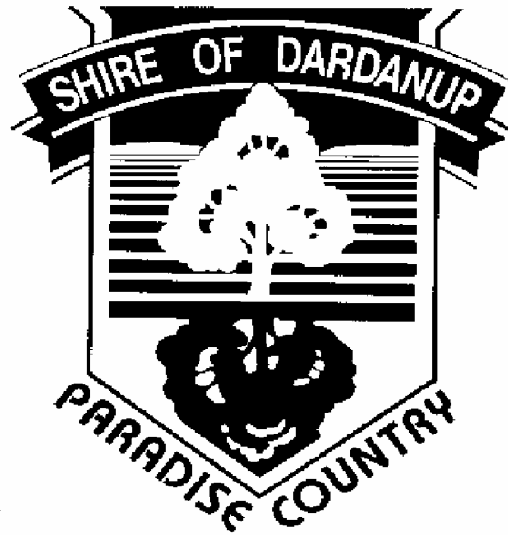


A G E N D A



ORDINARY MEETING

TO BE HELD

**WEDNESDAY, 27TH FEBRUARY 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 27th February 2008 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 4.30pm.

A handwritten signature in black ink, appearing to be 'M.L.C.', is written in a cursive style.

MR MARK L CHESTER
Chief Executive Officer

Date: 21st February 2008

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SHIRE OF DARDANUP

AGENDA FOR THE SHIRE OF DARDANUP ORDINARY MEETING OF COUNCIL TO BE HELD ON WEDNESDAY 27th FEBRUARY 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

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 12th March 2008.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held 13th February 2008

COUNCIL RESOLUTION

THAT the Minutes of the Ordinary Meeting of Council held on the 13th February 2008, be confirmed as true and correct subject to no / the following corrections:

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

10 REPORTS OF OFFICERS AND COMMITTEES

10.1 CHIEF EXECUTIVE OFFICER REPORT

None.

10.2 MANAGER TECHNICAL SERVICES REPORT

None.

10.3 MANAGER PLANNING SERVICES REPORT

None.

10.4 TOWN PLANNING OFFICER REPORT

None.

10.5 MANAGER BUILDING SERVICES REPORT

10.5.1 Title: Proposed Maintenance Person & Trade-in Vehicles

Reporting Department: Building Services
Reporting Officer: Mr Peter Black – Manager Building Services
Legislation: Local Government Act 1995
File Number: HR020001 / LE170001

Background

For the past few years maintenance of buildings and small repair jobs in the Shire has been accumulating due to the lack of Council staff to carry out these duties. Council have been relying on sub-contractors to carry out these works. As Council may be aware, sub-contractor labour is now getting expensive.

Due to the nature of shire maintenance, it normally comes in small areas such as fixing up broken doors, putting up toilet roll holders in public toilets, repainting, covering graffiti etc.

Although the contractors that are employed by the Shire are very good, they have other work to carry out besides Council work, so at times there are long time delays in getting a simple job done. This time lapse leads to frustration from the public.

The employment of a maintenance/handyman could result in maintenance being carried out more quickly and at less expense.

Maintenance costs to January 2008 are as follows:

	COMPANY	TYPE OF WORK	\$
1	Brookes Plumbing	Plumbing	15,275
2	Bridleston	General repairs	1,964
3	Phil Reilly	Carpenter	3,542
4	Graffiti	Graffiti removal	9,300
5	Bradfield	Painting	4,862
	TOTAL		25,643
	Projected annual cost per annum		\$50,000

These figures do not include electrical maintenance.

It is estimated that approximately 30% of this would be for materials, the actual labour costs are \$17,951 for half the financial year, approximately \$35,902 per annum.

Council will still have to employ trades people to carry out work such as electrical and plumbing.

Legal Implications - None

Budget Implications -

ITEM	\$ COST
Wages (per annum)	45,000
Super 12% (per annum)	5,400
Uniform	1,000
Tools (per annum)	800
Mobile Phone	400
	\$54,600
Vehicle – initial purchase	22,000

Officer Comment

If Council agrees to the employment of a maintenance / handyman it is envisaged that this person will carry out all maintenance on Shire buildings, graffiti removal, assist Managers of Health, Engineering and Recreation Centre. It also gives Council the opportunity of controlling the opening hours of public toilets if Council wishes to go that way to curtail continual vandalism at nights.

I have spoken to the Manager Technical Services who is of the opinion that a maintenance person could also be utilised in the repair and installation of street signs that takes up a great deal of Council staff time. There is a backlog of work in relation to repair/replacement due to increase in vandalism and changes to standards. A dedicated maintenance person will allow progress to be made in this area.

The whole purpose of employing a maintenance / handyman is to try to be proactive rather than reactive. This would save a lot of time with office staff receiving calls and complaints about maintenance and graffiti around the Shire.

If Council wishes to employ this person then a van and tools would also be required. This could be parked at Eaton Depot and secured at nights and weekends. A short wheel base van can range in price from a Mercedes Veto auto diesel at approximate \$43,800 to a Mitsubishi short wheel base diesel approximately \$21,000. There is also a lease option. Further details on this option could be obtained if required but is not recommended as last time we leased a vehicle it cost Council quite a bit of money due to kilometres and scratches on the vehicle.

The other options for transport are the Senior Building Surveyor's ute is due for trade-in next financial year (2008/09). Council could pass this ute on to the maintenance person and allow extra unbudgeted expenditure to allow for the difference in trade-in for the Senior Building Surveyor. The ute would be retained for a further year and the Strategic Financial Plan amended accordingly.

I have obtained some quotes for this purpose (Appendix ORD: 10.5.1). In the budget for the Senior Building Surveyor's vehicle trade-in there is a total of \$20,600 allowing for a trade-in of \$10,300. This figure would not be available for trade-in due to the ute being transferred to the maintenance person.

As can be seen by the quote to upgrade the Senior Building Surveyor's vehicle, staff are trying to obtain all vehicles with diesel motors because of better trade-ins and cheaper running costs. At the moment the Senior Building Surveyor's ute is petrol, Mitsubishi 4 x 2. To replace the Senior Building Surveyor with a 4 cylinder diesel the cost would be \$17,193 non GST as there is already \$10,300 in the strategic financial plan allocated for the 2008/09 budget.

Overall this still works out better than obtaining a separate vehicle for the purpose of maintenance and brings into line with technical services vehicles, which as trade-ins occur, will all be diesel.

Also to consider is that if Council decide to employ a full time maintenance person, then approximately \$3,000 will have to be placed in the 2008/09 budget for the purpose of tools, toolbox etc.

ITEM	\$
Tool Box for Ute	600
Ladder – step	180
Ladder – extendable	280
Power drills and bits	300
Power saw	250
Power angle grinder	180
Box of screws, bolts etc	100
Generator	650
Hand tools, hammers, saws etc	250
	\$2,790

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Consider in the 2008/09 budget, employing a maintenance person in the 2008/09 financial year to carry out all maintenance in the Shire;**
2. **If part 1 is adopted, include an additional \$18,000 in the budget for vehicle purchase for the Senior Building Surveyor.**
3. **Allocate the current utility assigned to the Senior Building Surveyor to the new maintenance person.**

10.5.2 Title: Proposed Shed on Boundary [M&L Sampey]

Reporting Department: *Building Services*
Reporting Officer: *Mr Peter Black – Manager Building Services*
Legislation: *Residential Design Codes of WA*
File Number: *PRO 9927*

Background

An application has been received from Mr Joe Trunfio on behalf of M & L Sampey to build a double garage and side shed on the back boundary of Lot 107 Rosevale Close, Dardanup. The block is a corner block and it is proposed to have two double doors facing the road for access along with a side shed coming off the main part of the shed. Copy of plans attached (Appendix ORD: 10.5.2).

Legal Implications - Compliance with Residential Design Codes of WA.

Budget Implications - None

Officer Comment

The proposed building complies with a wall height of 3 metres and overall height of 3.9m and is 52m² in size, however it does not comply with the residential setback criteria of 1.5m.

Whilst I understand and sympathise with the owner that he is very restricted on where he can erect a shed in his back yard due to the power transformer and drainage easement on the rear boundary, I feel there is no option but to refuse the proposed shed due to the concern of traffic using the side boundary as an entry point.

The applicant has no appeal rights through the building application, however if they were to make a development application and that were refused they would have appeal rights to the State Administrative Tribunal.

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION

THAT Council refuse the building application from Mr Joe Trunfio on behalf of M & L Sampey to erect a shed on the back boundary of Lot 107 Rosevale Close, Dardanup as it does not comply with the Residential Design Codes of WA.

10.5.3 Title: Tenders – Eaton Administration Building Extension

Reporting Department: *Building Services*
Reporting Officer: *Mr Peter Black – Manager Building Services*
Legislation: *Local Govt Act 1995 & Tender Regulations*
File Number: *TR030011*

Background

At its meeting held on 21st November 2007 Council resolved to accept the drawings for the future expansion of the Eaton Administration Centre and put drawings and associated documents out to Tender.

This was achieved and Tender advertisement was placed in The West Australian and South Western Times. Tenders closed at 3pm on Friday 12th March 2008.

The tender box was opened at 3.30pm on Friday 12th March 2008 by myself and Mr Phil Rowe. There were three tenders submitted, although six tender documents were sent out on request from builders.

Legal Implications - Local Government Act 1995 and Tender Regulations.

Budget Implications - \$450,000 as committed by Council.

Officer Comment

The three tender documents submitted were from:

TENDERER	FROM	\$
Smith Constructions	Bunbury	343,700
KMC Group	Willeton, Perth	330,943
Malachi Constructions	Bunbury	322,386

Attached are Form of Tender documents for each builder (Appendix ORD: 10.5.3A). Full Tender documents will be available at Council meeting.

The selection criteria was based on experience [30%] and price [70%].

It is recommended that Council confirm with Malachi Constructions for the tender to build Eaton office extensions and associated works as per the plans and specifications. They are a local firm and have carried out similar work in this area and are the cheapest price, although all prices came within the acceptable range of one another.

It should be noted that Malachi Constructions and KMC Group have submitted provisional sums, copies attached (Appendix ORD: 10.5.3B). Smith Constructions submitted no provisional sums.

Additional costs include: Shelving; Compactors, Files, Equipment.

Voting Requirements - Simple Majority

Staff have assisted the Committee, by reviewing the various drafts of the plan and making suggestions for amendments, all the essential areas required of a business plan have been included in this comprehensive document.

A formal lease of the Don Hewison buildings has been prepared for adoption by Council, and is included under a separate agenda item for consideration of adoption by Council.

Under Legal Structure, point 4.6 on page 10 of the business plan, it discusses the Dardanup Tourism Committee, which is currently a Committee of Council, becoming an incorporated body, being responsible for its own actions and activities, this action is wholly supported by staff as this will allow for example the Incorporated body to appoint volunteers, employ staff, apply for grants currently not available whilst a Committee of Council.

The Committee has chosen a new business name, and will be known as the "Ferguson Valley Marketing & Promotion Association (Inc)", which they are registering, and have requested that the lease agreement be made out in this name, this has been done.

The official opening day of the 15th March 2008 at 3pm has been set in conjunction with the Rose Society which has carried out extensive plantings on the property, adding to the charm of this historic building and its grounds.

Because the Visitor Centre project will take some years to become profitable with opening hours extending to include not only weekends but several week days as well, the financial plan factors in an operating grant in the sum of \$5,000 from Council will still be required in these early years. It is the current Committees goal to eventually become self sufficient in the operating of the visitor centre.

Public Liability, Association and Officials, Volunteers and Contents Insurance has been taken out by the Committee to meet their obligations in operating the Visitor Centre in accordance with the draft lease.

Legal Implications -

Council will enter into a legally binding lease with a peppercorn fee for 5 years, with an option for a further 5 years.

Budget Implications -

The Visitor Centre financial projections for the next three years provided as part of the business plan, show a grant/contribution of \$5,000.00 per annum from Council, this would come from funds budgeted and approved on an annual basis by Council to the Ferguson Valley Marketing & Promotions (Inc).

Officer Comment -

The Committee has put a lot of hard work into developing this plan for the Visitor Centre, the plan allows for future growth and expansion, starting off by being fully staffed by volunteers, then to include a part-time paid manager in 2009/10 to eventually a full-time paid manager at some point in the future.

The Visitor Centre will show both visitors and tourism operators that the Tourism Committee is coming of age and will be better able to promote and assist the development of Tourism in the shire and the region.

Once all the insurance requirements were met, the Tourism Committee has been allowed to set up a desk, shelving and brochure stands and commence using the Don Hewison Centre for tourism activities so as to be able to service tourist during the peak holiday season, this has been done on a casual hire basis for which the fee has been waived in anticipation of the formal lease being approved.

As such the lease reflects the starting date of the 1st January 2008, as Council has been waiting for the business plan to be presented before the lease could be entered into.

The proposed lease document is outlined below.

Legal Implications -

This legally binding lease sets out the conditions for the use of the Don Hewison Centre and grounds as a Tourism Visitor Centre.

Budget Implications - None

Officer Comment -

The Tourism Committee has had the opportunity to read through the lease and are happy to comply with the terms, they have requested that the lease be in the name of "Ferguson Valley Marketing and Promotion (Inc)" the lease has been amended to reflect this.

Voting Requirements – Absolute Majority

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. **Approve the lease [outlined below] of the Don Hewison Centre to the Ferguson Valley Marketing and Promotion (Inc) for a period of five (5) years with an option for a further five (5) years at a peppercorn rental to be used as a Tourism Visitor Centre, commencing on the 1st January 2008.**

THIS LEASE is made on the First day of January 2008 BETWEEN the SHIRE OF DARDANUP (hereinafter called "the Lessor") of the one part and the FERGUSON VALLEY MARKETING AND PROMOTIONS (INC) (hereinafter called "the Lessee" and also referred to as "the Board") of the other part.

WHEREAS:-

The Lessor has agreed to lease and the Lessee has agreed to take on the lease the land described in item 1 of the Schedule hereto together with the buildings, improvements, fixtures and fittings thereon (hereinafter called "the demised premises") and together also with all rights of access and egress with or without vehicles for the lessee its employees, servants, visitors and other persons authorised by the Lessee upon and subject to the terms and conditions hereinafter contained.

WITNESSETH as follows:-

- 1) *THE Lessor HEREBY LEASES unto the Lessee the demised premises TO HOLD the same unto the Lessee for the term stated in item 2 of the Schedule, the Lessee YIELDING AND PAYING therefore the rental stated in item 3 of the Schedule.*
- 2) *THE Lessee covenants with the Lessor:-*
 - a) *To pay the rent hereby reserve at the times and in the manner stated in item 4 of the Schedule;*
 - b) *To pay all rates and taxes and other government or local authority impositions and assessments whatsoever (if any) now or hereafter to be charged or imposed or assessed upon and payable in respect of the demised premises;*
 - c) *To keep and maintain the demised premises and every part thereof and any addition thereto in a clean and sanitary condition (removing all refuse and rubbish therefrom) and well cleansed and drained and to keep the same and additions thereto in good and substantial repair, order and condition (reasonable wear and tear excepted) AND TO YIELD AND DELIVER UP the demised premises in good and substantial repair, order and condition at the expiration of the term or sooner determination of this lease PROVIDED that nothing contained in this lease shall impose on the Lessee any duty to maintain the demised premises in any better condition than that existing at the commencement of the of this lease;*
 - d) *Not to do or leave undone any act matter or thing whereby a nuisance by any properly constituted authority or within the meaning of the Health Act 1911, the Local Government Act 1995, Aqwest-Bunbury Water Board or any statutory modification, amendment or re-enactment thereof respectively for the time being in force in Western Australia or any local-laws or regulation made thereunder that may exist or arise or continue upon or in connection with the demised premises or the use to which it is being applied and will forthwith abate any such nuisance or alleged nuisance;*
 - e) *At all times during the term of this lease, duly and punctually to obey, comply with, observe, carry out and conform to the provisions of all statutes now or hereafter in force in Western Australia and all rules, regulations and local-laws thereunder applicable to either the owner or the occupier of the demised premises and the building thereon are from time to time PUT and if the Lessee makes any default in observing or complying with the covenants contained in this clause or any of them it shall be lawful for but not obligatory for the Lessor at the absolute discretion of the Lessor and without prejudice to any of the Lessor's rights or remedies hereunder to carry out, comply with and observe such matters aforesaid and to pay such monies and do such things as may be necessary to remedy such default, non-observance or non-compliance and the cost*

thereof and all moneys so expended by the Lessor shall be paid by the Lessee to the Lessor on demand.

- f) To permit the agents and servants of the Lessor at all reasonable times to enter and view the state of cleanliness and repair of the demised premises and forthwith to clean and repair and amend in a proper and workmanlike manner, any defects for which the Lessee is liable and of which written notice is given to the Lessee PROVIDED THAT if the Lessee fails to comply with such notice it shall be lawful for the Lessor with servants and workmen to enter upon the demised premises and to clean the same or to affect such repairs and amendments and the cost thereof shall be paid by the Lessee on demand;*
- g) Not to permit or allow to be used, exercised, carried on, in or about the demised premises or any part thereof, any noisome, offensive trade business, occupation or calling or allow or do any act or thing whatsoever which shall at any time during the said term be or grow to be a nuisance or disturbance of the occupiers of adjoining lands and properties or of any persons in the vicinity;*
- h) Not without the previous consent in writing of the Lessor (which consent will in no cause be unreasonably withheld)-*
 - i) To assign, sublet, underlet or part with possession of the demised premises or any part thereof;*
 - ii) to use the demised premises except for the purpose of a Visitor Centre;*
 - iii) to erect or cause to be erected any new buildings on the demised premises or make any alterations or additions thereto; or*
 - iv) to pull down, demolish or remove or cause to be pulled down, demolished or removed, any building or improvement erected upon the demised premises;*
- i) Maintain public liability insurance cover for the Board of not less than \$10,000,000 in the joint names of the Board and Council. A Certificate of Currency and/or a copy of the insurance policy together with proof of payment of the current premium shall be provided to Council within 14 days after the date of this Agreement and thereafter annually. Council will insure the building. The Board will be liable for the insurance excess being the first \$500.00 of any insurance claim for damage to the building or fixtures. The Club will also be responsible for taking out adequate contents insurance and association and volunteer workers insurance.*
- j) Not to do or suffer anything to be done in, about or upon the demised premises whereby any policy of insurance against loss or damage to the demised premises may become void or*

voidable or whereby the premiums payable in respect thereof may be increased;

- k) Not to permit any unseemly or riotous conduct about the demised premises nor carry on or permit to be carried on upon any part of the same any trade business or occupation and not to permit the demised premises to be used as a factory or place of manufacture or for any illegal or immoral purpose or so as to cause nuisance, annoyance or inconvenience to the Lessor, the Lessor's tenant or the neighbourhood;*
- l) Not to carry out any alteration or structural improvements unless approved by the lessor, this building is heritage listed and all works must be carried out by registered heritage contractors.*
- m) To indemnify and keep indemnified the Lessor from and against all actions, suits, claims, proceedings, demands and cost of third parties arising out of or in connection with the Lessee use and enjoyment of the demised premises;*
- n) Any notice to be served by the Lessor on the Lessee under this lease shall be deemed to have been duly served by or on behalf of the Lessor if sent in a prepaid registered letter addressed to the Lessee at its address aforesaid and any notice to be served by the Lessee on the Lessor under this lease shall be deemed to have been duly served if sent in a prepaid registered letter addressed to the Lessor at the Lessor's address aforesaid. A notice sent by post shall be given at the time when in due course of post it would be delivered at the address to which it is sent;*
- o) Reference in this lease to an Act shall include the amendments to that Act for the time being in force and also any Act passed in substitution therefore or in lieu thereof and the regulations local-laws and rules for the time being in force thereunder;*
- p) If at any time any dispute or difference shall arise between the parties hereto in respect of any of the matters hereinbefore referred to or the meaning or construction of any of the provisions herein contained such dispute or difference shall be referred to a single arbitrator in accordance with the provisions of the Arbitration Act 1895 and its amendments.*

3) Grounds for Ending the Agreement:-

Council may re-enter the demised premises and end this Agreement if:

- 3.1.1 The lessee does not meet its obligations under this Agreement within 14 days of a notice of default being sent; or*
- 3.1.2 The Lessee without Council's written consent, discontinues its usage of the building.*

3.1.3 *The Ferguson Valley Marketing and Promotions (Inc) is wound up, whether by the Courts or voluntarily.*

3.1.4 *The Lessee gives Council 90 day's written notice of its intention to vacate the building.*

3.1.5 *Re-entry by Council ends this Agreement.*

3.1.6 *Even though Council does not exercise its rights under this Agreement on one occasion, it may do so on any later occasion.*

4) **SCHEDULE ONE**

SCHEDULE ONE - MINOR AND MAJOR MAINTENANCE RESPONSIBILITIES OF DON HEWISON CENTRE – HERITAGE BUILDING		
ITEM	FVM&P (Inc) RESPONSIBILITIES	COUNCIL'S RESPONSIBILITIES
<i>CEILINGS</i>	<i>Repair due to misuse.</i>	<i>Major repair and/or replacement due to structural faults, age, etc.</i>
<i>DOORS</i>	<i>Regular cleaning and repair of internal doors including cupboard doors and external doors if due to misuse.</i>	<i>Replacement of all external doors due to structural faults.</i>
<i>ELECTRICAL WIRING AND FITTINGS IN BUILDINGS, INCLUDING EXIT AND EMERGENCY LIGHTS.</i>	<i>Repair and replacement if damaged due to misuse. Requests to install new wiring and fittings to be approved by Council before fitting at Boards cost.</i>	<i>Repairs to existing building wiring including main supply, including the switchboard, power points, switches and light fittings.</i>
<i>FLOOR- POLISHED BOARDS</i>	<i>Regular cleaning and upkeep of polished floorboards.</i>	<i>Replacement of boards through fair wear and tear.</i>
<i>GLASS</i>	<i>Keep clean and replace when damaged by lessee.</i>	<i>Replace when damaged by parties other than lessee.</i>
<i>HARDWARE eg. LOCKS, RAILS</i>	<i>Regular cleaning and repair/ replacement.</i>	
<i>KEY AND LOCKS - MAIN BUILDING KEYS, TOILET LOCK KEYS</i>	<i>Purchasing and issuing of keys and maintaining a key register. 2 keys will be provided under lease for each area, additional keys at lessee's cost</i>	<i>Maintenance of locks. If a system change is considered necessary by Council to an updated master system, Council will meet initial costs.</i>
<i>LIGHT GLOBES</i>	<i>Regular cleaning of light fixtures. Replacement of light globes.</i>	
<i>PLUMBING</i>	<i>Cost of internal repairs through misuse.</i>	<i>Maintain plumbing, fair wear and tear.</i>

<i>SCHEDULE ONE - MINOR AND MAJOR MAINTENANCE RESPONSIBILITIES OF DON HEWISON CENTRE – HERITAGE BUILDING</i>		
<i>ITEM</i>	<i>FVM&P (Inc) RESPONSIBILITIES</i>	<i>COUNCIL'S RESPONSIBILITIES</i>
<i>OTHER PERMANENT FIXTURES</i>	<i>Regular cleaning of all fixtures and repair and/or replacement.</i>	
<i>PEST CONTROL</i>	<i>Keeping the building and internal plumbing in a clean and hygienic state.</i>	<i>Fumigation and pest control as required.</i>
<i>ROOF</i>	<i>Reporting of potential major maintenance problems.</i>	<i>All maintenance and repairs.</i>
<i>SERVICE PIPES (Gas, water, electrical sewerage, drainage etc)</i>	<i>Reporting of potential and actual maintenance problems.</i>	<i>Replacement/maintenance of pipes.</i>
<i>SIGNAGE</i>	<i>Installation and maintenance of activity signs. (All signs need Council approval before installation.)</i>	
<i>SURROUNDS</i>	<i>Keep all building entry/exits clear, clean and swept regularly.</i>	
<i>WALLS</i>	<i>Regular cleaning and repair if damaged through misuse of internal walls.</i>	<i>Maintenance and repairs as required.</i>

SCHEDULE TWO

- | | |
|---|---|
| 1. Description of Demised premises- | <i>ALL THAT piece of land being portion of Wellington Location 5378 and being Lot 5378 on Plan 1077. Don Hewison Centre (Heritage Listed property) excluding the rose gardens which are to be maintained and cultivated by the South West Rose Society.</i> |
| 2. Term of Lease-day of | <i>Five (5) years commencing on the 1st January, 2008, and expiring on the 1st day of January 2013.</i> |
| 3. Annual Rental- | <i>Shall be one peppercorn .</i> |
| 4. Payment of Rental- | <i>Annually in advance.</i> |
| 5. Minimum amount of Public Risk Insurance- | <i>\$10,000,000.00.</i> |

6. *Renewal of Lease-* *On agreement by both parties the lease is to be renewed for a period of five (5) years from the expiration of the term referred to in item 2 above.*

*The COMMON SEAL of the
SHIRE OF DARDANUP
was hereunto affixed
this _____ day of _____ 200__.
in the presence of:*

Mark Chester – Chief Executive Officer

Brad Day – Shire President

FERGUSON VALLEY MARKETING AND PROMOTIONS INC

President

Secretary

Dated: _____

- 2. Approve a separate lease being prepared for the South West Rose Society who have established and maintain the rose gardens in the grounds of the Don Hewison Centre.**

10.9 COMMUNITY DEVELOPMENT OFFICER REPORT

10.9.1 *Title: Community Support Plan 2004-2007 Review and 2007-2010 Update*

Reporting Department: Corporate and Community Services

Reporting Officer: Ms Kym Harrington – Community Development Officer

Legislation: Local Government Act 1995

File Number: CR08 0003

Background

The Community Support Plan is designed for Council through the Community Development Officer to support community groups and assist with physical, environmental, social and economic development. This process needs to be active and responsive to the diverse and growing needs of the community.

A copy of the 2004 - 2007 plan review is attached at (Appendix ORD: 10.9.1A).

The plan was reviewed with Council staff with some changes being made. The Draft 2007 - 2010 plan is attached at (Appendix ORD: 10.9.1B).

Legal Implications - None

Budget Implications

Strategies included in the plan will be funded via grant monies and from the existing Community Projects budget.

Officer Comment

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION

THAT Council

- 1. Acknowledge the outcomes completed in the Community Support Plan 2004-2007.**
- 2. Adopt the Community Support Plan 2007-2010 as appended.**

10.9.2 Title: Physical Activity Plan Review 2004-2007 & Physical Activity Plan 2007-2010 Update

Reporting Department: Corporate and Community Services

Reporting Officer: Ms Kym Harrington – Community Development Officer

Legislation: Local Government Act 1995

File Number: CR08 0001

Background

The Physical Activity Plan is designed for Council through the Community Development Officer to support ongoing strategic objectives to encourage active and healthy lifestyles among its communities. This process needs to be active and responsive to the diverse and growing needs of the community.

A copy of the 2004 - 2007 plan review is attached at (Appendix ORD: 10.9.2A).

The plan was reviewed by Council staff with some changes being made. The Draft 2007 – 2010 plan is attached at (Appendix ORD: 10.9.2B).

Legal Implications - None

Budget Implications

Strategies included in the plan will be funded via grant monies and from the existing Community Projects budget.

Officer Comment

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION**THAT Council:**

1. **Acknowledge the outcomes completed in the Physical Activity Plan 2004-2007.**
2. **Adopt the Physical Activity Plan 2007-2010 as appended.**

10.10 MANAGER FINANCIAL SERVICES REPORT
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10.10.1 Title: Monthly Statement of Financial Activity – Period Ended 31st January 2008

Reporting Department: Financial Services
Reporting Officer: Mrs Jenny Duncan – Assistant Accountant
Legislation: Local Government (Financial Management) Regulations 1996
File Number: FI09 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

Statement of Financial Activity:

The statement of financial activity is attached after the officer recommendation. The first statement of financial activity report outlines the results from operating activities. It shows revenue and expenditure by statutory program, comparing actual results for the period with the annual adopted budget, the amended budget and the year to date budget.

The second financial report displays capital and infrastructure expenditure and also reconciles the statement of financial activity to the statement of net current assets, taking into account; the proceeds from sale of assets, reserve and loan funds used, depreciation applied, capital and infrastructure expenditure, transfers to reserves and loan repayments.

The statement of net current assets provides information on the accounts that make up current asset and current liabilities. The current and quick ratios are liquidity ratios. The current and quick ratio determine the shires the ability to meet obligations with readily convertible funds.

Additional reports that have been included in the statement of financial activity are an acquisition of assets report, trust fund and reserve fund reports, and a statement of investments. A variance report that describes material differences between the adopted budget and the amended budget is also outlined.

Key Financial Performance Areas:

- *Cash & Investments*

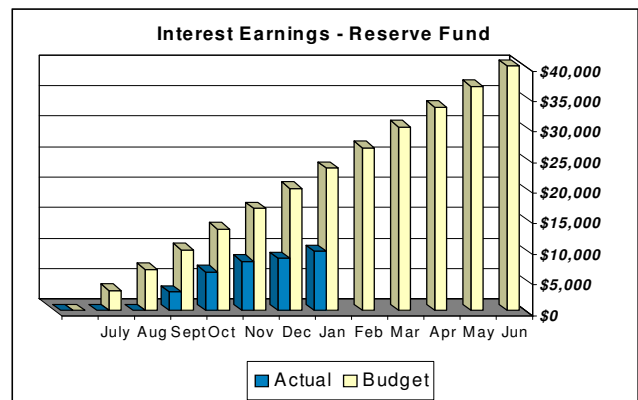
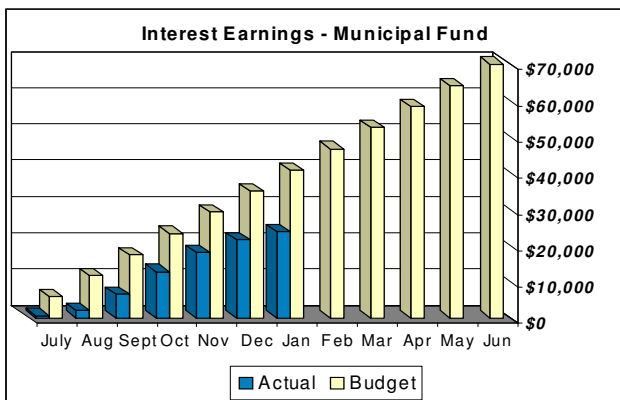
As at reporting date, Councils Municipal Bank fund shows a reconciled balance of \$2,009,302.13. \$1,000,000 of these funds has been invested in fixed term deposits.

Reserve Funds total \$4,717,209.62 of which \$4,500,000 is held in fixed term deposits.

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

Municipal Fund: \$ 26,636
 Reserve Fund: \$ 9,662

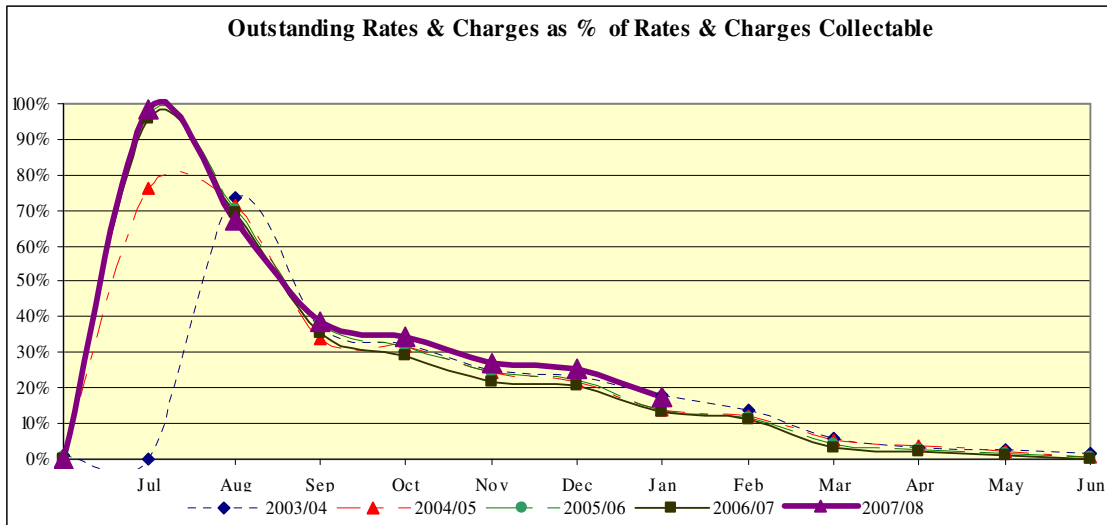
Interest accrued on investments is not reflected in the reported figures and will be brought to account on maturity. It is forecast interest earnings will meet budget estimates by years end.



- *Rates & Charges Outstanding*

As at reporting date, outstanding Rates & Charges = \$903,990. This equals 18% of rates & charges collectable.

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.

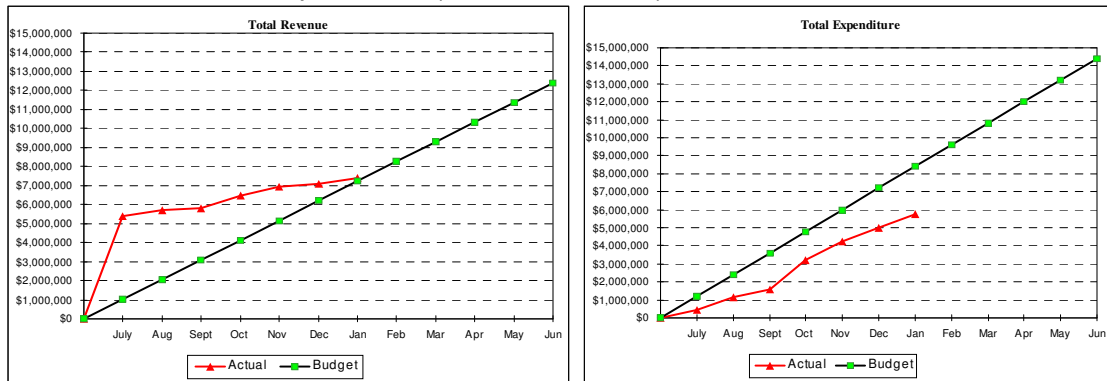


- *Budget Variances*

Note 8 of the Statement of Financial Activity details material variances between the adopted and the amended budget. As at reporting date a deficit of \$144,284 is reported. This only includes specific reported items and not general savings across the budget. The formal budget review 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.

- *Variances comparing Budget vs Actual Expenditure & Revenue*

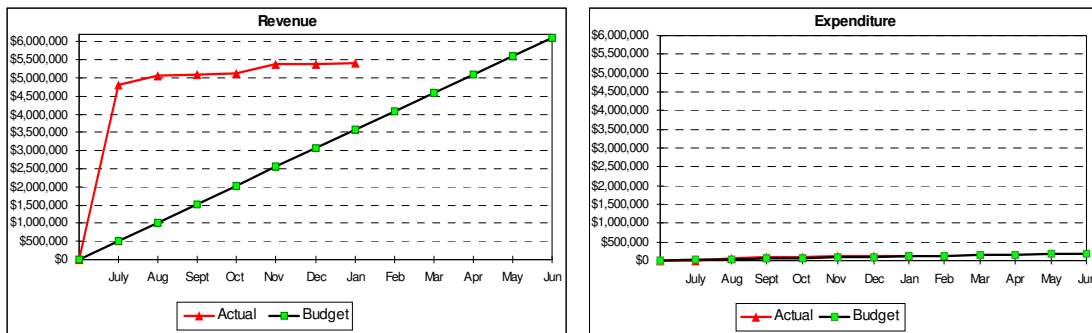
Total Revenue and Expenditure (from all sources)



A breakdown is provided below of variances in each schedule.

GENERAL PURPOSE FUNDING

General purpose funding includes rates, general government grants and interest revenue.



~ Revenue - General Purpose Funding

General Purpose Funding revenue as at the end of January totals \$1,861,273 more than the year to date (YTD) budget. The difference between budget and actual revenue is mainly due to the following reasons:

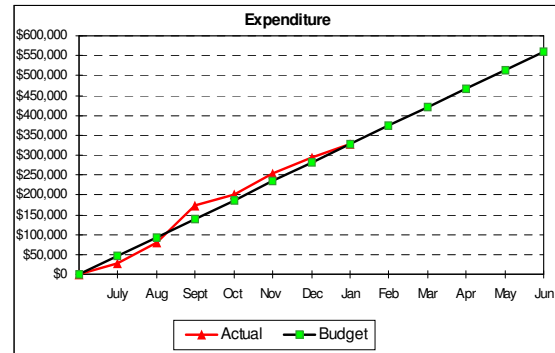
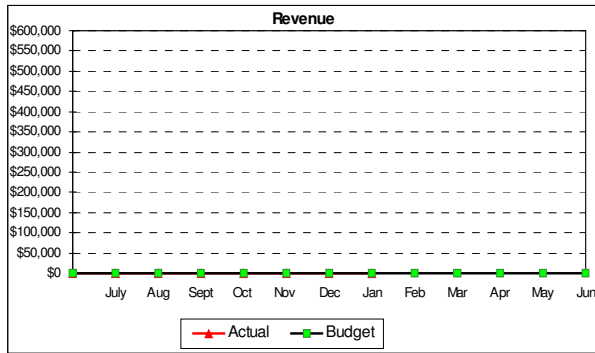
- The budget for revenue is a linear function of total revenue divided by the number of months in the year. The variance is a result of levying rates in July of this year. It is anticipated that budget and actual revenue will align by the end of financial year.
- Interim Rates of \$64,415.54 have been 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. See rates and charges section above for further information.
- Interest accrued on investments is below budget. The interest is not reflected in the reported figures but will be brought to account on maturity. It is forecasted that interest earnings will meet budget estimates by years end. See cash and investments above for further information.

~ Expenditure - General Purpose Funding

General Purpose Funding expenditure is \$17,744.57 above budget due to a \$56,700 expense for the revaluation of gross rental value. This charge was budgeted in 2006/07 but did not occur until the 2007/08 financial year and the budget has been amended for this timing difference.

GOVERNANCE

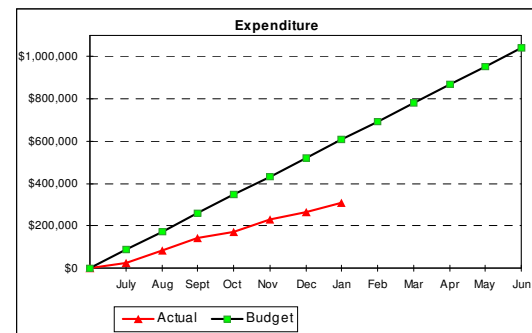
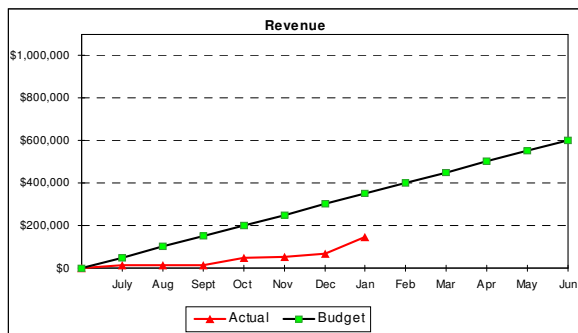
Governance includes administration and operation of facility and services to members of Council. The Governance program also includes other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.



There are no material variances to report for Governance in January 2008.

LAW, ORDER AND PUBLIC SAFETY

This program consists of the supervision of various local laws, fire prevention, emergency services and animal control.



~ Revenue - Law, Order and Public Safety

Law, Order and Public Safety revenue for January is \$249,812 under YTD budget. The main reason for the variance is that a FESA grant has not yet been received for Bush Fire Brigade (BFB) vehicles to be located at the Dardanup central BFB and Wellington Mills BFB. It is unclear when these machines will be received.

Dog registrations revenue is above the YTD budget by \$5,322 at as the end of January and this is due the majority of income being received in October when dog registrations are due. It is forecasted that dog registration revenue will meet budget expenditure by years end.

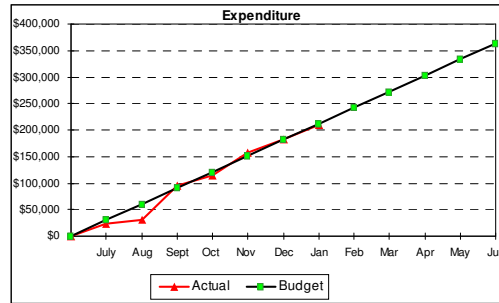
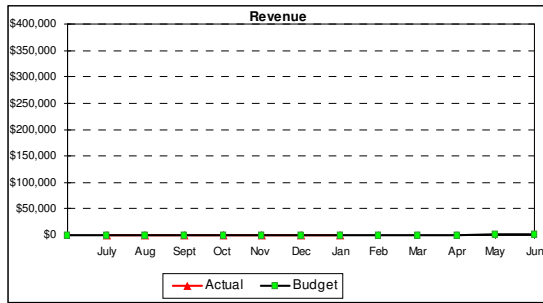
~ Expenditure - Law, Order and Public Safety

Expenditure for Law, Order and Public Safety is also under budget as a result of the FESA grant not yet received for the BFB vehicles. Capital expenditure is \$48,919 below YTD budget for the Burekup BFB. However, as works have begun in December this variance should be rectified in the second part of the financial year.

A new ranger vehicle has been budgeted to the value of \$34,000 and when purchased will reduce the expenditure variance in the Law, Order and Public Safety program.

HEALTH

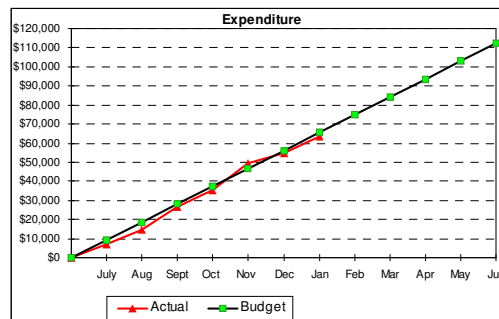
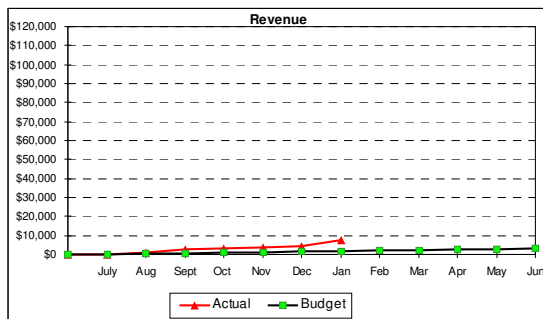
The Health program includes food quality and pest control, immunisation services and operation of infant health clinic.



There are no material variances to report for Health in January 2008.

EDUCATION AND WELFARE

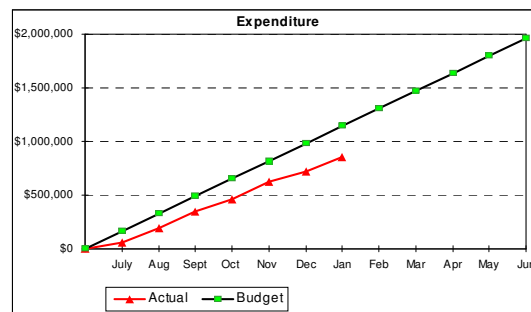
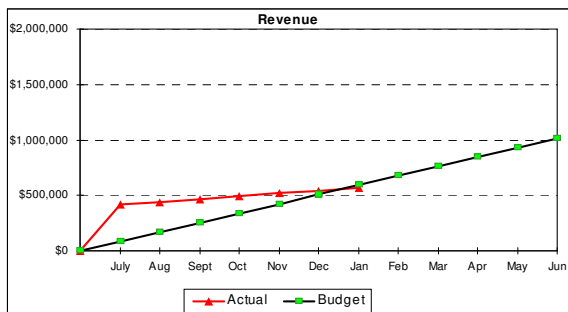
The Education and Welfare program comprises of the operation of a senior citizens' centre, provision of assistance to pre-school facilities, playgroups, the provision of youth counselling services and other voluntary services.



There are no material variances to report for education and welfare in January 2008.

COMMUNITY AMENITIES

Community Amenities include rubbish collection services, operation of refuse sites, administration of the town planning scheme and maintenance of cemeteries.



~ Revenue – Community Amenities

Revenue for Community Amenities is under YTD budget by \$224,418. This is mainly due to:

- Revenue to be received for the sale of land as outlined in the expenditure items.
- Revenue for tip entrance fees and revenue from recycling activities are \$14,187 above YTD budget.

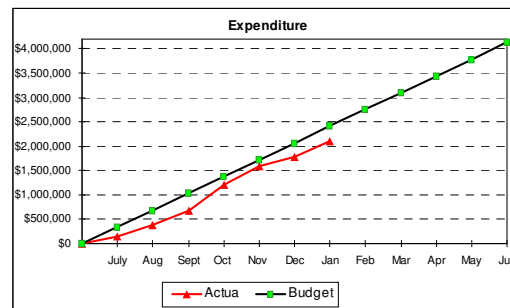
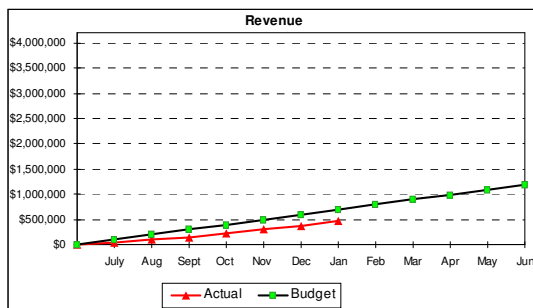
~ Expenditure – Community Amenities

Community Amenities expenditure to the end of January is \$307,537 under YTD budget due to the following:

- The main reason for the variance is a result of a reserve transfer that is yet to be processed for the Council Land Development and for the Sale of Land. The full year budget for this item is \$400,000, however, the variance will be rectified when the land has been sold.
- Kerbside refuse removal is currently \$20,002 under YTD budget due to timing differences between when expenditure occurs and the budget.
- Refuse site operation expenditure is \$15,184 above YTD budget.
- A non-cash item of depreciation for household sanitation is under YTD budget \$31,944.

RECREATION AND CULTURE

Recreation and Culture is the provision and maintenance of streets, roads, bridges, street lighting, depot maintenance.



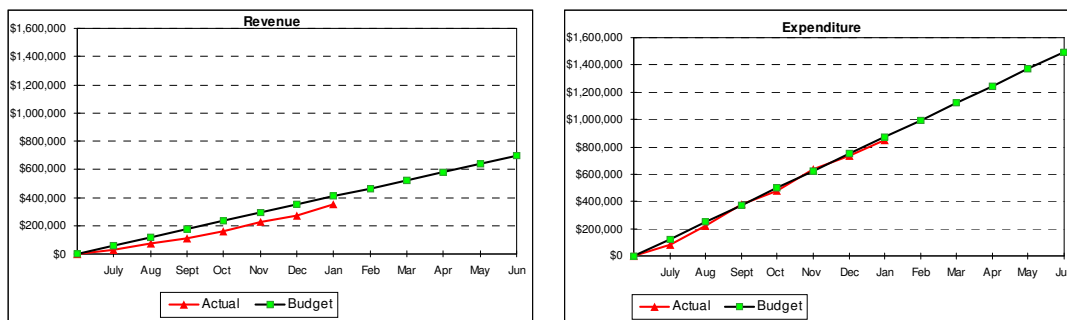
~ Revenue – Recreation and Culture

The Recreation and Culture revenue as at the end of January is under budget by \$266,926 due to:

- The sale of Council land of \$100,000 is yet to take place.

- Budgets have been provided for projects and once these projects have been fully expended the funds will be transferred from the reserve account against the project. This results in a variance due to timing. The main items that result in this type of variance are building maintenance in Ferguson and Dardanup halls of (\$128,000), the Eaton Foreshore Jetty (\$56,000), vehicle purchases for parks and gardens (\$48,225) and improvements to the McCaughan Park (15,000). Revenue will be transferred as jobs are completed.
- The Recreation Centre revenue is under budget by \$61,113. The main areas that are under spent are activities/programs, memberships, taxable retail sales at the café and children services GST free. Timing is a reason for this variance as retail sales are expected to improve due to a number of high attendance events in the next few months. Funding of \$11,000 is also expected in February for child ex GST rates for the vacation care. Memberships revenue for the Eaton Recreation Centre are under budget by \$20,639.
- See graph below.

EATON RECREATION CENTRE



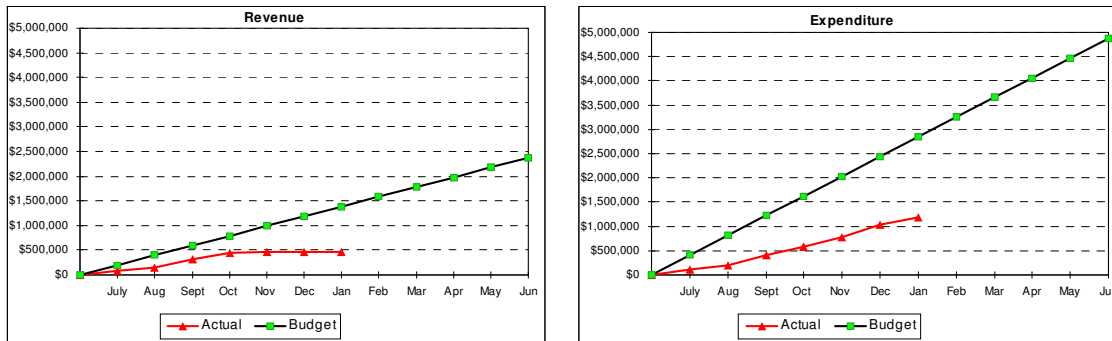
~ Expenditure - Recreation and Culture

The Recreation and Culture expenditure is below budget and the main variances are:

- No expenditure for the re-roofing on the Ferguson Hall has occurred as at the end of January. The 2007/08 budget for this project is \$105,000 however, additional grants have been applied for and confirmation of these grants is required before works commence.
- Maintenance for parks, gardens and reserves is under budget and this is due to a large number of maintenance works yet to be completed. The most significant variance is Millbridge Gardens, which is underspent as at January.
- Building construction for the Eaton Junior Football Club to improve toilet and shower facilities has not commenced and is expected to start in the second part of the financial year.
- The recreation centre expenditure is under budget by \$54,886. The main variances are in the Café, Creche and Building Maintenance cost centre.

TRANSPORT

The transport program includes the construction and maintenance of streets, roads, bridges, street lighting and depot maintenance.



~ Revenue – Transport

Transport revenue for January is under budget. The main reason for the variance is:

- Grants have not yet received by the shire for road projects, including the Roads to Recovery and the Bikes West grants. Once the works are completed the costs will be recouped.
- There are a number of capital plant items to be sold during the year including road vehicles, trucks and plant equipment that are to be upgraded. The sale of these plant items have not yet occurred.

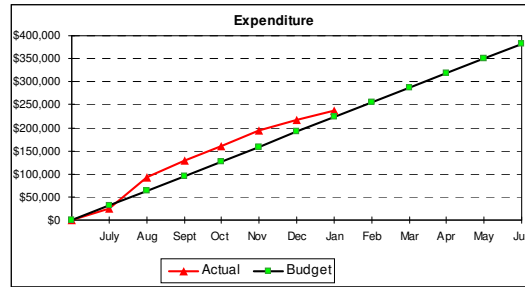
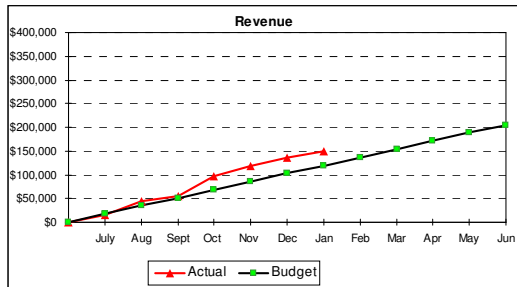
~ Expenditure - Transport

Transport expenditure is under budget due to several road renewal projects, road upgrades and capital expansion ancillary projects to be completed. Works which are due to commence that will reduce the current variance include:

- Upgrades to Mungalup and Falcon road are about to commence.
- Ancillary upgrades to Pratt road and Ferguson road are in the design process.
- Ancillary capital expansion works to Eaton drive are also about to begin.
- Ancillary transport maintenance is largely completed in the off season once capital works is completed.

ECONOMIC SERVICES

Economic Services includes the regulation and provision of tourism, area promotion, building control, noxious weeds and vermin control.



~ Revenue – Economic Services

Economic Services revenue is \$26,408 over budget as at the end of January. However, it is expected that revenue will be in alignment by the end of financial year as the main reason for the variance is timing.

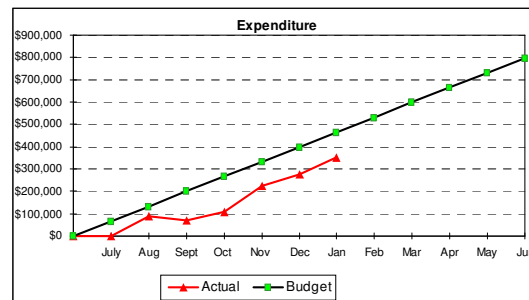
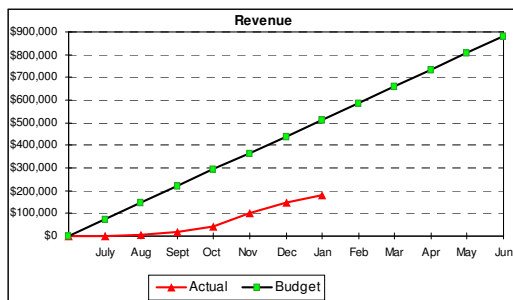
Building Licence revenue is currently \$7,591 under budget as at the end of January.

~ Expenditure – Economic Services

There are no material variances to report for expenditure in January 2008.

OTHER PROPERTY & SERVICES

Other property and services includes private works operations, plant repairs and operation costs.



Other property and services is under budget in both revenue and expenditure. This relates to the Eaton Administration Centre extensions which have not commenced as at January 2008. Works will progress in the second part of the financial year.

Voting Requirements - Simple Majority

OFFICER RECOMMENDED RESOLUTION

THAT the Monthly Statement of Financial Activity for the period ended 31st January 2008 be accepted.

10.11 ACCOUNTS FOR PAYMENT

10.11.1 Title: Schedule of Accounts Submitted as at 27th February 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
30344	08/02/2008	Andrew Van Dijk	Councillor meeting fee and expenses reimbursement	MUNI	2,000.00
30345	08/02/2008	Australia Post	Mail and postage costs 2007/2008 financial year	MUNI	904.50
30346	08/02/2008	Australian Taxation Office	November 2007 IAS payment	MUNI	53,775.00
30347	08/02/2008	BT Business Superannuation	Superannuation contributions	MUNI	155.31
30348	08/02/2008	Builders Registration Board of WA	BRB - January 2008 reconciliation	MUNI	1,354.50
30349	08/02/2008	Building and Construction Industry Training Fund	BCITF - January 2008 reconciliation	MUNI	10,410.63
30350	08/02/2008	Bunbury Irrigation and Pump Services	Reticulation fittings	MUNI	4,110.90
30351	08/02/2008	Caltex Australia Petroleum Pty Limited	Caltex fuel card - January 2008	MUNI	8,816.60
30352	08/02/2008	Cecil Mountford	Councillor meeting fee and expenses reimbursement	MUNI	1,898.12
30353	08/02/2008	Citygate Properties Pty Limited	Advertising of amendment # 152 in Eaton Fair Shopping Centre	MUNI	1,848.00
30354	08/02/2008	Colonial Select Superannuation Plan	Superannuation contributions	MUNI	131.92
30355	08/02/2008	Concept One	Superannuation contributions	MUNI	73.53
30356	08/02/2008	Construction and Building Industry Superannuation	Superannuation contributions	MUNI	155.96
30357	08/02/2008	DAPCO Tyre & Auto Service	Wheel alignment and balance - DA 8300	MUNI	76.06
30358	08/02/2008	Dardanup Garage and Service Station	Diesel for West Dard & Ferguson BFB trucks; and service DA 588	MUNI	606.90
30359	08/02/2008	Department of Premier and Cabinet	Gazettal notice - amend no 141; and replacement pages of Act	MUNI	215.69
30360	08/02/2008	DesAir	Repair airconditioning in Eaton administration centre staff kitchen	MUNI	125.40
30361	08/02/2008	Direct Fuel Supplies (WA) Pty Limited	Fuel for Waterloo BFB vehicle	MUNI	307.39
30362	08/02/2008	Flexible Lifetime Superannuation Fund	Superannuation contributions	MUNI	67.47

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30363	08/02/2008	Focus Equipment Finance Limited	Lease of photocopier at Dardanup shire office	MUNI	70.94
30364	08/02/2008	Foxtel Cable Television Pty Limited	Foxtel monthly subscription fee (Eaton Recreation Centre)	MUNI	94.95
30365	08/02/2008	Frank Papalia	Councillor meeting fee and expenses reimbursement	MUNI	1,828.54
30366	08/02/2008	John Gardiner	Councillor meeting fee and expenses reimbursement	MUNI	2,274.63
30367	08/02/2008	Keith Hopper	Councillor meeting fee and expenses reimbursement	MUNI	2,062.39
30368	08/02/2008	Kristian Cornellus	Refund - not able to send facsimile	MUNI	18.75
30369	08/02/2008	Les Mills Australia	Les Mills monthly licence fee including BodyJam licence	MUNI	709.02
30370	08/02/2008	Matthew Ducas	Being reimbursement of 50% of tuition fees for passed subjects	MUNI	1,137.60
30371	08/02/2008	Nick Kalaf	Reimbursement for Bifentrin insect killer	MUNI	60.00
30372	08/02/2008	Peter Bass	Councillor meeting fee and expenses reimbursement	MUNI	1,919.73
30373	08/02/2008	Peter Black	Reimbursement of telephone account	MUNI	23.44
30374	08/02/2008	Pettycash - Please pay cash	Recoup - Eaton administration centre	MUNI	88.90
30375	08/02/2008	Robert Quinn	Reimbursement of telephone expenses	MUNI	69.77
30376	08/02/2008	Security Man Pty Limited	Being installation & wiring of cameras to Eaton admin centre	MUNI	2,110.00
30377	08/02/2008	Shire of Capel	Legal fees - Green Recycling claim	MUNI	764.64
30378	08/02/2008	Shire of Dardanup	Payroll deductions	MUNI	415.00
30379	08/02/2008	Shire of Dardanup - Please pay cash	Umpire recoup - 07/02/2008	MUNI	350.00
30380	08/02/2008	Shire of Dardanup	Employee deductions	MUNI	126.00
30381	08/02/2008	Shire of Dardanup	Employee payroll deduction	MUNI	1,470.00

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30382	08/02/2008	Shire of Dardanup	Employee recoups - gym membership	MUNI	42.18
30383	08/02/2008	Synergy	Electricity	MUNI	77.15
30384	08/02/2008	T & P Design	Design, survey and pegging services	MUNI	2,574.00
30385	08/02/2008	Telstra	Telephone and facsimile expenses	MUNI	1,611.59
30386	08/02/2008	WA Local Government Superannuation Plan	Superannuation contributions	MUNI	18,408.76
30387	08/02/2008	WestNet Pty Limited	Recoverable Telephone calls made over VOIP by IT Officer	MUNI	76.57
30388	11/02/2008	Bunbury Machinery	Used tandem axle trailer including tipping deck and ramps	MUNI	5,500.00
30389	15/02/2008	Alleasing	Leasing costs of photocopiers	MUNI	1,110.03
30390	15/02/2008	Betty Murfit	Councillor meeting fee and expenses reimbursement	MUNI	1,946.35
30391	15/02/2008	Bunbury City Motorcycles	Spray tank, spray boom & equipment for 4x4 quad bike - DA 8979	MUNI	2,554.64
30392	15/02/2008	Bunbury Irrigation and Pump Services	Reticulation fittings	MUNI	1,705.35
30393	15/02/2008	Cotton Holdings Pty Limited	Rates refund for assessment A10021	MUNI	2,465.37
30394	15/02/2008	Carmel Boyce	Councillor meeting fee and expenses reimbursement	MUNI	1,780.86
30395	15/02/2008	Courier Australia	Courier charges	MUNI	117.04
30396	15/02/2008	Fusion Australia Limited	Training course - Youth Counsellor - (Foundations)	MUNI	350.00
30397	15/02/2008	Geoff Baldwin Lighthouse Realty	Refund - rates payments to incorrect property - A10008	MUNI	127.33
30398	15/02/2008	Go West Tours	Bus to Harvey Dam, Indoor Beach Volleyball & return to Eaton Rec	MUNI	770.00
30399	15/02/2008	Landgate	DOLA - on line property searching	MUNI	45.40
30400	15/02/2008	Les Mills Australia	Les Mills monthly licence fee including BodyJam licence	MUNI	724.02

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30401	15/02/2008	Local Government Managers Australia	LGMA state conference registration - Mark Chester	MUNI	937.00
30402	15/02/2008	Noel Barnes	Youth Zone wall mural including workshops	MUNI	2,343.14
30403	15/02/2008	Philip Cutting	Refund - dog deceased 07/02/2008 - registered 08/11/2006	MUNI	10.50
30404	15/02/2008	State Housing Authority	Rates refund for assessment A9632	MUNI	923.59
30405	15/02/2008	Shire of Dardanup - Please pay cash	Umpire recoup - 14/02/2008	MUNI	510.00
30406	15/02/2008	Synergy	Electricity	MUNI	17,877.35
30407	15/02/2008	Telstra	Telephone and facsimile expenses	MUNI	2,778.48
30408	15/02/2008	Terry O'Connor and Company	Small 80W globes for ceiling light fittings - Eaton Recreation Centre	MUNI	363.00
30409	18/02/2008	Amity Signs and Industrial Products	Street signs	MUNI	4,223.45
30410	18/02/2008	Ausrecord	Archive boxes and systems files	MUNI	594.00
30411	18/02/2008	Australind/Eaton Medical Centre	Pre employment medical examination and audio - A Wilson	MUNI	165.00
30412	18/02/2008	BOC Limited	Hire of oxygen bottle for first aid - Eaton Recreation Centre	MUNI	14.91
30413	18/02/2008	Baileys Fertilisers	Dolomite lime (fine) x 25kg	MUNI	1,782.00
30414	18/02/2008	Big W (Division of Woolworths Limited)	Staff uniforms and stationery - Eaton Recreation Centre	MUNI	45.23
30415	18/02/2008	Broadacres Mowing Services	Mowing	MUNI	7,783.10
30416	18/02/2008	Brookes Transport Company	Freight of dolomite lime and crawl tunnels	MUNI	319.00
30417	18/02/2008	Bunbury Appliance Service	Repair beverage refrigerator in Council kitchen -Eaton admin	MUNI	49.50
30418	18/02/2008	Bunbury Auto One	Trailer coupling locks	MUNI	63.90
30419	18/02/2008	Bunbury Batteries	Battery for Wellington Mills BFB	MUNI	137.50

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30420	18/02/2008	Bunbury Bearings	V belts for Howard Pro Cut mower	MUNI	92.40
30421	18/02/2008	Bunbury City Glass	Replace flyscreens and repair roller door - Dardanup office	MUNI	338.25
30422	18/02/2008	Bunbury Machinery	Outer beam	MUNI	675.65
30423	18/02/2008	Bunbury Mower Service	2 stroke oil	MUNI	196.00
30424	18/02/2008	Bunbury Retravision	Heavy duty blender - Eaton Recreation Centre	MUNI	99.00
30425	18/02/2008	Bunnings Group Limited	Wall mounted fans, Cyclone post hole shovel, Baythroid, masonry	MUNI	608.70
30426	18/02/2008	Burekup - Brunswick CWA	Council meals - 2007/2008 financial year	MUNI	255.00
30427	18/02/2008	CJD Equipment Pty Limited	Repairs, parts and service for DA 698 and DA 711	MUNI	3,151.23
30428	18/02/2008	Cadbury Schweppes Pty Limited	Goods for resale - Eaton Recreation Centre	MUNI	346.88
30429	18/02/2008	Carbone Brothers Pty Limited	Gravel and screened sand	MUNI	5,619.45
30430	18/02/2008	Cleanaway - Mandurah	Domestic kerbside waste collection service for financial year 07/08	MUNI	29,849.56
30431	18/02/2008	Coates Hire Limited	Hire of smooth drum roller	MUNI	1,138.51
30432	18/02/2008	Cookies Galore	Goods for resale - Eaton Recreation Centre	MUNI	86.90
30433	18/02/2008	Corporate Express Australia Limited	Stationery	MUNI	3,331.21
30434	18/02/2008	Craven Foods	Goods for resale - Eaton Recreation Centre	MUNI	549.99
30435	18/02/2008	D M & S Curtin	Airgrates for Eaton Recreation Centre	MUNI	261.55
30436	18/02/2008	Dardanup General Store	Droppers, cable ties, rapid set concrete, batteries, masonry drill bits etc	MUNI	707.05
30437	18/02/2008	Dardanup Veterinary Clinic	Cat sterilisation vouchers redeemed at Dardanup Veterinary Clinic	MUNI	60.00
30438	18/02/2008	Discount Auto Parts	Records storage shelving units; reversing camera Waterloo BFB	MUNI	2,424.00

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30439	18/02/2008	Dynamic Print	Memo books	MUNI	302.00
30440	18/02/2008	Eaton Hardware	Paint, foam cover, brush, edger, sheet, snap hooks, sandpaper etc	MUNI	284.10
30441	18/02/2008	Educational Experience Pty Limited	Educational equipment and furniture - Montessori project	MUNI	799.62
30442	18/02/2008	Elders Limited	Treated pine posts and Farnoz Wipeout	MUNI	481.09
30443	18/02/2008	Fonterra Brands Australia Pty Limited	Goods for resale - Eaton Recreation Centre	MUNI	745.34
30444	18/02/2008	Gateway Internet Services	Monthly fee - RF data communication	MUNI	990.00
30445	18/02/2008	Geotech Soil & Aggregate Laboratory	Gravel stock pile - plastic index and psd soil testing	MUNI	126.50
30446	18/02/2008	Green Recycling (Koast Corporation)	Domestic kerbside recycling service for the financial year 07/08	MUNI	12,278.50
30447	18/02/2008	Gym Care	Replacement running belt, pulley cover and services - Eaton Rec	MUNI	1,968.36
30448	18/02/2008	Hertz Rent A Car	Hire of 2WD single cab ute	MUNI	1,704.00
30449	18/02/2008	Institute of Public Works Engineering Aust - WA	Membership renewal with IPWEA - P Rowley and L Botica	MUNI	594.00
30450	18/02/2008	JR and A Hersey Pty Limited	Marking paint, gympie hammer, flagging tape, batteries, safety	MUNI	458.09
30451	18/02/2008	Kingsteel	Weld bar to side of float trailer	MUNI	264.00
30452	18/02/2008	Landgate	Rating valuations	MUNI	331.58
30453	18/02/2008	Lions Club of Dardanup	Contr towards running of Australia Day breakfast celebrations	MUNI	350.00
30454	18/02/2008	Lu Standish	Being reimbursement of expenditure for visitors information centre	MUNI	940.72
30455	18/02/2008	MedExAus Pty Limited	Functional assessment for pre-employment placement	MUNI	160.00
30456	18/02/2008	Modern Teaching Aids Pty Limited	Educational equipment and furniture - Montessori project	MUNI	559.02
30457	18/02/2008	Neverfail Springwater Limited	Spring water bottles	MUNI	97.25

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30458	18/02/2008	Nightguard Security Service Pty Limited	Being alarm responses	MUNI	220.00
30459	18/02/2008	O'Brien Glass Industries Limited	Reglaze of door half panel aluminium frame - Eaton Rec Centre	MUNI	249.30
30460	18/02/2008	Outdoor World Bunbury	Patio at Burekup public toilets	MUNI	2,743.00
30461	18/02/2008	PFI Cleaning Supplies	Cleaning materials	MUNI	153.00
30462	18/02/2008	Pioneer Road Services Pty Limited	Bitumen	MUNI	119,487.39
30463	18/02/2008	Prestige Products	Toilet rolls and handtowels	MUNI	515.90
30464	18/02/2008	Pro-Line Kerbing	Lay new mountable kerbing next to 18 Hamilton Road.	MUNI	990.00
30465	18/02/2008	Rinker Australia Pty Limited trading as Readymix	Bluemetal	MUNI	6,652.06
30466	18/02/2008	Rural Press Regional Media WA	Monthly Council news page in Bunbury Mail	MUNI	765.93
30467	18/02/2008	SJ Roadworks	Equipment hire	MUNI	7,480.00
30468	18/02/2008	SOS Office Equipment	Meter readings for photocopiers	MUNI	214.87
30469	18/02/2008	Scope Business Imaging	Photocopier meter reading - Eaton Recreation Centre	MUNI	323.61
30470	18/02/2008	Slush Puppie	Supplies for cafe	MUNI	453.40
30471	18/02/2008	South West Printing & Publishing Company Limited	Advertising	MUNI	954.10
30472	18/02/2008	Southern Lock & Safe	Security keys for Eaton tennis courts	MUNI	51.20
30473	18/02/2008	St George Business Finance Pty Limited	Eaton Dve/Hamilton Rd - installation of tactile indicators Guardian	MUNI	5,936.00
30474	18/02/2008	St Mary's Community Care (Busselton)	Climbing wall hire	MUNI	300.00
30475	18/02/2008	State Library of Western Australia (LISWA)	Recovery of lost/damaged junior book	MUNI	19.80
30476	18/02/2008	Stewart & Heaton Clothing Company Pty Limited	Trousers - West Dardanup and Burekup BFBs	MUNI	139.34

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
30477	18/02/2008	Stylecorp	Staff uniforms	MUNI	1,002.62
30478	18/02/2008	Thompson Consulting Surveyors	Lot 102 Ferguson Road clearance and land resumption survey'	MUNI	2,860.00
30479	18/02/2008	Total Telephone	New reception switchboard telephone	MUNI	400.00
30480	18/02/2008	Tradelink	Replace lost anti vandal taps at Wellington Mills toilets	MUNI	18.50
30481	18/02/2008	Transpacific Waste Management Pty Limited	Waste disposal	MUNI	15,940.51
30482	18/02/2008	Vicmar Communications	Radio aerial joint - Upper Ferguson BFB	MUNI	130.00
30483	18/02/2008	VisiMax Safety Products	Helmet and gloves - West Dardanup and Dardanup Central BFBs	MUNI	406.00
30484	18/02/2008	Vogue Furniture	Pin board	MUNI	330.00
30485	18/02/2008	WA Local Government Association	Advertising	MUNI	6,269.63
30486	18/02/2008	Westcare Industries	Address labels - Eaton Community Library	MUNI	70.95
30487	18/02/2008	Woolworths Limited	Groceries	MUNI	682.34
30488	18/02/2008	Work Clobber	Plasma Eyres safety glasses	MUNI	86.39
300523	08/02/2008	Dale Alcock Homes South West	Cancelled cheque	TRUST	0.00
300524	08/02/2008	Dale Alcock Homes South West	Refund of kerb deposits	TRUST	22,999.03
300525	08/02/2008	Joan Morton	Refund - Eaton foreshore bond – Aust. Day breakfast- Watson Res	TRUST	500.00
300526	08/02/2008	Road Transport Trainers	Refund - Eaton foreshore bond - truck photoshoot	TRUST	100.00
300527	08/02/2008	WA Country Builders	Refund of kerb deposits	TRUST	1,500.00
300528	15/02/2008	Verlene Harris	Refund - Eaton foreshore bond - family BBQ - receipt # 45019	TRUST	100.00

CHEQUE	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
REPORT TOTALS			TOTAL		
MUNI		Municipal Fund			434,606.81
30344 - 30488					
TRUST		Trust Fund			25,199.03
300523 - 300528					
TOTAL					459,805.84

CERTIFICATE OF Chief Executive Officer

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



Mr Mark L Chester – 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

15 CLOSURE OF MEETING

The Shire President advises that the date of the next Ordinary Meeting of Council will be Wednesday 12th March 2008, commencing at 4.30pm at the Shire of Dardanup – Dardanup Office.

Shire President to declare the meeting closed.