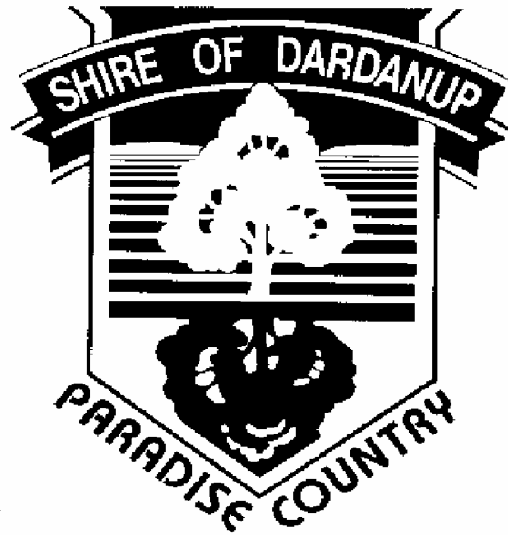


# **A G E N D A**



## **ORDINARY MEETING**

**TO BE HELD**

**WEDNESDAY, 30TH JANUARY 2008  
COMMENCING AT 4.30PM**

**AT**

**SHIRE OF DARDANUP  
ADMINISTRATION CENTRE EATON  
1 COUNCIL DRIVE - EATON**



## SHIRE OF DARDANUP

### NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup will be held on Wednesday 30th January 2008 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 4.30pm.

**MR PHILLIP S ROWE**  
**Acting Chief Executive Officer**

Date: 24<sup>th</sup> January 2008

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**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY MEETING OF COUNCIL  
TO BE HELD ON WEDNESDAY 30<sup>TH</sup> JANUARY 2008, AT SHIRE OF DARDANUP  
– EATON ADMINISTRATION CENTRE, COMMENCING AT 4.30PM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Presiding Officer to welcome all present and declare the meeting open.

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

2.1 Attendance

2.2 Apologies

Mr Mark L Chester - Chief Executive Officer  
Mr Tim Batt - Manager Health Services

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

None.

**4 PUBLIC QUESTION TIME**

**5 APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL RESOLUTION**

/08

MOVED -

SECONDED -

**THAT ..... be granted leave of absence for the meeting of the 7th February 2008.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1

Ordinary Meeting Held 19th December 2007

**COUNCIL RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on the 19th December 2007, be confirmed as true and correct subject to no / the following corrections:**

**8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

None.

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

9.1 Title: Compensation Claim – Green Recycling

### Manager Health Services Comment

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

Shire of Dardanup Standing Orders 3.8  
Local Government Act 1995 Section 5.23 (2) (D)

Matters for Which Meeting May Be Closed:

Standing Order 3.8 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 (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 –*

(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;*

This item will be discussed toward the end of the meeting where the meeting will go 'behind closed doors'.

## 10 REPORTS OF OFFICERS AND COMMITTEES

### 10.1 CHIEF EXECUTIVE OFFICER REPORT

None.

<b>10.2 MANAGER TECHNICAL SERVICES REPORT</b>
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10.2.1 Title: Request for Assistance with Drainage Issue at Lot 77 Harold Douglas Drive (R Harvey)

*Reporting Department: Technical Services*  
*Reporting Officer: Mr Luke Botica – Manager Technical Services*  
*Legislation: Local Government Act 1995*  
*File Number: A4269*

Background –

At the 27 September 2007 Meeting of Council, a report was presented to Council in regards to the drainage issues being experienced on the property of Mr Richard Harvey at Lot 77 Harold Douglas Drive. A full copy of the report is provided in the Agenda (Appendix ORD: 10.2.1A), however, Council resolution on the matter is as follows:

268/07      *MOVED - Cr. K Hopper*                      *SECONDED - Cr. C G Mountford*

*THAT:*

1. *Council write to the owner of Lot 78 Harold Douglas Drive requesting their attention to improving drainage on their property with the intention of minimising drainage impact on Lot 77 Harold Douglas Drive, informing Council by October 15<sup>th</sup> of their intentions.*
2. *In the event that there is not a satisfactory response by the 15<sup>th</sup> October, the Chief Executive Officer authorise emergency intervention to provide interim relief to lot 77 Harold Douglas Drive; and*
3. *The Chief Executive Officer initiate an audit of drainage in the Coolcullen and Copplestone subdivisions, including recommended improvements to the system.*

*Footnote: This is not a notice to the owner under the powers of the Local Government Act 1995.*

*CARRIED*  
9/0

A letter was sent to Mr Dennis Maher (the owner of Lot 78 Harold Douglas Drive) as per the Council Resolution and a letter of reply was provided to Council by Mr Maher prior to the 15<sup>th</sup> of October reply deadline that was stipulated by Council. Mr Maher has indicated that he is reluctant to undertake any works requested by Council for the reasons provided in his letter. A copy of both letters is provided in the Agenda (Appendix ORD: 10.2.1B).

A meeting was then called with Mr Maher on site to discuss the issues raised in his letter and to determine what action could be taken. It was decided that a survey of

the existing drainage route be carried out to determine what modifications and to what extent would need to be carried out.

The survey which covers Lots 77, 78, 79 and 73 has now been completed and provides adequate information to understand the drainage situation and to determine what action is to be taken. The survey plans are not provided in the Agenda (due to the loss of information when reduced to A4 format); however, a full sized copy can be viewed at the Technical Services Section of the Shire's Eaton Administration Office.

The survey plan examines three options to drain water from Lot 77 Harold Douglas Drive.

Option 1 – Via existing drain through Lot 77, 78 and 79.

In this option, the drainage would follow the existing drainage path through private property. The survey indicates that the culvert on Lot 78 would need to be lowered. However, for the drain to effectively work, there would have to be fill placed on Lot 77 to eliminate retention of surface water and enable full drainage of the property. Alternatively, the drain could be deepened across the fence line between Lot 77 and Lot 78 – however, in this option the gradients achieved would be so low that the drain could be easily rendered inoperable by siltation, vegetation, and debris.

Option 2 – Via the roadside drain.

This option involves the deepening of the road side drain adjacent to Lots 77, 78 79 and part Lot 73 and the lowering of five crossover culverts to suit. The survey indicates the full length of the road side drain would have to be lowered approximately 400mm to 500mm (note that the gradient remains relatively constant). This option enables all properties to drain their entire properties to this drain.

Option 3 – Via the existing drain through Lot 77 and 78 then to the roadside drain.

This option would follow the existing drainage path through Lot 77 into Lot 78 and via a surface depression (former drain?) heading southwards along the eastern boundary on Lot 78. This drain would connect to the roadside drain. Like Option 1, the survey results indicate that either fill is required on Lot 77 or the drain could be deepened across the fence line between Lot 77 and Lot 78. This option would also require the deepening of the roadside adjacent to Lot 78, 79 and part Lot 73.

A simplified map showing the route for each drainage option is provided in the Agenda (Appendix ORD: 10.2.1C).

The survey results indicate that each option is possible, however, Option 2 would be most effective in providing a long term solution to the problem. Options 1 and 2 rely on drains passing through private property without easements which are effectively out of the direct control of the Shire. The survey results as well as the three options mentioned in this report have been discussed with both Mr Harvey and Mr Maher. The preferred Option 3 is supported by both Mr Harvey and Mr Maher.

Therefore, the matter is hereby presented for Council consideration and final deliberation.

### Legal Implications

Schedule 3.2 of the Local Government Act 1995, states:

*Schedule 3.2 - Particular things local governments can do on land even though it is not local government property*

*[Section 3.27(1)]*

- 1. Carry out works for the drainage of land.*
- 2. Do earthworks or other works on land for preventing or reducing flooding.*

Schedule 3.2 does provide Council with the powers to enter property to undertake remedial action; however, it should be realised that it does not place any obligation on Council to have to undertake any action.

### Budget Implications

Any drainage works undertaken by Council would be funded from Council's Maintenance Budget.

Due to the commitment of staff to a relative large capital works program this year, it is recommended that any drainage works on Harold Douglas Drive be undertaken as overtime work so as not to impede on the capital works program. The cost of undertaking Option 3 is as follows:

Plant \$750; Labour \$4,500; Goods & Services \$500                      Total Cost \$5,750

Mr Harvey has indicated to Shire staff that he is willing to contribute funds towards the works, as any works undertaken by Council will aid the draining of his property and reduce the expenses incurred by him as a result of the drainage issue. The amount offered and whether Council would accept any funds have not been discussed at this stage.

### Officer Comment

It is the reporting officer's opinion that the deepening of the roadside drain is the best solution to the drainage problems being experienced along this section of Harold Douglas Drive. The deepening of the roadside drain eliminates the need to drain water from one property into another and eliminates the potential for problems under such a regime. By deepening the roadside drain each property can deal with their internal drainage and dispose of water directly into the roadside drain. Under normal circumstances, the draining of water into the road would not be allowed. However, due to the absence of drainage reserves, easements and effective on site infiltration of surface water along this section of road, it is, in this particular case, the most effective solution.

The deepening of the roadside drain will produce spoil material which will need to be disposed. The possibility of disposing spoil material onto the adjoining properties has been discussed with both Mr Harvey and Mr Maher, who have stated that they are each willing to accept materials onto their properties. This will reduce the cost of the works (note that it has already been factored into the estimate provided to Council). A formal letter will be sent to each property adjoining the section of

roadside drain to be deepened, requesting their consideration to accepting spoil from the works. Spoil will then be distributed fairly between properties requesting it.

Voting Requirements – Absolute Majority

#### **OFFICER RECOMMENDED RESOLUTION**

##### **THAT:**

- 1. Council staff undertake works to deepen the roadside drain, including the lowering of culverts, along the section of Harold Douglas Drive adjacent to Lots 77, 78, 79 and 73, funded from Council's Road Maintenance budget.**
- 2. The Chief Executive Officer write to each property owner adjoining the section of roadside drain to be deepened, requesting their consideration to accepting spoil from the works, which is to be distributed fairly among accepting properties.**
- 3. At the completion of works along the roadside drain, the Chief Executive Officer advises, in writing, to the owners of Lots 77, 78 and 79 that they may drain their properties into the roadside drain and any such drainage and its upkeep will be their responsibility.**
- 4. Council approved over budget expenditure of \$5,750 of the Road Maintenance budget.**

10.2.2 Title: Request for Permission to Use Road Trains with Tri-axle Dollies on Dowdells Line, O'Connor Road, Martin-Pelusey Road and Harris Road (Piacentini & Sons Pty Ltd)

*Reporting Department: Technical Services*

*Reporting Officer: Mr Luke Botica – Manager Technical Services*

*Legislation: Local Government Act 1995*

*File Number: TS040001*

##### Background -

Council has received correspondence from Piacentini & Son Pty Ltd requesting permission to operate road trains up to 27.5 metres long with a tri-axle dolly configuration on Dowdells Line, O'Connor Road, Martin-Pelusey Road and Harris Road. The vehicle combination will be used to cart materials from the Doral Mineral Sand operations in Burekup.

Council had previously granted permission to Piacentini & Sons Pty Ltd to operate the same configuration for a 12-month trial period. The trial period expired on the 18<sup>th</sup> of November 2006 and Piacentini & Sons Pty Ltd are now requesting further endorsement for the configuration.

It should be noted that this route currently has a Heavy Haulage RAV 2 and 3 Network blanket endorsement (which eliminates the need for individual permits) which is for road trains up to the length of 27.50 metres. However, the vehicle requested is the same length but consists of a tri-axle dolly instead of a standard tandem axle dolly (i.e. an additional axle overall) – such a vehicle exceeds the current endorsement and requires a permit application.

If supported by Council, the request for a permit will be made to Main Roads WA by Piacentini & Sons Pty Ltd.

Legal Implications -

Main Roads WA can only issue general endorsement permits. However, permits on local roads can only be issued if supported by the local authority.

Permit conditions must be adhered to at all times, and are enforced by the Police and Main Roads WA Heavy Operations Division.

Budget Implications - None

Officer Comment -

The use of a tri-axle dolly configuration would primarily increase the payload capacity of the vehicle without exceeding the maximum permissible axle loading. It may also slightly improve the vehicle's stability. However, the addition of an extra axle, particularly in the form of three closely spaced axles on a dolly does impose extra stresses on the road pavement. Although not exceeding the maximum permissible axle load, the additional axle in close spacing to other axles will impact on the performance of the road pavement to some degree. Tri-axle groupings are also less efficient when turned and have the tendency to cause higher lateral stresses on the road surface than tandem axles.

The initial trial period was approved by Council to ascertain the impact the vehicle configuration would have on the road network and to determine whether such a configuration should be allowed to continue on the Shire's road network. An inspection of Dowdells Line, O'Connor Road, Martin-Pelusey Road and Harris Road has revealed some early signs of fatigue on Dowdells Line; however, it is difficult to attribute this to the use of tri-axle dollies when the road is also traversed by other loaded road trains utilising tandem axle dollies. There is no evidence of high lateral stresses on the road surface, which would suggest that the intersection radii are suitable for the configuration.

Voting Requirements - Simple Majority

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council approves the request from Piacentini & Sons Pty Ltd for the use of tri-axle dolly configuration in road trains up to the length of 27.5 metres, subject to the following conditions:**

1. **Approval is for Dowdells Line, O'Connor Road, Martin-Pelusey Road and Harris Road to the access to Doral Minerals Sands operations.**
2. **The period of approval be for 12 months.**
3. **Main Roads WA be requested to assist Council in the monitoring and assessment of the effect of such a truck configuration on the road.**
4. **The maximum speed of the vehicle configuration be limited to 10 kilometres per hour less than the designated speed limit;**
5. **Piacentini & Sons Pty Ltd contributes \$300.00 to Council's Road Safety Signage Fund.**

10.2.3 Title: Request for Permission to Use Road Trains with Triaxle Dollies on Giorgi Road (BGC Cement)

*Reporting Department: Technical Services*  
*Reporting Officer: Mr Luke Botica – Manager Technical Services*  
*Legislation: Local Government Act 1995*  
*File Number: TS040001*

Background -

Council has received correspondence from BGC Cement requesting permission to operate road trains up to 27.5 metres long with a tri-axle dolly configuration on Giorgi Road. The vehicle combination will be used to cart cement to the MGM Limestone.

MGM Limestone is situated on Sutherland Way in the City of Bunbury, which is accessed via Giorgi Road from the South West Highway. Officers from the City of Bunbury have verbally advised that they will be endorsing the configuration.

It should be noted that Council has previously granted permission to Dino's Bulk Haulage to operate the same configuration for a 12-month trial period, which has now expired.

Giorgi Road currently has a Heavy Haulage RAV 2 and 3 Network blanket endorsement (which eliminates the need for individual permits) which is for road trains up to the length of 27.50 metres. The vehicle requested is the same length but consists of a tri-axle dolly instead of a standard tandem axle dolly (i.e. an additional axle overall) – such a vehicle exceeds the current endorsement and requires a permit application.

If supported by Council, the request for a permit will be made to Main Roads WA by BGC Cement.

Legal Implications -

Main Roads WA can only issue general endorsement permits. However, permits on local roads can only be issued if supported by the local authority.

Permit conditions must be adhered to at all times, and are enforced by the Police and Main Roads WA Heavy Operations Division.

Budget Implications - None

Officer Comment -

The use of a tri-axle dolly configuration would primarily increase the payload capacity of the vehicle without exceeding the maximum permissible axle loading. It may also slightly improve the vehicle's stability. However, the addition of an extra axle, particularly in the form of three closely spaced axles on a dolly does impose extra stresses on the road pavement. Although not exceeding the maximum permissible axle load, the additional axle in close spacing to other axles will impact on the performance of the road pavement to some degree. Tri-axle groupings are also less efficient when turned and have the tendency to cause higher lateral stresses on the road surface than tandem axles.

The initial trial period was approved by Council to ascertain the impact the vehicle configuration would have on the road network and to determine whether such a configuration should be allowed to continue on the Shire's road network. An inspection of Giorgi Road has revealed a reasonable pavement condition along the road, however, the condition of the intersection with South West Highway is poor – consisting of numerous pothole and crack repairs. This clearly indicates excessive lateral stresses as a result of turning vehicles, which is most likely to be exacerbated by the use of tri-axle dollies. It should be noted however, that the intersection is part of the highway and the responsibility of Main Roads WA. Therefore, Main Roads will also need to be involved in determining whether or not to allow such vehicle configurations at the intersection.

Voting Requirements - Simple Majority

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council approves the request from BGC Cement for the use of tri-axle dolly configuration in road trains up to the length of 27.5 metres on Giorgi Road, subject to the following conditions:**

- 1. Approval is for Giorgi Road via South West Highway.**
- 2. The period of approval be for 12 months.**
- 3. Main Roads WA be requested to assist Council in the monitoring and assessment of the effect of such a truck configuration on the road.**
- 4. The maximum speed of the vehicle configuration be limited to 10 kilometres per hour less than the designated speed limit;**

- 5. **BGC Cement contributes \$300.00 to Council’s Road Safety Signage Fund.**
- 6. **The approval of Giorgi Road at the intersection with South West Highway be referred to Main Roads WA.**

**10.3 MANAGER PLANNING SERVICES REPORT**

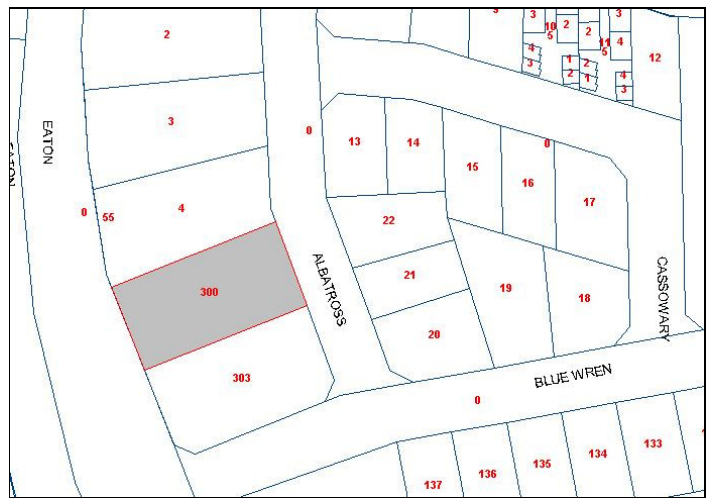
None.

**10.4 TOWN PLANNING OFFICER REPORT**

10.4.1 Title: Medical Centre – Amended External Materials – Lot 300 (13) Albatross Crescent, Eaton (Woodhead Architects on behalf of A Clarke & S Macliver)

*Reporting Department: Planning Services*  
*Reporting Officer: Mrs Elizabeth Edwards – Senior Planning Officer*  
*Legislation: Town Planning Scheme No. 3  
Planning and Development Act 2005  
Town Planning Regulations 1967*  
*File Number: A4275*

Location Plan



Background

Location:	Lot 300 Albatross Crescent, Eaton
Town Planning Scheme No.:	3
Zoning:	Commercial A
Area:	2023m <sup>2</sup>
Slope:	Flat
Improvements:	Vacant
Previous Approvals:	Medical Centre 12 March 2007

At the Ordinary Meeting of Council on 8 March 2007, Council resolved to “*approve the development application dated 2 February 2007 for a “Medical Centre” on Lot 300 (13) Albatross Crescent, Eaton...*” subject to conditions.

The original application approved by Council specified the proposed external building materials as the ground floor being precast or tilt up concrete panels and the first floor being clad with a pre-finished compressed fibre cement sheet. External colours were expected to consist generally of mild concrete tones, colour painted concrete and neutral toned cladding.

A Building Licence application has now been submitted and the proponents have requested to amend the external materials of the proposed building.

Legal Implications -

Appeal rights exist under the Planning and Development Act 2005.

Budget Implications - None

Officer Comment

- *Proposal*

The applicant proposes to change the external building materials to incorporate the use of rendered brickwork, colourbond steel cladding and composite aluminium cladding. The proposed locations (refer to elevation plan at Appendix ORD 10.4.1) of the different materials are as follows:

<b>Proposed Material</b>	<b>Proposed Location</b>	<b>Proposed Colour</b>
Rendered Brickwork	Ground Floor	Unknown
Colourbond Steel	Stairwell, Fascia above waiting room windows	Offwhite or dark grey
Composite Aluminium	First Floor (excluding stairwell)	Champagne Metallic

The composite aluminium and colourbond steel are proposed due to their lightweight construction. The applicant has provided samples of the composite aluminium material which will be available for inspection at the Council meeting.

- *Eaton Commercial Centre Design Guidelines*

An objective of the Design Guidelines is to achieve a high standard of development within the commercial centre. The relevant provisions of the Design Guidelines relating to the external appearance of the buildings are as follows:

- ~ The front façades of all buildings shall be constructed of brick, concrete tilt panels or approved equivalent;
- ~ All façades to Eaton Drive shall be constructed of brick, concrete tilt panels or approved equivalent;
- ~ The façades of all offices shall be constructed of brick, concrete tilt panels or approved equivalent; and
- ~ Metal sheeting shall not be permitted unless it is of exceptional quality and design merit as approved by Council. Reflective and untreated metal sheeting will not be permitted.

- *Discussion*

Council has the opportunity to approve the proposed amended external materials for the medical centre if it considers that the proposed aluminium cladding (and proposed colour) is of exceptional quality and design and is not reflective.

Shire Planning Officers have inspected the aluminium samples in the sunlight and consider the material to be quite reflective. On a scale of 1 to 10 with 10 being highly reflective, Shire Officers would consider the material to have a reflectivity of 7 or 8 (in comparison to Zinalume having a reflectivity of 10).

It is noted that two existing buildings within the commercial centre have metal cladding as a wall material. The ABC Child Care centre adjoining the subject lot has horizontal zinalume as a 'gable lining' and the building adjacent to the subject site (garden centre next to the hardware store) has cream colourbond walls.

*Conclusion*

With the exception of the reflective nature, the proposed aluminium cladding does appear otherwise to be of exceptional quality and design. However, the reflective nature of the material doesn't comply with the Design Guidelines. It will therefore be recommended that Council refuses the use of the proposed aluminium cladding.

*Voting Requirements* - Simple Majority

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council advise Woodhead Architects that it does not support the use of the proposed aluminium wall cladding on the approved medical centre at Lot 300 (13) Albatross Crescent, Eaton, due to the reflective nature of the product.**

### 10.5 MANAGER BUILDING SERVICES REPORT

None.

### 10.6 MANAGER HEALTH SERVICES REPORT

None.

### 10.7 HEALTH & ENVIRONMENT OFFICER REPORT

10.7.1      *Title: Work Plan for the Parkridge Estate Foreshore Management Plan - Bank Guarantee.*

*Reporting Department: Health Services*  
*Reporting Officer: Alana Keane - Health & Environment Officer*  
*Legislation: Town Planning Scheme No 3*  
*File Number: A7286*

*Background –*

Council at its meeting on the 5<sup>th</sup> December 2007 resolved [368/07] the following:

*That Council:*

1. *Council will be accessing the Bank Guarantee from Suncorp-Metway Pty Ltd in favour of the Shire of Dardanup for implementation of the Parkridge Estate Foreshore Management Plan No. 00087E-CK01 dated May 2004 for \$31,400 as soon as possible.*
2. *That the further subdivision of lots 9504, 9501 and 9502 will require development and implementation of a separate foreshore management plan and it should not be construed that the Parkridge Estate Foreshore Management Plan No 00087E-CK01 dated May 2004 and accompanying bank guarantee from Suncorp-Metway Pty Ltd dated 22<sup>nd</sup> February 2002 for \$31,400 has any connection whatsoever to any future subdivision.*

The following is a list of works to be carried out in relation to the Eaton Foreshore Management Plan Bank Guarantee. The items are specifically listed on the Plan and were not carried out. Some of the costs listed may total more than when the bank guarantee was drawn up and agreed upon in 2002.

**TABLE 1: Preliminary Work Management Plan**

WORKS REQUIRED	COST	DATE OF COMPLETION
Grading/Levelling	In kind Labour and Machinery or possible contractor	March 2008
Drainage from adjacent property	\$10000	April 2008
Bollards/ access restriction	Labour	April 2008
Limestone path through wetlands to the Collie River foreshore	\$5000	Mid 2008
Small bridge over constructed wetland to allow provision of the limestone path	TBA depending on materials available	September 2008
Signage to the River	\$1200	Mid 2008
Plants for revegetation –Foreshore Area Between Leicester Ramble and the Wetland	\$2250 \$1050	June 2008 August 2008
Labour for revegetation	In kind support for co-ordination of green corps and community groups	June – September 2008
On- going Slashing	Labour and Machinery	On-going

These costing are only an estimate of the cost based on quotes for other jobs and are not quotes received specifically for this work to be carried out.

Legal Implications - None

Budget Implications -

Any extra costs may need to be taken into consideration for the 2008/2009 budget.

Some in-kind support from the Shire Officers be necessary to co-ordinate on site works. Eaton Parks and Gardens staff may be required for some labour and machinery where it is viable and more cost effective. This may include providing staff and equipment for contouring and drainage works.

Officer Comment -

Public consultation will occur through advertising and signage.

Voting Requirements - Simple Majority

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopt the Preliminary Works Management Plan outlined below in Table 1 with the cost to be recouped from the corresponding bank guarantee.**

<b>TABLE 1: Preliminary Work Management Plan</b>		
<b>WORKS REQUIRED</b>	<b>COST</b>	<b>DATE OF COMPLETION</b>
Grading/Levelling	In kind Labour and Machinery or possible contractor	March 2008
Drainage from adjacent property	\$10000	April 2008
Bollards/ access restriction	Labour	April 2008
Limestone path through wetlands to the Collie River foreshore	\$5000	Mid 2008
Small bridge over constructed wetland to allow provision of the limestone path	TBA depending on materials available	September 2008
Signage to the River	\$1200	Mid 2008
Plants for revegetation –Foreshore Area Between Leicester Ramble and the Wetland	\$2250 \$1050	June 2008 August 2008
Labour for revegetation	In kind support for co-ordination of green corps and community groups	June – September 2008
On- going Slashing	Labour and Machinery	On-going

<b>10.8 ACTING CHIEF EXECUTIVE OFFICER REPORT</b>
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**10.8.1**      *Title: Code of Practice – CCTV Camera Program*

*Reporting Department:*    *Corporate & Community Services*  
*Reporting Officer:*        *Mr Phil Rowe*  
    *Manager, Corporate & Community Services*  
*Legislation:*                *Australian Government – Australian Institute*  
    *of Criminology Open Street in Australia*  
*File Number:*                *C0100002*

*Background* -

Council is currently installing the first set of fixed cameras with the aim of providing Closed Circuit Television (CCTV) security camera footage surrounding the Eaton Administration Centre, Skate Park and buildings on the Glen Huon Reserve.

Research has shown that whilst CCTV does not absolutely prevent crime or anti social behaviour, it does provide real forensic evidence when such behaviour occurs.

That evidence can be used to identify perpetrators for potential prosecution, it has also been found that CCTV provides real comfort in the context of reducing the fear of crime in public places.

To ensure that the CCTV cameras are used for the correct purposes for which they are installed, Council now needs to adopt a "Code of Practice" and a "Policy" for CCTV camera's and their use, a separate agenda item has been prepared for the CCTV Policy.

Legal Implications -

Council has a responsibility to the community at large to ensure that the CCTV system is operated with due regard to the privacy and civil liberties of individual members of the public.

Budget Implications - None.

Officer Comment - None.

Voting Requirements – Absolute Majority

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopts the following Code of Practice for the Closed Circuit Television Camera Program:**

***SHIRE OF DARDANUP – CODE OF PRACTICE  
CLOSED CIRCUIT TELEVISION CAMERA PROGRAM***

***1. OVERVIEW***

***1.1. Key Principles***

*1.1.1. This Code of Practice contains the basic standards in accordance with which Shire of Dardanup's CCTV Camera Program will be operated.*

*1.1.2. The Code of Practice is based on 15 key principles. In each section the key principle is stated, followed by further explanatory information.*

*1.1.3. The key principles are as follows:*

***Principle 1***

*The CCTV Camera Program will be operated fairly, within applicable law, and only for the purposes for which it is established or which are subsequently agreed in accordance with this Code of Practice.*

***Principle 2***

*The CCTV Camera Program will be operated with due regard to the privacy and civil liberties of individual members of the public, including the rights to freedom of religious and political expression and assembly.*

***Principle 3***

*The public interest in the operation of the CCTV Camera Program will be recognised by ensuring the security and integrity of operational procedures.*

**Principle 4**

*The Shire of Dardanup has primary responsibility for compliance with the purposes and objectives of the CCTV Camera Program, for the maintenance, management and security of the Program, and the protection of the interests of the public in relation to the Program.*

**Principle 5**

*The Shire of Dardanup will be accountable for the effective operation and management of the CCTV Camera Program.*

**Principle 6**

*Staff employed to work in the CCTV Camera program, whether they be operators or managers, will meet the highest standards of probity.*

**Principle 7**

*The public will be provided with clear and easily accessible information in relation to the operation of Shire of Dardanup's CCTV Camera Program.*

**Principle 8**

*Information recorded will be accurate, relevant and not exceed that necessary to fulfil the purposes of the CCTV Camera Program.*

**Principle 9**

*Information will be obtained fairly and in accordance with the privacy provisions of the Code of Practice.*

**Principle 10**

*Access to the CCTV Camera data will be restricted to qualified operating staff and their managers and there will be no unauthorised access to the data.*

**Principle 11**

*The retention of, and access to tapes, photographs and recorded material will be only for the purposes provided by this Code of Practice. Tapes, photographs and recorded material will be retained for 28 days unless they are required in relation to the investigation of crime or for court proceedings. They will then be erased, taped over, or destroyed.*

**Principle 12**

*Contact related to the CCTV Camera Program between Shire of Dardanup staff and the WA Police, will be conducted strictly in accordance with the Code of Practice.*

**2 PRELIMINARY INFORMATION**

**2.1 Introduction**

2.1.1 *It is recognised that the threat of violence or antisocial behaviour are important factors in any public perception on how safe residents, visitors and other stakeholders feel in the Shire of Dardanup. As part of its effort to combat the fear of crime and reduce the likelihood of criminal behaviour in public places, the Shire of Dardanup has adopted a Community Safety and Crime Prevention Plan (CS&CPP).*

## **2.2 CCTV Camera Program**

2.2.1 *The CCTV Camera Program comprises Shire of Dardanup's closed circuit television operations and is one of the initiatives that forms part of the CS&CPP.*

2.2.2 *The CCTV Camera Program is only one of several initiatives designed to assist in preventing criminal behaviour. It is recognised, however, that such crime will never totally be prevented.*

## **2.3 Code of Practice**

2.3.1 *This Code of Practice is to ensure that the principles and purposes on which the CCTV Camera Program is based are realised.*

2.3.2 *Involvement in any aspect of the Program by relevant organisations or individuals will depend upon their willingness to comply with this Code of Practice. This Code of Practice is subject to state and federal law.*

## **2.4 System description**

2.4.1 *The Program involves a range of reticulated cameras connected to a server control room via IP networks with a planned series of stand alone camera systems connected to a recording device in the server control room. All images are recorded and retained for 28 days unless they are required in relation to the investigation of crime or for court proceedings.*

## **2.5 Camera Design**

2.5.1 *All cameras are of sufficient design quality to enable effective monitoring. Each camera is, or may be housed in a tinted environmental dome, which both protects the camera and ensures that the camera itself is not intrusive in impact.*

2.5.2 *State of the art technology will be used to ensure optimum resolution and picture quality for its deployment. The technology used will be regularly reviewed to ensure the most up to date equipment appropriate to the purposes of the CCTV Camera Program is used.*

## **2.6. Camera locations**

2.6.1 *Cameras are installed in those areas where there is a demonstrated need to either view activities in real time or capture activities for later reporting to relevant authorities, including the WA or Federal Police.*

2.6.2 *Cameras are installed in the following locations at the time of publication: -*

- i) *Eaton Administration Centre (2);*

*Investigation is underway to look at upto four (4) further cameras being mounted in and around the Eaton Administration Centre.*

*Council may also consider cameras being mounted in and around the Eaton Recreation Centre.*

## **2.7 Ownership of the CCTV Camera Program**

*2.7.1 The Shire of Dardanup is the owner of the CCTV Camera Program. The Shire of Dardanup retains ownership of and has copyright in all equipment, videos, photographs and documentation pertaining to the Program. The responsibilities of the Shire of Dardanup in relation to the system are outlined in section 5.*

## **2.8 Partners in the CCTV Camera Program**

*2.8.1 There are no financial partners in the program at time of publication. The WA Police are considered as partners in the context of their law enforcement role in the state of Western Australia.*

## **3. CHANGES TO THE CCTV CAMERA PROGRAM AND/OR THE CODE OF PRACTICE**

*3.1.1 A minor change to the CCTV Camera Program or Code of Practice may be made with the agreement of both the Chief Executive Officer and Manager Corporate & Community Services.*

*A minor change is such as may be required for the purposes of adjustment of the Program or clarification of the Code of Practice, for example, a change to the wording of a particular section of the Code of Practice where its meaning might otherwise be ambiguous, or a proposal to install further cameras under the prevailing conditions of use.*

*3.1.2 A major change to the CCTV Camera Program or to the Code of Practice will be brought back to Council for formal approval.*

## **4. PURPOSE**

*4.1.1 The primary purpose of Shire of Dardanup's CCTV Camera Program is to assist in the prevention of serious criminal offences, particularly malicious damage to property, including graffiti.*

*4.1.2 The secondary purpose of the CCTV Camera Program is to assist in the prevention of crimes against the person.*

*4.1.3 The objectives of the CCTV Camera Program are:*

- i) to reduce crime levels by deterring potential offenders;*
- ii) to reduce fear of crime;*
- iii) to assist in the detection and prosecution of offenders; and*
- iv) to help secure a safer environment for those people who live in, work in and visit the Shire of Dardanup.*

*4.1.4 The CCTV Camera Program will not be used for general intelligence gathering.*

## **5. RESPONSIBILITIES OF THE OWNER OF THE PROGRAM**

*5.1.1 The Shire of Dardanup will be responsible for the introduction and implementation of the Code of Practice and for ensuring compliance with the principles contained within the Code.*

- 5.1.2 *The Shire of Dardanup will comply with the requirements for accountability set out in this Code of Practice.*
- 5.1.3 *The Shire of Dardanup will consult as necessary in connection with the implementation or modification of any part of the CCTV installation.*

## **6. RESPONSIBILITIES OF PARTNER TO THE PROGRAM**

- 6.1.1 *Incidents that may involve or lead to a crime against the person or other serious threat to public safety, or other serious criminal offence will be reported to the WA Police. The police will assess the situation and determine an appropriate response to the incident.*
- 6.1.2 *It is the responsibility of the WA Police to respond to incidents identified to the extent that its resources and priorities allow.*

## **7. PUBLIC INFORMATION**

- 7.1.1 *Clearly visible signs that CCTV cameras are operating will be displayed at key points covered by cameras. These signs will:*
- i) inform the public that cameras are in operation;*
  - ii) allow people entering the area to make a reasonable approximation of the area covered by the system; and*
  - iii) identify Shire of Dardanup as the owner of the system.*
- 7.1.2 *Copies of the Code of Practice will be made available to the public on request.*
- 7.1.3 *Inquiries in relation to the Shire of Dardanup's CCTV Camera Program and its operation can be made in writing to:*

*Manager, Corporate & Community Services  
Shire of Dardanup  
P O Box 7016  
EATON WA 6232*

*or, alternatively, can be made by telephone on (08) 9724 0066.*

## **8. ASSESSMENT OF THE SYSTEM AND CODE OF PRACTICE**

- 8.1.1 *The Shire of Dardanup will regularly monitor the operation of the CCTV Camera Program and implementation of the Code of Practice.*
- 8.1.2 *The results of the periodic review will be taken into account in the future functioning, management and operation of the Program.*

## **9. MANAGEMENT OF CAMERA DATA**

- 9.1 *The camera data will only be accessed by authorised officers on those occasions when anti-social behaviour has occurred in range of the cameras, this data will then be used in an effort to identify the perpetrators of the anti-social behaviour.*

## **10 CONTROL AND OPERATION OF CAMERAS**

- 101.1 *The locations of cameras will be clearly apparent to the public.*

- 10.1.2 *All use of cameras will accord with the purposes of the CCTV Camera Program as outlined in the Code of Practice.*
- 10.1.3 *No sound will be recorded.*
- 10.1.4 *Operators of camera equipment will act in accordance with the highest standards of probity.*
- 10.1.5 *Only staff with responsibility for using the equipment will have access to operating controls.*

## **11. TAPES, PHOTOGRAPHS AND RECORDED MATERIAL**

- 11.1.1 *Access to and use of videotaped material and photographs will only take place: in compliance with the needs of police in connection with the investigation of crime; or if necessary for the purposes of legal proceedings.*
- 11.1.2 *Videotaped material and photographs will not be sold or used for commercial purposes or the provision of entertainment.*
- 11.1.3 *The showing of videotapes or photographs to the public will be allowed only in connection with the investigation of crime or in any other circumstances provided by law.*
- 11.1.4 *Appropriate security measures will be taken against unauthorised access to, alteration, disclosure, accidental loss or destruction of recorded material.*
- 11.1.5 *Recorded material will be treated according to defined procedures to ensure continuity of evidence.*

## **12. BREACHES OF THE CODE**

- 12.1.1 *Prime responsibility for ensuring the Code of Practice is adhered to rests with the Shire of Dardanup. This responsibility includes ensuring that breaches of the Code are investigated and remedied to the extent that breaches of the Code are within the ambit of Shire of Dardanup's power to remedy.*
- 12.1.2 *Complaints in relation to any aspect of the management or operation of the system may be made in writing to:*

*The Chief Executive Officer  
Shire of Dardanup  
P O Box 7016  
EATON WA 6232*

*The Privacy and Personal Information of individuals will be respected and observed under any written law applicable in Western Australia.*

- 12.1.3 *Shire of Dardanup will cooperate with the investigation of any complaint under any written law made to any other empowered Agency.*

10.8.2 Title: CCTV Policy

*Reporting Department:* Corporate & Community Services  
*Reporting Officer:* Mr Phil Rowe  
 Manager, Corporate & Community Services  
*Legislation:* Security Devices Act 1988  
 Privacy Act 1998  
 Australian Government – Australian Institute  
 of Criminology Open Street in Australia  
*File Number:* CO10 0002

Background -

With Council installing CCTV cameras to cover the Eaton Administration Centre and adjacent areas including the skate park, Council in addition to adopting a “Code of Practice” for the operation of these cameras, also needs to adopt a “Policy” to provide a framework for the deployment of cameras in public locations in the Shire of Dardanup.

The below policy has been prepared to meet this requirement.

Legal Implications -

Council has a responsibility to the community at large to ensure that the CCTV system is operated with due regard to the privacy and civil liberties of individual members of the public.

Budget Implications - None

Officer Comment -

Council's CCTV Code of Practice and this Policy, provide the necessary framework to ensure the correct operation of deployed cameras.

Voting Requirements – Absolute Majority

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopts the following policy on the use of Closed Circuit Television (CCVT).**

<b>DEPARTMENT</b>	<b>ADMINISTRATION</b>
<b>POLICY REFERENCE</b>	<b>A 2.2</b>
<b>DESCRIPTION</b>	<b>USE OF CLOSED CIRCUIT TELEVISION (CCTV)</b>
<b>COUNCIL RESOLUTION</b>	
<b>DATE</b>	<b>30/01/2008</b>

**PREAMBLE:** : **CCTV is a long established technology which has been widely deployed, from corner shops to major city centres. The deployments fall into 2 main types, monitored and unmonitored installations reflecting the 2 main purposes; either to provide real time observation of events so that real time responses can be initiated, or to capture evidence of events which can be acted upon subsequently.**

**OBJECTIVE** : **The objective of this policy is to provide a framework for the deployment of CCTV installations in public locations within the Shire of Dardanup.**

**The available research on CCTV identifies that CCTV does not absolutely prevent crime or anti-social behaviour, but that it can reduce the incidence of opportunistic anti social behaviour and does provide real forensic evidence when such behaviour occurs. That evidence can be used to identify perpetrators for potential prosecution under the relevant Acts. Research also identifies that CCTV provides real comfort in the context of reducing the fear of crime in public places.**

**This Policy describes the criteria to be used when a new installation is being considered for deployment.**

**POLICY** : **All CCTV installations will meet the requirements of the Shire of Dardanup CCTV Camera Program Code of Practice [Appendix A 2.2]. All installations will be designed to meet the particular needs of the deployment location and the circumstances at the time.**

**Unmonitored CCTV installations will be used as a preferred deployment type over monitored installations. Unmonitored deployments will require the approval of the Manager of Corporate & Community Services.**

**Monitored CCTV will only be deployed where the real time observation of events is deemed essential. Deployment of a monitored CCTV installation requires the approval of the Chief Executive Officer. Monitored CCTV requires the presence of at least one officer at all times, with no other conflicting duties.**

**CCTV installations will always be of a sufficient standard, including ambient and artificial lighting and image quality for valid forensic evidence to be obtained. Image data may be retained locally to the installation or transferred to another location and stored away from the installation**

**PROCESS** : **CCTV installations will be installed where recurrent antisocial or criminal behaviour has generated a sufficient fear of crime or community response that the costs are considered appropriate in the circumstances. CCTV installations will also be deployed where the value of the asset, or the requirement of public perception make it a valid tool within the framework of "Crime Prevention through Environmental Design".**

**CCTV installations will be clearly signed across the deployment. Case law recognises that persons in public places have extremely limited rights to privacy; however our approach will be to ensure good levels of public awareness that an**

installation is present.

CCTV installations may be deployed on Council or private land, with the permission of the land owner. Installations may be permanent or temporary or a combination of both.

CCTV installations may be passive or “event activated” by means of motion, heat, sonic or other detectors.

HEAD OF POWER : Security Devices Act 1988  
Privacy Act 1998  
Australian Government – Australian Institute of Criminology -  
Open Street in Australia

DATE REVIEWED :

## 10.9 COMMUNITY DEVELOPMENT OFFICER REPORT

None.

## 10.10 EATON TOWNSCAPE COMMITTEE MINUTES – 19/11/07

**MINUTES OF THE SHIRE OF DARDANUP EATON TOWNSCAPE COMMITTEE MEETING HELD ON MONDAY 19 NOVEMBER 2007, AT SHIRE OF DARDANUP – ADMINISTRATION CENTRE EATON, COMMENCING AT 3.00PM.**

### 1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

*Mr Mark L Chester, Chief Executive Officer acting as the Presiding Officer welcomed all present and declared the meeting open at 3.03pm.*

*Mr Chester announced that he would be presiding over the meeting until the Office of President was filled (Local Government Act 1995 Sch, 2.3.3).*

*Mr Chester introduced Ms Tracey Teede, South West Regional Co-ordinator to the meeting and invited her to address the meeting prior to the formalities of the meeting being undertaken.*

### Tidy Towns Presentation:

*Tracey Teede, is the South West Regional Co-ordinator for Tidy Towns*

*Tracey gave a brief overview of exactly what is involved with entering into the Tidy Towns Competition. This comes under the umbrella of the Keep Australia Beautiful Council.*

*Tidy Towns Committee is more about giving direction to the community so that work is not duplicated. Whilst it may involve some hands on work, this is only a minor part of it.*

*Normally there are many small groups doing their own thing. Tidy Towns is seen as the umbrella that brings these groups together to work in together to show what the community has achieved as a whole.*

*Tidy Towns is a group that assists smaller groups by providing direction and prevents duplication of works.*

*The programme runs from August to July and any works undertaken in this time can be included in the annual judging. Groups normally prepare a portfolio of works as a part of their submission for judging. Lots of photos of the projects need to be taken and it is best to collate these as the throughout the year.*

*There are 2 compulsory areas for judging: -*

- General Appearance*
- Community Action*

*Other areas which projects may fall under are: -*

- Natural heritage - water ways, weeds, rehabilitation*
- Cultural heritage*
- Waste and recycling -- upgrade waste management land fill site, litter cleanup, community action, mobile muster, toner recycling, drum muster*
- Water conservation - advising the community, new initiatives*
  
- Links between the Local Authority, community groups and businesses*

*Each project can be as big or as small as you like. The size of the community does not matter as there are different categories for different sized towns.*

*Judging is done throughout the state between August and September. Awards are presented for the different categories. There are Regional winners which go through to the state finals and the winner from this goes vies for the national tidy town award.*

*Whilst the competition usually involves just the townsite points can be gained for linking communities/townsites with resource sharing and projects that may cross boundaries eg. Clean up projects.*

*Tidy Towns representatives are available to assist with ideas and advice.*

*Tracey left some flyers/promotional material for Tidy Towns with the Committee.*

## 2 ELECTION OF POSITION ON COMMITTEE

### 2.1 Election of Chairperson

*Nominations for the position of Chairperson are to be given to the Chief Executive Officer in writing [forms available from Chief Executive Officer].*

*Election Process:*

*At the meeting Cr Brad Day nominated Cr Andy Van Dijk to be Chairman of the committee, in writing.*

*There being no further nominations Cr Andy Van Dijk was declared elected Chairman for the next two years.*

*In the absence of Cr Andy Van Dijk, Mr Mark Chester, Chief Executive Officer remained in the chair.*

### 2.2 Election of Deputy Chairperson

*Nominations for the position of Deputy Chairperson are to be given to the Chairperson in writing [forms available from Chief Executive Officer].*

*Election Process:*

*At the meeting Cr Brad Day nominated Cr Noeline Anderson in writing. There being no further nominations Mr Mark Chester, Chief Executive Officer Chairman declared Cr Noeline Anderson elected Deputy Chairman for the next two years.*

*In the absence of the Chairperson, Cr Noeline Anderson assumed the chair.*

## 3 RECORD OF ATTENDANCE/APOLOGIES

### 3.1 Attendance

*Cr Brad Day  
Cr Peter Bass  
Cr Noeline Anderson  
Cr Carmel Boyce*

*Mr Mark Chester, Chief Executive Officer  
Mr Robert Quinn, Manager Planning Services  
Mr Luke Botica, Manager Technical Services  
Mr James Vance, Parks & Gardens Supervisor  
Miss Kym Harrington, Community Development Officer  
Mrs Helen Loton, Minute Secretary*

#### Guest Speaker

*Ms Tracey Teede*

*Tidy Towns Representative*

3.2 Apologies

*Cr Van Dijk*

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Meeting Held 19 March 2007

*EATON TOWNSCAPE COMMITTEE RESOLUTION*

*MOVED - Cr Brad Day*

*SECONDED - Cr Carmel Boyce*

*THAT the Minutes of the Eaton Townscape Committee Meeting held on the 19 March 2007, be confirmed as true and correct subject to no following corrections:*

*CARRIED  
7/0*

5 REPORTS5.1 Title: Eaton Townscape Committee - Information

Below is the Update of projects in the Eaton Townsite for Committee member's information. Any queries regarding the progress of an item, please contact the relevant Council Officer.

DESCRIPTION	BY WHOM	AMOUNT	DETAILS	COMMENTS
Lot 800 Hamilton Road - Construction of Artificial Wetlands - Australian Governments Community Water Grant Round 1.	PEHO	\$67,310	(Round 2 expected to open in December 2006)	<del>The grant application was unsuccessful. Council to reapply in Round 2. See notes</del>
Eaton Town Centre Improvement Works Concept Plan - South West Development Commission & South West Consultative Committee - SW Regional Development Scheme	CDO	\$33,000	Application made - grant closed 9 September 2005.	Concept plan being developed by Considine Architects.
Hamilton Road Entry Statement	MTS		Council has requested that Ardross Estate complete the sign construction design and costing. Bills Retaining Walls & Bobcat Hire has been engaged to do the entry statement. .	Limestone wall built and sign completed
Public Consultation Eaton Town Centre Development Plan	Consultant			

Noted:

Action: Secretary to check with Tim Batt to see when next round of applications will open.

Tim Batt advised that it had been confirmed that this grant was not suitable for what Council wished to achieve and Council would need to look at another avenue for funding.

5.2 Title: Eaton Town Centre Development PlanBackground:

*A draft DVD of the Eaton Town Centre Development Plan was distributed on the 26 September 2007 for comments to be made and modifications suggested.*

*These points now need to be finalised prior to the document being presented to the public.*

*Please bring your corrections/modifications to this meeting for discussion.*

Discussion:

*Minute Secretary, Helen Loton advised the meeting that a second DVD had now been made with modifications following a joint meeting of Cr Brad Day, Cr Carmel Boyce, and Cr Andy Van Dijk.*

*This DVD would be made available for Councillors to view following the Council meeting of the 21 November 2007.*

*Miss Kym Harrington, Community Development Officer, advised the meeting that the grant application must be acquitted by the end of January.*

*The meeting felt that the time frame left to complete the project, which involved the Christmas period was not going to be long enough. Especially as the public consultation period still needed to be undertaken.*

EATON TOWNSCAPE COMMITTEE RESOLUTION

*MOVED - Cr Brad Day*

*SECONDED - Cr Carmel Boyce*

*THAT the Eaton Townscape Committee request Council to seek an extension of time from the South West Development Commission to allow for the completion of Eaton Townscape Development Plan.*

*CARRIED*

*7/0*

*Action: Secretary to check availability of Eaton Fair Shopping Centre for public consultation period.*

5.3 Title: Eaton Foreshore Reserve - MasterplanBackground:

*The deterioration of the Eaton jetty together with the need to replace other components of the Eaton Foreshore, such as the bollards around the park perimeter, clearly indicates that an overall master plan needs to be developed for the preservation and improvement of infrastructure and facilities in the Eaton Foreshore Reserve area. A master plan is not only useful to ensure the*

*continued sustainability of the reserve but also demonstrates a structured and planned approach to community infrastructure that will improve Council's chances of successfully obtaining funding.*

*Technical officers have commenced preparations for the development of a master plan for the Eaton Foreshore area for the purpose of attracting funding for potential projects in the area. It is however, suggested that the further development of the master plan be referred to the Eaton Townscape Committee.*

*In relation to this matter, the Council meeting of the 8 November resolved: -*

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

329/07      *MOVED - Cr. C N Boyce      SECONDED - Cr. A van Dijk*

*THAT Council refer the development of a master plan for the preservation and improvement of the Eaton Foreshore Reserve (encompassing the area bounded by Pratt Road and the Collie River between the Old Coast Road and the car parking opposite the Eaton Bowling Club) to the Eaton Townscape Committee.*

*CARRIED  
9/0*

*This issue will need to be addressed/discussed by the Committee to decide on an appropriate method of achieving the required outcome for Council and the community.*

*Discussion:*

*Mr Luke Botica, Manager Technical Services, advised the meeting that the issue had been briefly discussed between Council officers. Any funding application requires a plan of what is trying to be achieved. There are numerous funding sources for Council to tap into but we without an overall idea what is trying to be achieved it is very difficult to apply for funding. Things must be done logically and in sequence and a vision for what is trying to be achieved would allow this to happen.*

*Some of the ideas put forward during a brief brainstorming session were:*

- Collie River Bridge upgrade - fishing platform.*
- Finger jetty - bigger or slightly different design to cater for what the public requires.*
- Boat ramp - upgrading/widening perhaps with a finger jetty in the middle.*
- Pathways along foreshore.*
- Carpark - resurfacing; linemarking, redesign lighting, washdown facilities*
- Entry statement.*
- Bollards - barrier needs upgrading perhaps with intermediate trees.*
- BBQs.*

*A master plan could include, but would not be limited to these items, which would allow Council to prioritise and budget for things to be achieved over the years.*

*The initial idea was to cover the area from the Collie River Bridge to the Eaton Bowling Club.*

*The meeting were of the opinion that the parameters of the plan could be extend to include additional pathways linking the area to the Hough Homestead, Scout Camp and the Parkridge and Millbridge Estates Public Open Space.*

*Council already has some funding for boardwalks/pathways in specific areas that could be the catalyst for additional grant applications to link them all together.*

*Regional partnership funding could be accessed to link these areas together and be structured for different types of projects e.g. wetland, pathways, revegetation.*

*Tracey Teede, Tidy Towns representative suggested to start with a footpath linking plan. Pencil in what is existing and work towards filling in the gaps. Dividing the plan up into small workable sections could lead to small community groups taking ownership of certain areas. This could be in the format of weeding/revegetation, wetlands development, interpretive signage.*

*Mr Mark Chester, Chief Executive Officer suggested that he felt staff had enough expertise to undertake this type of project in-house, with the assistance of relevant government departments, without the need to go out to consultants.*

*Staff could draft up a briefing document to bring back to the committee for endorsement with an action plan that involved a community workshop (including interested community groups as well as individuals) and Council endorsement.*

#### **EATON TOWNSCAPE COMMITTEE RESOLUTION**

*MOVED - Cr Peter Bass      SECONDED - Cr Carmel Boyce*

*THAT the Eaton Townscape Committee request Council authorisation to have Mark Chester, Chief Executive Officer facilitate a briefing document that would create an Eaton Foreshore Reserve Management Plan.*

*CARRIED  
7/0*

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

*[Please Note: This is Not General Business - This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]*

6.1 Title: Thank you letter

*Minute Secretary, Helen Loton advised the meeting that Ms Dortea Mays had decided not to renominate as a member of the committee. A letter of thanks would be sent to her for her services to this Committee.*

7 DATE OF NEXT MEETING

*The date of the next meeting to be advised.*

8 CLOSURE OF MEETING

*There being no further business the Chairman declared the meeting closed at 4.03pm.*

**EATON TOWNSCAPE COMMITTEE RECOMMENDED RESOLUTION “A”**

**THAT Council seek an extension of time from the South West Development Commission to allow for the completion of Eaton Townscape Development Plan.**

**EATON TOWNSCAPE COMMITTEE RECOMMENDED RESOLUTION “B”**

**THAT Council authorise Chief Executive Officer, Mr Mark Chester, to facilitate a briefing document that would create an Eaton Foreshore Reserve Management Plan.**

<b>10.11 MANAGER FINANCIAL SERVICES REPORT</b>
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10.11.1 Title: Monthly Statement of Financial Activity – Period Ended 31st December 2007

*Reporting Department:* Financial Services  
*Reporting Officer:* Mrs Jenny Duncan – Assistant Accountant  
*Legislation:* Local Government (Financial Management) Regulations 1996  
*File Number:* F109 0001

Background

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Legal Implications - None.

Budget Implications

Note 8 of the Statement of Financial Activity details material variances from the Adopted Budget.

Officer Comment

Key Financial Performance Areas:

- *Cash & Investments*

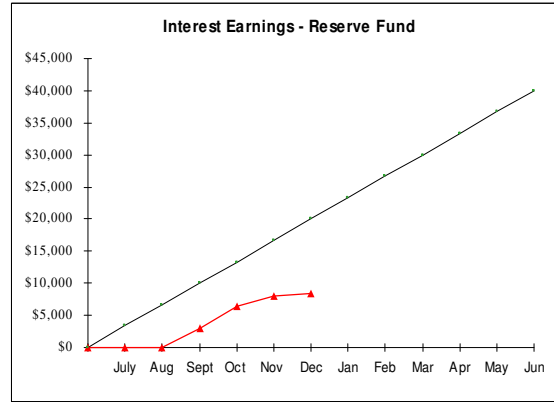
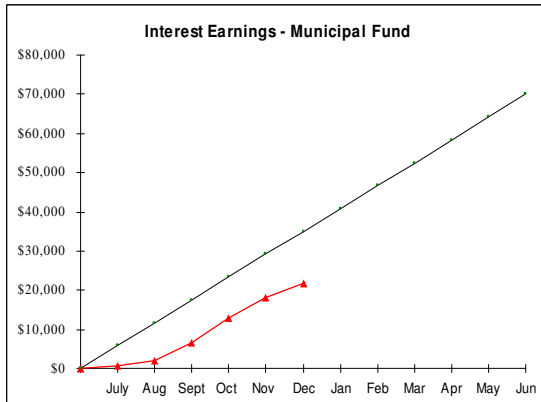
As at reporting date, Councils Municipal Bank fund shows a reconciled balance of \$1,823,374.02. \$1,000,000 of these funds have been invested in fixed term deposits.

Reserve Funds total \$4,587,209.62 of which \$4,500,000 are held in fixed term deposits.

Total interest earnings on the Councils Municipal & Reserve Funds as at reporting date are:

Municipal Fund:	\$ 21,616
Reserve Fund:	\$ 8,505

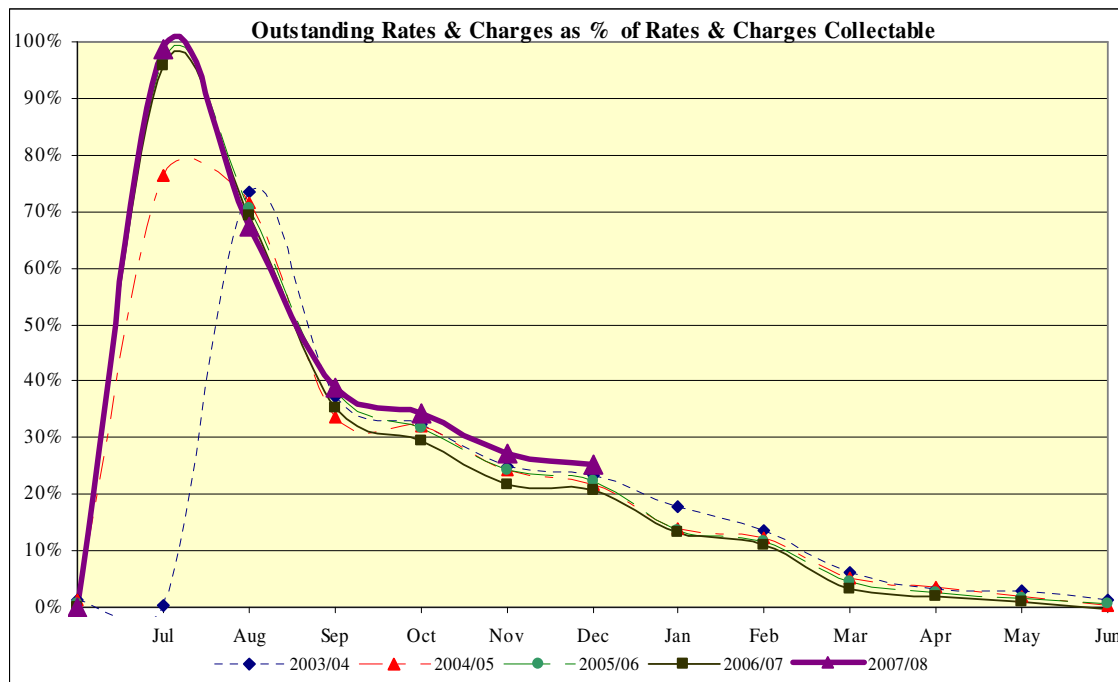
Interest accrued on investments are not reflected in the reported figures and will be brought to account on maturity. It is forecast interest earnings will meet budget estimates by years end.



• *Rates & Charges Outstanding*

As at reporting date, outstanding Rates & Charges = \$1,294,543. This equals 25% of rates & charges collectable. Interim Rates of \$28,226 have been levied as at reporting date. Budget provision for 2007/08 interim rates are \$150,000. There is currently a large number of interim rates yet to be raised and therefore there are no indications that the budget will not be reached.

It is the objective of management to achieve less than 4% of rates and charges outstanding as at 30 June. There are no indications that this will not be achieved.



• *Budget Variances*

Note 8 of the Statement of Financial Activity details material variances from the Adopted Budget. As at reporting date a deficit of \$160,371 is reported. This only includes specific reported items and not general savings across the budget. The formal budget review in February will provide a more detailed assessment. However with a number of over budget items, it is prudent for Council to be mindful of future expenditure.

- *General Comments*

Building construction related revenue such as licenses and town planning applications are on budget at this stage of the year. This is despite a decline in new dwelling approvals.

Voting Requirements - Simple Majority

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Monthly Statement of Financial Activity for the period ended 31<sup>st</sup> December 2007 be accepted.**

**10.14 ACCOUNTS FOR PAYMENT**

10.14.1 Title: Schedule of Accounts Submitted as at 30th January 2008

*Reporting Department: Financial Services*

*Reporting Officer: Miss Suzette Sutton – Accounts Payable Officer*

*Legislation: Local Government Act 1995 (Financial Regulations)*

*File Number: None.*

Voting Requirements - Simple Majority

**OFFICER RECOMMENDED RESOLUTION**

**THAT accounts as submitted for payment be passed for payment as follows:**

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30019	14/12/2007	Adventure World	Childrens vouchers	MUNI	141.50
30020	14/12/2007	BT Business Superannuation	Superannuation contributions	MUNI	155.31
30021	14/12/2007	Basketball South West Incorporated	Reimbursement for regional carnivals	MUNI	3,542.00
30022	14/12/2007	Bunbury Coffee Machines	Coffee and hot chocolate - Eaton Recreation Centre	MUNI	249.70
30023	14/12/2007	Bunbury Irrigation and Pump Services	Reticulation fittings	MUNI	3,472.20
30024	14/12/2007	Bunbury Mitsubishi	Vehicle purchase - MTS - Mitsubishi Pajero	MUNI	17,042.30
30025	14/12/2007	Bunbury Settlement Services Pty Limited	New titles result subdivision - Lot 15 Harold Douglas Dve, Dardanup	MUNI	668.71
30026	14/12/2007	Colonial Select Superannuation Plan	Superannuation contributions	MUNI	114.37
30027	14/12/2007	Construction & Building Industry Super	Superannuation contributions	MUNI	116.92
30028	14/12/2007	Courier Australia	Courier charges	MUNI	85.12
30029	14/12/2007	Dardanup Gas	Bottle of gas	MUNI	97.80
30030	14/12/2007	Flexible Lifetime Superannuation Fund	Superannuation contributions	MUNI	69.25
30031	14/12/2007	G & R P Brookes Plumbing	Maintenance - Eaton Recreation Centre	MUNI	319.00
30032	14/12/2007	G C & C A Brown	Crossover contribution - A9976	MUNI	174.63
30033	14/12/2007	Gay Scott	Reimbursement of employee police clearance	MUNI	44.50
30034	14/12/2007	Jason Moir	Reimbursement for membership and joining fees	MUNI	233.00
30035	14/12/2007	Les Mills Australia	Les Mills monthly licence fee including BodyJam licence	MUNI	694.43
30036	14/12/2007	Lions Club of Australind - Eaton	Annual donation - Australia day celebrations	MUNI	750.00
30037	14/12/2007	Local Government Managers Australia	LGMA state conference registration - Mark Chester	MUNI	965.00

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30038	14/12/2007	M & I Bell	Reimbursement of hall hire fees, as noted by Chief Executive Officer	MUNI	200.00
30039	14/12/2007	Monique Campbell	Compensation acceptance agreement - road realignment - Hynes Rd	MUNI	1,000.00
30040	14/12/2007	Mrs Italia Ladhams	Reimbursement for membership fees	MUNI	48.00
30041	14/12/2007	Phillip Rowe	Reimbursements of records meeting luncheon expenses for three staff	MUNI	49.50
30042	14/12/2007	Robert Quinn	Reimbursement of telephone expenses	MUNI	66.60
30043	14/12/2007	Sarah Harding	Reimbursement for printing of photos of group fitness launch	MUNI	22.00
30044	14/12/2007	Shire of Dardanup	Payroll deductions	MUNI	391.00
30045	14/12/2007	Shire of Dardanup	Employee deductions	MUNI	135.00
30046	14/12/2007	Shire of Dardanup	Employee payroll deduction	MUNI	630.00
30047	14/12/2007	Shire of Dardanup	Employee recoups - gym membership	MUNI	42.18
30048	14/12/2007	State Law Publisher	Gazettal notice - amendment no 150	MUNI	69.30
30049	14/12/2007	Stuart Eaton	Reimburse accomm expenses - LGMA finance managers conference	MUNI	390.00
30050	14/12/2007	Synergy	Electricity	MUNI	6,759.30
30051	14/12/2007	Telstra	Telephone and facsimile expenses	MUNI	1,823.73
30052	14/12/2007	Tim Batt	Reimbursement - floor plate for refuse site weighbridge modifications	MUNI	264.40
30053	14/12/2007	WA Local Government Superannuation Plan	Superannuation contributions	MUNI	17,834.84
30054	18/12/2007	Meghan Hicks	Montessori project - project manager and coordinators fees	MUNI	3,000.00
30055	21/12/2007	Alleasing	Leasing costs of photocopiers	MUNI	1,110.03
30056	21/12/2007	BT Business Superannuation	Superannuation contributions	MUNI	155.31

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30057	21/12/2007	Bunbury Building Company Pty Limited	Deposit paid contract to supply & construct Burekup BFB fire station	MUNI	10,353.00
30058	21/12/2007	Bunbury Irrigation and Pump Services	Reticulation fittings	MUNI	102.90
30059	21/12/2007	Carmelina Clifton-James	Montessori project assistant - term 4 2007	MUNI	750.00
30060	21/12/2007	Colonial Select Superannuation Plan	Superannuation contributions	MUNI	191.43
30061	21/12/2007	Concept One	Superannuation contributions	MUNI	73.53
30062	21/12/2007	Construction & Building Industry Super	Superannuation contributions	MUNI	155.96
30063	21/12/2007	Council on the Ageing (WA) Incorporated	Living Longer Living Stronger program - annual fee	MUNI	500.00
30064	21/12/2007	Crooked Brook Forest	Grant towards Crooked Brook Forest lookout	MUNI	7,700.00
30065	21/12/2007	Dardanup Garage and Service Station	Globe for flashing lights - DA2833	MUNI	7.50
30066	21/12/2007	Elec - Force Consultants	Being commission paid on power savings	MUNI	260.56
30067	21/12/2007	Flexible Lifetime Superannuation Fund	Superannuation contributions	MUNI	57.14
30068	21/12/2007	Foxtel Cable Television Pty Limited	Foxtel monthly subscription fee (Eaton Recreation Centre)	MUNI	94.95
30069	21/12/2007	J & P Group Pty Limited	Refund of withdrawn planning application - A3124	MUNI	5,015.00
30070	21/12/2007	K Macintyre and D Magill	Rates refund for assessment - A2298	MUNI	1,038.18
30071	21/12/2007	Kerry McKernan	Reimbursement of purchases for library story time party	MUNI	48.82
30072	21/12/2007	Local Government Managers Australia	LGMA diaries for council	MUNI	188.25
30073	21/12/2007	Montessori-n-more	Montessori equipment	MUNI	1,477.82
30074	21/12/2007	Mr Brian Quaife	Rates refund for assessment - A4091	MUNI	312.12
30075	21/12/2007	Pettycash - Please pay cash	Recoup - Eaton administration centre	MUNI	182.60

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30076	21/12/2007	Phillip Rowe	Reimburse flight expenses - LGMA national conference in QLD	MUNI	699.50
30077	21/12/2007	Phyllis Barnes	Donation - publication of the journal of M W Clifton	MUNI	2,000.00
30078	21/12/2007	Robert Quinn	Reimburse 50% of course costs after submission of course results	MUNI	900.00
30079	21/12/2007	Shire of Dardanup	Clearing trust acc. to pay outstanding debtor #2014 - King Carey clinic	MUNI	1,489.10
30080	21/12/2007	Shire of Dardanup	Payroll deductions	MUNI	391.00
30081	21/12/2007	Shire of Dardanup	Employee deductions	MUNI	132.00
30082	21/12/2007	Shire of Dardanup	Employee payroll deduction	MUNI	630.00
30083	21/12/2007	Shire of Dardanup	Employee recoups - gym membership	MUNI	42.18
30084	21/12/2007	Synergy	Electricity	MUNI	14,320.65
30085	21/12/2007	T & P Design	Design and survey services	MUNI	3,432.00
30086	21/12/2007	Telstra	Telephone and facsimile expenses	MUNI	919.90
30087	21/12/2007	WA Local Government Superannuation Plan	Superannuation contributions	MUNI	17,504.58
30088	21/12/2007	Water Corporation	Water	MUNI	2,195.00
30089	21/12/2007	WestNet Pty Limited	Tourism website hosting and high speed internet connections	MUNI	31.98
30090	21/12/2007	Western Power	Acceptance of quotation # ST010806 for WAPC L401 Upper Ferguson	MUNI	4,315.00
30091	04/01/2008	Caltex Australia Petroleum Pty Limited	Caltex fuel card - December 2007	MUNI	12,647.24
30092	04/01/2008	G & R P Brookes Plumbing	Repair toilet at Dardanup oval	MUNI	88.00
30093	04/01/2008	Globalstar Australia Pty Limited	Access fees and charges to satellite phone	MUNI	35.00
30094	04/01/2008	Joshua Ledger - Consultant	Being research funding opportunities for Dardanup tourism committee	MUNI	484.00

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30095	04/01/2008	Phillip Rowe	Reimbursement of telephone expenses	MUNI	173.41
30096	04/01/2008	Pioneer Credit Management Services	Debt recovery charges	MUNI	1.82
30097	04/01/2008	Synergy	Electricity	MUNI	30.50
30098	04/01/2008	Tarvia Pty Limited	Eaton foreshore - jetty restoration	MUNI	103,094.20
30099	04/01/2008	Telstra	Faxstream expenses - Eaton Community Library internet	MUNI	34.95
30100	04/01/2008	Violet Pickett - Please pay cash	Refund of 50% of hall hire charge as chairs were not returned to Eaton hall	MUNI	75.00
30101	04/01/2008	Water Corporation	Water	MUNI	668.00
30102	04/01/2008	WestNet Pty Limited	Recoverable telephone calls made over VOIP by IT Officer	MUNI	83.60
30103	08/01/2008	Shire of Dardanup - Please pay cash	Umpire recoup - 07/01/2008	MUNI	570.00
30104	11/01/2008	Australia Post	Mail and postage costs 2007/2008 financial year	MUNI	1,399.71
30105	11/01/2008	BT Business Superannuation	Superannuation contributions	MUNI	155.31
30106	11/01/2008	Ben Jordan	Reimbursement of expenses	MUNI	144.84
30107	11/01/2008	Best and Less	Brimmed hats - Eaton Recreation Centre	MUNI	173.71
30108	11/01/2008	Builders Registration Board of WA	BRB - December 2007 reconciliation	MUNI	1,228.50
30109	11/01/2008	Building& Construction Industry Training Fund	BCITF - December 2007 reconciliation	MUNI	3,983.62
30110	11/01/2008	Bunbury Irrigation and Pump Services	Reticulation fittings	MUNI	126.50
30111	11/01/2008	Bunbury Subaru	5000km service - DA 0	MUNI	128.60
30112	11/01/2008	Cadbury Schweppes Pty Limited	Goods for resale - Eaton Recreation Centre	MUNI	881.99
30113	11/01/2008	Colonial Select Superannuation Plan	Superannuation contributions	MUNI	141.40

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30114	11/01/2008	Concept One	Superannuation contributions	MUNI	71.45
30115	11/01/2008	Construction & Building Industry Super	Superannuation contributions	MUNI	155.96
30116	11/01/2008	Dardanup Butchering Company	Steak, chicken and sausages - Eaton Recreation Centre	MUNI	718.50
30117	11/01/2008	Dardanup Garage and Service Station	Fuel for Wellington Mills BFB & Ferguson BFB vehicles	MUNI	283.47
30118	11/01/2008	Department of Environment and Conservation	Annual licence fee - Banksia Road landfill	MUNI	568.76
30119	11/01/2008	Department of Transport	Special series number plates - 149 DA & 265 DA	MUNI	260.00
30120	11/01/2008	Fines Enforcement Registry	FER registration - INF1078, INF0783 & INF0784	MUNI	129.00
30121	11/01/2008	Flexible Lifetime Superannuation Fund	Superannuation contributions	MUNI	87.32
30122	11/01/2008	Focus Equipment Finance Limited	Lease of photocopier at Dardanup shire office	MUNI	70.94
30123	11/01/2008	Helen Robinson	Reimbursement of expenses	MUNI	174.50
30124	11/01/2008	John McQuade	Refund of gym membership - one month - cancelled membership	MUNI	48.35
30125	11/01/2008	Les Mills Australia	Body Attack training - Sarah Martin & Shannon Potter	MUNI	780.00
30126	11/01/2008	Nick Kalaf	Reimbursement payment of maintenance to 3.4 vehicle	MUNI	400.00
30127	11/01/2008	Pettycash - Please pay cash	Recoup - Eaton Recreation Centre	MUNI	247.20
30128	11/01/2008	Pioneer Road Services Pty Limited	Premix and catmul for road patching	MUNI	182.33
30129	11/01/2008	Shire of Dardanup	Payroll deductions	MUNI	391.00
30130	11/01/2008	Shire of Dardanup - Please pay cash	Umpire recoup - 10/01/2008	MUNI	330.00
30131	11/01/2008	Shire of Dardanup	Employee deductions	MUNI	132.00
30132	11/01/2008	Shire of Dardanup	Employee payroll deduction	MUNI	630.00

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30133	11/01/2008	Shire of Dardanup	Employee recoups - gym membership	MUNI	42.18
30134	11/01/2008	Synergy	Electricity	MUNI	10,176.88
30135	11/01/2008	Telstra	Telephone and facsimile expenses	MUNI	2,760.47
30136	11/01/2008	Turf King	Dethatching turf - Eaton, GlenHuon & Dardanup ovals, softball diamond	MUNI	12,870.00
30137	11/01/2008	WA Local Government Superannuation Plan	Superannuation contributions	MUNI	17,688.59
30138	11/01/2008	Water Corporation	Water Corporation charge on redevelopment Burekup BFB fire station	MUNI	101.65
30139	18/01/2008	Adventure World	Adventure World trip - balance of booking charge	MUNI	1,170.00
30140	18/01/2008	Alison Jackson	Donation -R Jackson compete National Jnr Speedway Sedan Champs	MUNI	400.00
30141	18/01/2008	Collie River Valley Bus Charters	Bus hire for Adventure World trip on 09 January 2008	MUNI	803.00
30142	18/01/2008	Concrete Illusions	Supply and lay concrete 3 bays at recycling shed	MUNI	9,015.99
30143	18/01/2008	Courier Australia	Courier charges	MUNI	187.28
30144	18/01/2008	Department of Premier and Cabinet	Gazettal of local laws reviewed	MUNI	3,056.00
30145	18/01/2008	Department of Transport	Special series number plates - 032 DA - David Birch - paid 16/01/2008	MUNI	130.00
30146	18/01/2008	Dept for Planning & Infrastructure Payment	6 months licences - DA 8457, DA588, DA1326, DA8200 & DA 8170	MUNI	579.90
30147	18/01/2008	Eoin Kenny and Emma Kitchen	Crossover contribution - A9954	MUNI	167.91
30148	18/01/2008	Julie Lapworth	Sports Sponsorship - B&M Lapworth - 2008 National Junior Sedans	MUNI	400.00
30149	18/01/2008	Kirsten Ridout	Reimbursement for hearing test on 23/10/2007	MUNI	77.00
30150	18/01/2008	Kristen Laird	Reimbursement for police clearance	MUNI	44.50
30151	18/01/2008	Landgate	DOLA - on line property searching	MUNI	159.50

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30152	18/01/2008	MJB Industries Pty Limited	Trafficable flush pit cover	MUNI	574.20
30153	18/01/2008	Paul and Suellen Morrissey	Crossover contribution - A9898	MUNI	204.85
30154	18/01/2008	Pettycash - Please pay cash	Recoup - Dardanup shire office	MUNI	97.46
30155	18/01/2008	Richard and Tammy Clift	Crossover contribution - A9221	MUNI	181.34
30156	18/01/2008	Robyn Hewett	Employee assistance program - staff appointment	MUNI	50.00
30157	18/01/2008	Sandra Dwight	Return of lost library item - "Puzzle Pyramid"	MUNI	9.80
30158	18/01/2008	Shire of Dardanup - Please pay cash	Umpire recoup - 17/01/2008	MUNI	360.00
30159	18/01/2008	Southwest Montessori Children's Club Inc	reimburse expenditure for goods purchased for Montessori project	MUNI	787.70
30160	18/01/2008	Synergy	Electricity	MUNI	75.55
30161	18/01/2008	Telstra	Telephone and facsimile expenses	MUNI	1,391.66
30162	18/01/2008	Tracey Winkleman	Crossover contribution - A9269	MUNI	124.25
30163	21/01/2008	A Fine Affair	Salads for 180 people - end of year BBQ	MUNI	835.00
30164	21/01/2008	A Touch of Glass	Supply and fit of mirrors as per quote - Eaton Recreation Centre	MUNI	3,900.00
30165	21/01/2008	AMart All Sports	Basketball and netballs	MUNI	99.49
30166	21/01/2008	About the House	Repair and replace wiring to base of power pole - Lofthouse Park	MUNI	165.00
30167	21/01/2008	Ag Spread	Supply and spread sand	MUNI	6,737.50
30168	21/01/2008	Amity Signs and Industrial Products	Street signs, banditt strapping and marking paint	MUNI	1,977.14
30169	21/01/2008	Australind Premix & S & J Excavations	Lay kerbing, pathways and ramps	MUNI	13,037.20
30170	21/01/2008	BOC Limited	Hire of oxygen bottle for first aid - Eaton Recreation Centre	MUNI	29.34

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30171	21/01/2008	Badgers Embroidery	Hats with embroidery	MUNI	220.00
30172	21/01/2008	Baileys Fertilisers	Dolomite fine lime x 25kg	MUNI	1,188.00
30173	21/01/2008	Big W (Division of Woolworths Limited)	Books, PlayStation games, decorations and photo frames	MUNI	502.64
30174	21/01/2008	Broadacres Mowing Services	Mowing	MUNI	7,178.10
30175	21/01/2008	Brookes Transport Company	Delivery of dolomite lime from Baileys Fertilisers	MUNI	154.00
30176	21/01/2008	Bunbury Auto One	Taillight assemblies for yellow depot trailer	MUNI	108.95
30177	21/01/2008	Bunbury Bearings	Bearings	MUNI	316.80
30178	21/01/2008	Bunbury City Glass	Replace broken windows - Eaton administration centre	MUNI	1,420.41
30179	21/01/2008	Bunbury Harvey Regional Council	Waste disposal (45 tonnes) - bulk hard waste collection	MUNI	1,332.00
30180	21/01/2008	Bunbury Machinery	Pump, beam and blades, and spreader	MUNI	2,277.25
30181	21/01/2008	Bunbury Mower Service	Roll of cord, throttle release for hedge trimmer, oil, hedge trimmer etc	MUNI	445.20
30182	21/01/2008	Bunbury Subaru	Car service - 1BTH564	MUNI	207.35
30183	21/01/2008	Bunbury Toyota	Being 30000km service for DA 8523	MUNI	280.10
30184	21/01/2008	Bunbury Windscreen Service	Retint vandalised windows at Eaton administration centre	MUNI	154.00
30185	21/01/2008	Bunnings Group Limited	Paint brushes, buckets, hooks, powerboard, cable, bolts, nuts, etc	MUNI	2,131.31
30186	21/01/2008	C F & L M Cooper	Water filter - Eaton Recreation Centre	MUNI	55.00
30187	21/01/2008	Cadbury Schweppes Pty Limited	Goods for resale - Eaton Recreation Centre	MUNI	2,389.65
30188	21/01/2008	Carbone Brothers Pty Limited	Gravel and limestone	MUNI	217,090.24
30189	21/01/2008	Carlaminda Farm	6 x bottles of Shiraz	MUNI	120.00

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30190	21/01/2008	Cellarbrations - Eaton	Alcohol - end of year function	MUNI	1,254.37
30191	21/01/2008	Chubb Electronic Security Pty Limited	Alarm monitoring - Eaton administration office	MUNI	131.09
30192	21/01/2008	City of Bunbury	Machine hire, and street signs	MUNI	2,723.41
30193	21/01/2008	Cleanaway - Mandurah	Domestic kerbside waste collection service for the financial year 07/08	MUNI	23,781.32
30194	21/01/2008	Coates Hire Limited	Hire of Dynapac smooth roller	MUNI	10,002.56
30195	21/01/2008	Connell Wagner	Administration of joint town planning scheme no.1	MUNI	2,332.44
30196	21/01/2008	Cookies Galore	Goods for resale - Eaton Recreation Centre	MUNI	98.19
30197	21/01/2008	Corporate Express Australia Limited	Stationery	MUNI	2,593.04
30198	21/01/2008	Craven Foods	Goods for resale - Eaton Recreation Centre	MUNI	2,512.52
30199	21/01/2008	Cross Security Services	Security alarm monitoring service - Eaton Recreation Centre	MUNI	114.40
30200	21/01/2008	Dardanup Central Bush Fire Brigade	Being community grants towards tiling of Dardanup BFB station	MUNI	1,600.00
30201	21/01/2008	Dardanup General Store	Droppers, joiner, tap, gloves, poly tubing, discs, milk and newspapers	MUNI	630.70
30202	21/01/2008	Dell Australia Pty Limited	Laptop	MUNI	2,345.26
30203	21/01/2008	Eaton - Australind Fire and Rescue Service	Prescribed burns - Hale and Millard Streets	MUNI	550.00
30204	21/01/2008	Eaton Animal Health Centre	Dog pound and cat sterilisation expenses	MUNI	464.00
30205	21/01/2008	Eaton Basketball Association	Cover advertisement for 2007/2008 season	MUNI	180.00
30206	21/01/2008	Eaton Family Centre	Eaton Child Clinic cleaning and power expenses	MUNI	3,900.00
30207	21/01/2008	Eaton Hardware	Cut keys, postcrete, outdoor cable ties, adjustable spanner, coat	MUNI	466.35
30208	21/01/2008	Elders Limited	40 litres of Wipeout	MUNI	225.06

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30209	21/01/2008	Ergoline Furniture Products	Replacement table stem set up - Eaton Recreation Centre	MUNI	99.00
30210	21/01/2008	Fonterra Brands Australia Pty Limited	Goods for resale - Eaton Recreation Centre	MUNI	2,349.91
30211	21/01/2008	G G Tootill	Cleaning roadside drains	MUNI	385.00
30212	21/01/2008	Gateway Internet Services	Monthly fees - RF data communication	MUNI	1,980.00
30213	21/01/2008	GoGo On Hold Pty Limited	6 monthly rental - Eaton Recreation Centre	MUNI	414.00
30214	21/01/2008	Green Recycling (Koast Corporation)	Domestic kerbside recycling service for the financial year 2007/2008	MUNI	22,238.36
30215	21/01/2008	Greenway Enterprises	Long handled mulching forks	MUNI	200.31
30216	21/01/2008	Hackersley Estate	6 x Bottles of Sauvignon Blanc 2006	MUNI	97.20
30217	21/01/2008	Hart Sport	Promotional products for resale - Eaton Recreation Centre	MUNI	1,040.60
30218	21/01/2008	Harvey Water	Being 3rd instalment of fixed charge (recreation oval)	MUNI	6.37
30219	21/01/2008	Hegney Property Valuations	Valuation report - Lot 15 Harold Douglas Drive, Dardanup	MUNI	385.00
30220	21/01/2008	Hertz Rent A Car	Hire of 2WD single cab utility	MUNI	2,496.23
30221	21/01/2008	IGA Distribution (WA) Pty Limited	Goods for resale - Eaton Recreation Centre, lollies Christmas function	MUNI	522.41
30222	21/01/2008	IVC Computer Services	Replacement docket printer, paper, PCI card and network cables	MUNI	730.50
30223	21/01/2008	Judius Pty Limited	Educational supplies - Montessori project	MUNI	1,444.85
30224	21/01/2008	Landgate	Rating valuations	MUNI	956.10
30225	21/01/2008	MJB Industries Pty Limited	Headwalls	MUNI	570.02
30226	21/01/2008	MPL Laboratories Pty Limited	Water monitoring of bores at Banksia Road - water analysis	MUNI	1,156.10
30227	21/01/2008	Meter Office Products	Contact for book covering - Eaton Community Library	MUNI	231.44

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30228	21/01/2008	Miracle Recreation Equipment	Red poly crawl tunnel for Lofthouse Park	MUNI	704.55
30229	21/01/2008	Modern Teaching Aids Pty Limited	Montessori project supplies	MUNI	282.10
30230	21/01/2008	Neverfail Springwater Limited	Spring water bottles x15l	MUNI	134.50
30231	21/01/2008	Nightguard Security Service Pty Limited	Security alarm monitoring service- Eaton Rec Centre and Eaton admin	MUNI	275.00
30232	21/01/2008	Onshore Plumbing	Replace septic system - Dardanup oval toilets	MUNI	3,025.00
30233	21/01/2008	P C Machinery Pty Limited	Penetrometer 2 piece sand	MUNI	616.00
30234	21/01/2008	PFI Cleaning Supplies	Cleaning supplies	MUNI	511.76
30235	21/01/2008	Phill Reilly	Repair door handles at Burekup toilets	MUNI	176.00
30236	21/01/2008	Picko's Bobcat Hire	Bobcat hire - recycling shed floor preparation	MUNI	577.50
30237	21/01/2008	Pioneer Road Services Pty Limited	Premix and Catmul for road patching	MUNI	672.13
30238	21/01/2008	Prestige Products	Cleaning products	MUNI	513.16
30239	21/01/2008	Promotions Only	Printed wristbands - Eaton Recreation Centre	MUNI	407.00
30240	21/01/2008	Protector Alsafe	Smoke respirator refills	MUNI	46.31
30241	21/01/2008	Quality Traffic Management Pty Limited	Traffic management plan - Eaton Drive/Hamilton Road roundabout	MUNI	960.30
30242	21/01/2008	Quantum Multimedia Communications	Pager service fees for bushfire brigade pagers	MUNI	830.50
30243	21/01/2008	Radio West Broadcasters Pty Limited	Sponsorship of the Fiddy - Eaton Recreation Centre	MUNI	1,100.00
30244	21/01/2008	Rinker Australia Pty Limited T/a Readymix	Bluemetal	MUNI	18,856.63
30245	21/01/2008	Rural Press Regional Media WA	Monthly council news page in Bunbury Mail	MUNI	765.93
30246	21/01/2008	SOS Office Equipment	Meter readings for photocopiers	MUNI	357.97

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30247	21/01/2008	Scope Business Imaging	Photocopier meter reading - Eaton Recreation Centre	MUNI	602.03
30248	21/01/2008	Shire of Harvey	Cr. Gardiner - Land Use Planning workshop	MUNI	264.00
30249	21/01/2008	South West Chemical Services	Soil analysis and fertilizer recommendation - Eaton foreshore	MUNI	275.00
30250	21/01/2008	South West Locksmiths	Repairs - Eaton Recreation Centre	MUNI	502.87
30251	21/01/2008	South West Septics	Empty septic system - Dardanup public toilets	MUNI	384.00
30252	21/01/2008	Southern Irrigation and Pumping Pty Limited	Check sprinkler operation - Eaton Recreation Centre	MUNI	684.21
30253	21/01/2008	Southern Lock & Safe	Replace garden reserve keys	MUNI	30.60
30254	21/01/2008	Spencer Signs	Being signage for Dardanup Tourism committee	MUNI	928.40
30255	21/01/2008	Spurling Engineering	Replace damaged bike rack - Eaton administration centre	MUNI	490.60
30256	21/01/2008	Steann Pty Limited	Bulk kerbside collection : 10 - 14 December 2007	MUNI	12,640.20
30257	21/01/2008	Steve Miller's Excavations	Install pipes on Ferguson Road and South Roads	MUNI	3,640.00
30258	21/01/2008	Stewart & Heaton Clothing Company	Trousers - Ferguson BFB	MUNI	418.04
30259	21/01/2008	Stylecorp	Staff uniforms - Sharon Kleinman	MUNI	35.64
30260	21/01/2008	The Country Women's Association of WA	Reimbursement of water consumption : 06/08/2007 - 03/12/2007	MUNI	101.53
30261	21/01/2008	The Tyre Place	Tyre repairs - DA 711 & DA 8979	MUNI	275.00
30262	21/01/2008	Total Telephone	Service call to find fault on data points and switchboard	MUNI	220.00
30263	21/01/2008	Transpacific Waste Management Pty Limited	Waste disposal	MUNI	23,077.12
30264	21/01/2008	Tyrepower Bunbury	Tyres - DA 873	MUNI	2,628.00
30265	21/01/2008	Upper Ferguson Bushfire Brigade	Reimbursement of brigade expenses	MUNI	124.85

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30266	21/01/2008	VL McKay and E M Gahan	Vern McKay - consultant fees - BWGC project brief	MUNI	1,918.40
30267	21/01/2008	VisiMax Safety Products	Beacons and fire boots	MUNI	1,376.80
30268	21/01/2008	Vogue Furniture	Work desk - ETO	MUNI	1,208.00
30269	21/01/2008	WA Local Government Association	Advertising	MUNI	2,139.62
30270	21/01/2008	Waterloo Nursery	Indoor plant hire at Eaton administration office	MUNI	196.00
30271	21/01/2008	West Country Office Machines	Coloured photocopies and laminating	MUNI	63.00
30272	21/01/2008	Westcare Industries	Address labels - Eaton Community Library	MUNI	205.15
30273	21/01/2008	Westpower Electrics Pty Limited	Repairs to autodoor - Eaton Recreation Centre	MUNI	118.25
30274	21/01/2008	Willoughby Contracting	Mow council block on Mitchell Way and slash drains	MUNI	1,430.00
30275	21/01/2008	Woolworths Limited	Groceries, and vouchers for outside crew	MUNI	3,244.81
30276	21/01/2008	Work Clobber	Steel cap boots, drill trousers, safety glasses	MUNI	818.99
30277	21/01/2008	Wren Oil	Remove waste oil from tanks at Banksia Road landfill	MUNI	340.00
300243	14/12/2007	Shire of Dardanup	Transfer from crime prevention - unexpended grants reserve	RES	17,890.54
300508	14/12/2007	Des Lewis	Refund of foreshore bond - Des Lewis - 09/12/2007 - receipt # 44019	TRUST	100.00
300509	14/12/2007	John Deverell	Refund of hall bond - receipt # 42611	TRUST	500.00
300510	14/12/2007	Murray Lowe	Refund of hall bond - Murray Lowe - 09/12/2007 - receipt # 43978	TRUST	500.00
300511	14/12/2007	Ralph Condello	Refund transportable building bond - B/L 2006070079 - receipt 31902	TRUST	5,000.00
300512	14/12/2007	WA Country Builders	Refund of kerb bonds	TRUST	1,000.00
300513	21/12/2007	Denife Bell	Cancelled cheque	TRUST	0.00

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
300514	21/12/2007	MR (WA) Pty Limited	Refund of maintenance/defect bond and interest	TRUST	7,944.71
300515	21/12/2007	Ralph Condello	Refund of interest accrued – transp building bond - B/L 2006070079	TRUST	201.10
300516	21/12/2007	Ventura Homes	Refund of kerb deposit - A9120	TRUST	500.00
300517	04/01/2008	Bunbury Orchid Society	Hall hire refund - 21.10.2007	TRUST	500.00
300518	04/01/2008	Denise Bell	Hall bond refund	TRUST	500.00
300519	04/01/2008	Gillian Brady	Refund of Dardanup hall bond	TRUST	500.00
300520	04/01/2008	Spotlight Social Club	Refund of Eaton foreshore bond - (function 02/12/2007)	TRUST	1,000.00
300521	04/01/2008	Violet Pickett - Please pay cash	Refund of hall bond - 25/12/2007	TRUST	500.00
<b>REPORT TOTALS</b>			<b>TOTAL</b>		
MUNI	Municipal Fund		784,891.15	CERTIFICATE OF Chief Executive Officer	
RES	Reserve Fund		17,890.54	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.	
TRUST	Trust Fund		18,745.81		
<b>TOTAL</b>			<b>821,527.50</b>		

Mr Phil Rowe –Acting Chief Executive Officer

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

None.

**12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING****13 PUBLIC QUESTION TIME****14 MATTERS BEHIND CLOSED DOORS****14.1** Title: Compensation Claim – Green Recycling

*Reporting Department: Health Services*

*Reporting Officer: Mr Tim Batt – Manager Health Services*

*Legislation: Local Government Act 1995  
Contract For the Supply of Containers,  
Collection, Acceptance and Disposal of  
Recycle Containers – Green Recycling*

*File Number: LE 040043*

Manager Health Services Comment

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

Shire of Dardanup Standing Orders 3.8  
Local Government Act 1995 Section 5.23 (2) (D)

Matters for Which Meeting May Be Closed:

Standing Order 3.8 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 Council go Behind Closed Doors to discuss this item in accordance with Section 5.23 (2) (d) of the Local Government Act 1995, as it refers to legal matters affecting the local government.**

### "REPORT PROVIDED UNDER SEPARATE COVER"

*Note: In accordance with the Local Government Act 1995 5.23 (2) (d) 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 on file LE04 0043.*

**15 CLOSURE OF MEETING**

The Shire President advises that the date of the next Ordinary Meeting of Council will be Wednesday 7th February 2008, commencing at 4.30pm at the Shire of Dardanup – Dardanup Office.

Shire President to declare the meeting closed.