT57730	26/09/2024	The Dardanup Bull and Barrel Festival	Budget Allocation 2024 Grant Donation - Bull and Barrel Festival	MUNI	10,500.00
EFT57731	26/09/2024	Total Containers	20Ft Container Hire for E-Waste at the Waste Transfer Station - September 2024	MUNI	132.00
EFT57732	26/09/2024	Total Eden Pty Ltd	Reticulation Maintenance & Repairs - Gromark Park & Lofthouse Avenue	MUNI	461.61
EFT57733	26/09/2024	Tutt Bryant Hire	Hire of Combo - Slasher, Bobcat & Trailer - Waterloo Road & Digger Hire - Pile Road	MUNI	5,390.57
EFT57734	26/09/2024	WALGA	WALGA Local Government Convention 2024 - 7 x Councillors & CEO	MUNI	10,140.60



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
EFT57735	26/09/2024	Western Australian Treasury Corporation	Repayment: Loan 73 - Eaton Administration Building	MUNI	227,400.20
EFT57736	26/09/2024	Winc Australia Pty Ltd	Stationery - Eaton Admin	MUNI	614.49
<b>DIRECT DEBIT</b>					
DD18198.1	04/09/2024	Links Modular Solutions Pty Ltd	Annual Support & Maintenance for Links Software (ERC): September 2024	MUNI	1,084.61
<b>INTERNATIONAL</b>					
<b>BPAY</b>					
<b>DEBIT CARD</b>					
<b>CREDIT CARD</b>					
DD18239.1	26/09/2024	Humanitix Limited	Ticket for PACE Officer - First Aid 2 Day Course & Tickets for PACE Officer & Councillor Manoni - WA Youth Awards Night	MUNI	380.25
DD18239.2	26/09/2024	Western Power	Cudliss Street Intersection, Relocate of Pole Stay - Eaton Drive Extension	MUNI	498.91
DD18239.3	26/09/2024	Mailchimp	Monthly Subscription & Charge for Email Newsletters: September 2024	MUNI	197.83
DD18239.4	26/09/2024	Doubletree by Hilton, Perth Waterfront	Accommodation: 20/09/2024 Cr. Jack Manoni - YAG Awards	MUNI	360.00
DD18239.5	26/09/2024	Facebook Ireland Limited	Tronox Spring Out 2024 - Meta Ads	MUNI	236.72
DD18239.6	26/09/2024	SAI Global Australia Pty Ltd	Purchase of Australian Standards Doc - AS 4775-2007 Emergency Eyewash & Shower Equipment - OHS Officer	MUNI	130.37
<b>CHEQUE</b>					
<b>TRUST</b>					

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
<b>FUEL PURCHASING CARD</b>				
	31/07/2024	DA8457	Fuel	\$127.72
	31/07/2024	DA9513	Fuel	\$152.87
	31/07/2024	DA994	Fuel	\$108.95
	31/07/2024	DA613	Fuel	\$105.77
	1/08/2024	DA005	Fuel	\$82.20
	1/08/2024	DA628	Fuel	\$183.20
	1/08/2024	DA955	Fuel	\$57.68
	1/08/2024	SUNDRY 1	Fuel	\$137.92
	1/08/2024	DA9287	Fuel	\$96.23
	1/08/2024	DA9581	Fuel	\$102.88
	1/08/2024	DA10091	Fuel	\$70.77
	1/08/2024	DA10181	Fuel	\$152.76
	2/08/2024	DA0	Fuel	\$88.10
	2/08/2024	DA1314	Fuel	\$82.36
	2/08/2024	DA429	Fuel	\$84.61
	2/08/2024	DA9605	Fuel	\$68.82
	3/08/2024	DA017	Fuel	\$102.34
	4/08/2024	008DA	Fuel	\$76.34
	5/08/2024	DA005	Fuel	\$79.88
	5/08/2024	DA004	Fuel	\$114.60
	5/08/2024	DA8673	Fuel	\$113.87
	5/08/2024	DA9513	Fuel	\$193.77
	5/08/2024	DA10105	Fuel	\$65.36
	5/08/2024	DA9605	Fuel	\$92.58
	5/08/2024	DA993	Fuel	\$93.44
	6/08/2024	DA8457	Fuel	\$111.87
	6/08/2024	DA628	Fuel	\$150.62
	6/08/2024	DA9287	Fuel	\$78.02
	6/08/2024	DA994	Fuel	\$96.98
	6/08/2024	DA995	Fuel	\$112.72
	6/08/2024	DA9781	Fuel	\$139.34
	6/08/2024	DA613	Fuel	\$135.81
	7/08/2024	DA955	Fuel	\$81.94
	7/08/2024	DA988	Fuel	\$100.25
	7/08/2024	DA9781	Fuel	\$63.47
	7/08/2024	HIRE PLANT	Fuel	\$35.43

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	7/08/2024	HIRE PLANT	Fuel	\$925.06
	7/08/2024	HIRE PLANT	Fuel	\$781.08
	8/08/2024	DA005	Fuel	\$105.99
	8/08/2024	DA628	Fuel	\$109.91
	8/08/2024	DA9513	Fuel	\$190.83
	8/08/2024	DA9287	Fuel	\$56.79
	8/08/2024	DA10091	Fuel	\$66.14
	8/08/2024	DA9376	Fuel	\$109.19
	8/08/2024	DA017	Fuel	\$94.23
	8/08/2024	DA996	Fuel	\$123.98
	8/08/2024	DA613	Fuel	\$83.64
	9/08/2024	DA8457	Fuel	\$115.99
	9/08/2024	DA588	Fuel	\$87.80
	9/08/2024	DA1314	Fuel	\$85.37
	9/08/2024	DA8222	Fuel	\$119.04
	9/08/2024	DA995	Fuel	\$100.70
	12/08/2024	DA005	Fuel	\$91.42
	12/08/2024	DA628	Fuel	\$142.02
	12/08/2024	ODA	Fuel	\$225.15
	12/08/2024	DA563	Fuel	\$96.89
	12/08/2024	DA017	Fuel	\$92.59
	12/08/2024	DA997	Fuel	\$87.50
	12/08/2024	DA993	Fuel	\$121.25
	13/08/2024	DA8200	Fuel	\$93.77
	13/08/2024	DA8457	Fuel	\$121.05
	13/08/2024	SUNDRY 1	Fuel	\$139.52
	13/08/2024	DA9287	Fuel	\$76.62
	13/08/2024	008DA	Fuel	\$87.81
	13/08/2024	DA10105	Fuel	\$69.03
	13/08/2024	DA9219	Fuel	\$266.40
	13/08/2024	DA9605	Fuel	\$82.65
	13/08/2024	DA994	Fuel	\$103.86
	13/08/2024	DA613	Fuel	\$120.89
	14/08/2024	DA628	Fuel	\$250.95
	14/08/2024	DA955	Fuel	\$87.20
	14/08/2024	1BYC846	Fuel	\$55.25
	14/08/2024	DA988	Fuel	\$93.42
	14/08/2024	DA9781	Fuel	\$138.43
	15/08/2024	DA005	Fuel	\$97.81

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	15/08/2024	DA004	Fuel	\$116.97
	15/08/2024	DA588	Fuel	\$88.72
	15/08/2024	DA0	Fuel	\$83.22
	15/08/2024	DA429	Fuel	\$74.24
	15/08/2024	DA613	Fuel	\$75.71
	16/08/2024	DA8457	Fuel	\$111.15
	16/08/2024	DA1314	Fuel	\$86.77
	16/08/2024	DA8222	Fuel	\$53.59
	16/08/2024	DA9287	Fuel	\$80.36
	16/08/2024	DA10181	Fuel	\$85.79
	16/08/2024	DA994	Fuel	\$102.67
	16/08/2024	DA993	Fuel	\$106.52
	16/08/2024	DA995	Fuel	\$106.99
	19/08/2024	DA005	Fuel	\$117.17
	19/08/2024	DA628	Fuel	\$132.37
	19/08/2024	DA9376	Fuel	\$89.15
	19/08/2024	DA017	Fuel	\$100.96
	19/08/2024	DA9605	Fuel	\$88.94
	20/08/2024	DA588	Fuel	\$72.10
	20/08/2024	DA0	Fuel	\$42.46
	20/08/2024	DA9581	Fuel	\$211.27
	20/08/2024	008DA	Fuel	\$93.02
	20/08/2024	DA10091	Fuel	\$77.45
	20/08/2024	DA10105	Fuel	\$58.05
	20/08/2024	DA9668	Fuel	\$97.33
	21/08/2024	DA005	Fuel	\$93.56
	21/08/2024	DA588	Fuel	\$58.22
	21/08/2024	DA955	Fuel	\$90.71
	21/08/2024	ODA	Fuel	\$136.78
	21/08/2024	DA996	Fuel	\$127.86
	21/08/2024	DA613	Fuel	\$120.84
	22/08/2024	DA8200	Fuel	\$123.44
	22/08/2024	DA8457	Fuel	\$132.77
	22/08/2024	ODA	Fuel	\$193.64
	22/08/2024	ODA	Fuel	\$175.30
	22/08/2024	DA8222	Fuel	\$99.04
	22/08/2024	DA9287	Fuel	\$109.34
	22/08/2024	DA997	Fuel	\$73.22
	22/08/2024	DA994	Fuel	\$88.95

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND
	22/08/2024	DA993	Fuel	\$103.49
	22/08/2024	DA988	Fuel	\$103.11
	23/08/2024	DA005	Fuel	\$80.97
	23/08/2024	DA628	Fuel	\$188.69
	23/08/2024	DA1314	Fuel	\$51.56
	23/08/2024	DA8673	Fuel	\$112.88
	23/08/2024	DA429	Fuel	\$66.18
	23/08/2024	DA648	Fuel	\$124.64
	23/08/2024	008DA	Fuel	\$82.26
	23/08/2024	DA325	Fuel	\$197.18
	23/08/2024	DA9605	Fuel	\$45.88
	23/08/2024	DA995	Fuel	\$118.85
	23/08/2024	DA613	Fuel	\$112.65
	26/08/2024	DA588	Fuel	\$43.04
	26/08/2024	ODA	Fuel	\$203.61
	26/08/2024	ODA	Fuel	\$117.25
	26/08/2024	DA10105	Fuel	\$45.76
	26/08/2024	DA017	Fuel	\$109.85
	27/08/2024	DA005	Fuel	\$77.23
	27/08/2024	DA8200	Fuel	\$87.50
	27/08/2024	DA8457	Fuel	\$143.44
	27/08/2024	DA955	Fuel	\$90.79
	27/08/2024	DA8222	Fuel	\$95.91
	27/08/2024	DA10105	Fuel	\$56.84
	27/08/2024	DA9219	Fuel	\$229.70
	27/08/2024	DA996	Fuel	\$90.52
	27/08/2024	DA613	Fuel	\$107.30
	28/08/2024	DA004	Fuel	\$114.99
	28/08/2024	DA1314	Fuel	\$89.88
	28/08/2024	SUNDRY 1	Fuel	\$135.52
	28/08/2024	DA8222	Fuel	\$48.70
	28/08/2024	DA9287	Fuel	\$109.76
	28/08/2024	008DA	Fuel	\$91.63
	28/08/2024	DA994	Fuel	\$94.41
	28/08/2024	DA988	Fuel	\$63.22
	28/08/2024	DA9781	Fuel	\$128.93
	29/08/2024	DA628	Fuel	\$245.89
	29/08/2024	ODA	Fuel	\$89.71
	29/08/2024	DA9513	Fuel	\$279.94

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
	29/08/2024	DA325	<i>Fuel</i>		\$37.08
	29/08/2024	DA995	<i>Fuel</i>		\$116.90
	30/08/2024	DA005	<i>Fuel</i>		\$89.33
	30/08/2024	DA0	<i>Fuel</i>		\$66.03
	30/08/2024	DA1314	<i>Fuel</i>		\$18.15
	30/08/2024	DA8673	<i>Fuel</i>		\$49.60
	30/08/2024	DA563	<i>Fuel</i>		\$98.02
	30/08/2024	DA9376	<i>Fuel</i>		\$97.08
	30/08/2024	DA9605	<i>Fuel</i>		\$58.31
	30/08/2024	DA993	<i>Fuel</i>		\$114.76
<b>PAYROLL</b>					
DD18214.1	13/09/2024	Aware Super Pty Limited	Payroll Deductions	MUNI	34,140.39
DD18214.2	13/09/2024	MLC Super Fund	Superannuation Contributions	MUNI	1,839.53
DD18214.3	13/09/2024	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	617.57
DD18214.4	13/09/2024	Brighter Super	Superannuation Contributions	MUNI	309.17
DD18214.5	13/09/2024	Hostplus	Payroll Deductions	MUNI	1,485.42
DD18214.6	13/09/2024	Hesta Super Fund	Payroll Deductions	MUNI	1,833.96
DD18214.7	13/09/2024	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,332.85
DD18214.8	13/09/2024	Australian Super	Superannuation Contributions	MUNI	278.51
DD18214.9	13/09/2024	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	853.18
DD18214.10	13/09/2024	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,292.91
DD18214.11	13/09/2024	Mercer Super Trust	Payroll Deductions	MUNI	311.85
DD18214.12	13/09/2024	Australian Retirement Trust	Payroll Deductions	MUNI	1,424.63

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18214.13	13/09/2024	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	354.15
DD18214.14	13/09/2024	Plum Superannuation Fund	Superannuation Contributions	MUNI	142.30
DD18214.15	13/09/2024	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	662.98
DD18214.16	13/09/2024	Spirit Super	Superannuation Contributions	MUNI	344.04
DD18214.17	13/09/2024	Unisuper	Payroll Deductions	MUNI	960.15
DD18214.18	13/09/2024	Asgard Independence Plan Division Two	Superannuation Contributions	MUNI	229.09
DD18214.19	13/09/2024	Rest Superannuation	Payroll Deductions	MUNI	2,279.24
DD18214.20	13/09/2024	The Bro Code Super Fund	Superannuation Contributions	MUNI	62.59
DD18214.21	13/09/2024	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,140.11
DD18214.22	13/09/2024	Australiansuper	Payroll Deductions	MUNI	9,754.97
DD18214.23	13/09/2024	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	18.52
DD18214.24	13/09/2024	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26
DD18214.25	13/09/2024	Hughes Superannuation Fund	Superannuation Contributions	MUNI	66.11
DD18237.1	27/09/2024	Aware Super Pty Limited	Payroll Deductions	MUNI	33,596.06
DD18237.2	27/09/2024	MLC Super Fund	Superannuation Contributions	MUNI	1,851.78
DD18237.3	27/09/2024	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	726.99
DD18237.4	27/09/2024	Brighter Super	Superannuation Contributions	MUNI	309.17
DD18237.5	27/09/2024	Hostplus	Payroll Deductions	MUNI	1,533.70
DD18237.6	27/09/2024	Hesta Super Fund	Payroll Deductions	MUNI	1,922.09

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18237.7	27/09/2024	MIML - Macquarie Super Accumulator	Payroll Deductions	MUNI	1,441.82
DD18237.8	27/09/2024	Australian Super	Superannuation Contributions	MUNI	385.12
DD18237.9	27/09/2024	AMP Flexible Super - Super Account	Payroll Deductions	MUNI	874.58
DD18237.10	27/09/2024	Colonial First State First Choice Wholesale Personal Super	Payroll Deductions	MUNI	1,099.29
DD18237.11	27/09/2024	Mercer Super Trust	Superannuation Contributions	MUNI	205.85
DD18237.12	27/09/2024	Australian Retirement Trust	Payroll Deductions	MUNI	1,514.64
DD18237.13	27/09/2024	Kaurin Family Superannuation Fund	Payroll Deductions	MUNI	287.05
DD18237.14	27/09/2024	Unisuper	Payroll Deductions	MUNI	962.36
DD18237.15	27/09/2024	Plum Superannuation Fund	Superannuation Contributions	MUNI	140.00
DD18237.16	27/09/2024	Public Sector Superannuation Accumulation Plan	Payroll Deductions	MUNI	662.98
DD18237.17	27/09/2024	Spirit Super	Superannuation Contributions	MUNI	344.04
DD18237.18	27/09/2024	Asgard Independence Plan Division Two	Superannuation Contributions	MUNI	229.09
DD18237.19	27/09/2024	Rest Superannuation	Payroll Deductions	MUNI	2,334.13
DD18237.20	27/09/2024	The Bro Code Super Fund	Superannuation Contributions	MUNI	46.95
DD18237.21	27/09/2024	Thomson Family Superannuation Fund	Superannuation Contributions	MUNI	1,134.52
DD18237.22	27/09/2024	Australiansuper	Payroll Deductions	MUNI	9,612.15
DD18237.23	27/09/2024	The Templeman Family Superannuation Fund	Superannuation Contributions	MUNI	37.04
DD18237.24	27/09/2024	Hub24 Superannuation Fund	Superannuation Contributions	MUNI	346.26



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	
DD18237.25	27/09/2024	Hughes Superannuation Fund	Superannuation Contributions	MUNI	51.42
					1,754,550.30
<b>REPORT TOTALS</b>		<b>CERTIFICATE of Chief Executive Officer</b>			
EFT	\$1,627,932.05	<p>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</p>  <p>MR ANDRÉ SCHÖNFELDT Chief Executive Office</p>			
Muni Cheque	\$-				
Trust	\$-				
Payroll	\$123,729.56				
Credit Card	\$1,804.08				
Debit Card	\$-				
Direct Debit	\$1,084.61				
International	\$-				
BPAY	\$-				
<b>TOTAL</b>	<b>\$1,754,550.30</b>				

## **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: 12.4.7] for full assessment document.

<b>TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.</b>	
Risk Event	Schedule of Paid Accounts as at the 30 <sup>th</sup> of September 2024
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.

TIER 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	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: *Bushfire Advisory Committee Meeting Minutes held on the 9<sup>th</sup> of October 2024*

<b>Reporting Department</b>	<i>Sustainable Development Directorate</i>
<b>Responsible Officer</b>	<i>Mr Ashwin Nair - Director Sustainable Development</i>
<b>Reporting Officer</b>	<i>Mrs Donna Bailye – Manager Governance</i> <i>Ms Chantal Shorter – Governance Officer</i>
<b>Legislation</b>	<i>Local Government Act 1995</i>
<b>Attachments</b>	<i>Appendix ORD: 12.5.1 – Minutes of BFAC Meeting</i>

**MINUTES OF THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY, 09TH OF OCTOBER 2024, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 2.00PM.**

***Officer Comment***

The Minutes of the Bushfire Advisory Committee Meeting held on the 9<sup>th</sup> of October 2024 [Appendix ORD: 12.5.1] are attached.

**BUSHFIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION**

**THAT Council receives the Minutes [Appendix ORD: 12.5.1] of the Bushfire Advisory Committee Meeting held on the 09<sup>th</sup> of October2024.**

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

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

None.

## 15 PUBLIC QUESTION TIME

## 16 MATTERS BEHIND CLOSED DOORS

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

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

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

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

### OFFICER RECOMMENDED RESOLUTION

**THAT in accordance with the Local Government Act 1995, S 5.23, section (2)(e)(iii) Council goes Behind Closed Doors [time] to discuss a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government.**

**16.1**      *Title: Bunbury & Districts Softball Association – Annual Financial Report  
Business Plan & Key Actions 2024-2027 & 3 Year Budget Est 2024-2027*

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

**REPORT UNDER SEPARATE COVER**

**Note:** In accordance with the Local Government Act 1995 5.23 (2) this report is not available to the public. The Shire President tables the confidential report on this matter and provides copies to each elected member. The report will be located in the Records Management System of the Council.

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council return from Behind Closed Doors [time].**

**Note:** *In accordance with Standing Order 5.2(6) the Presiding Officer, may cause the motion passed by Council whilst behind closed doors to be read out.*

**17      CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next:

- Ordinary Meeting of Council will be Wednesday, the 20<sup>th</sup> of November 2024, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer to declare the meeting closed.