



Shire of Dardanup

# A G E N D A

## ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 6 November 2019  
Commencing at 5.00pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive – EATON

This document is available in alternative formats such as:  
~ Large Print  
~ Electronic Format [disk or emailed]  
Upon request.



## NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup will be held on Wednesday, 6 November 2019 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 5.00pm.

**MR ANDRÉ SCHÖNFELDT**  
Chief Executive Officer

Date: 1 November 2019

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

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

---

## MISSION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

---

## TABLE OF CONTENTS

<b>1</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....</b>	<b>1</b>
<b>2</b>	<b>RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED .....</b>	<b>1</b>
2.1	Attendance.....	1
2.2	Apologies.....	1
<b>3</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>1</b>
<b>4</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>2</b>
<b>5</b>	<b>APPLICATIONS FOR LEAVE OF ABSENCE .....</b>	<b>2</b>
<b>6</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>2</b>
<b>7</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>2</b>
7.1	Ordinary Meeting Held 16 October 2019.....	2
7.2	Special Meeting Held 23 October 2019.....	2
<b>8</b>	<b>ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION .....</b>	<b>2</b>
<b>9</b>	<b>ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....</b>	<b>3</b>
<b>10</b>	<b>QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....</b>	<b>3</b>
<b>11</b>	<b>DECLARATION OF INTEREST .....</b>	<b>3</b>
<b>12</b>	<b>REPORTS OF OFFICERS AND COMMITTEES .....</b>	<b>4</b>
12.1	Title: Unbudgeted Expenditure –Dardanup West Bush Fire Brigade – Extend Concrete Hardstand .....	4
12.2	Title: Investment Policy – Updated Policy .....	7
12.3	Title: Monthly Statement of Financial Activity for the Period Ended 30 September 2019.....	16
12.4	Title: Schedule of Paid Accounts as at 24 October 2019 .....	19
12.5	Title: Dardanup Townscape Committee Meeting Minutes Held 14 October 2019 .....	41
12.6	Title: Bush Fire Advisory Committee Meeting Minutes Held 29 October 2019 .....	44
<b>13</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>47</b>
13.1	Title: Notice of Motion – Reduction in Membership Fees for Eaton Recreation Centre.....	47
<b>14</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING.....</b>	<b>50</b>
<b>15</b>	<b>PUBLIC QUESTION TIME.....</b>	<b>50</b>
<b>16</b>	<b>MATTERS BEHIND CLOSED DOORS .....</b>	<b>50</b>
16.1	Title: Memorandum of Understanding – Microsoft Enterprise Licencing Agreement and Delegation Amendment .....	51
<b>17</b>	<b>CLOSURE OF MEETING .....</b>	<b>51</b>

## COUNCIL ROLE

<b>Advocacy</b>	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
<b>Executive/Strategic</b>	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
<b>Legislative</b>	Includes adopting local laws, town planning schemes and policies.
<b>Review</b>	When Council reviews decisions made by Officers.
<b>Quasi-Judicial</b>	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

## DISCLAIMER

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

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

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

## RISK ASSESSMENT

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

**RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE**

Rating (Level)	Health	Financial Impact	Service Interruption	Legal and Compliance	Reputational	Environment
<b>Insignificant (1)</b>	Near miss Minor first aid injuries	Less than \$10,000	No material service interruption - backlog cleared < 6 hours	<b>Compliance</b> - No noticeable regulatory or statutory impact. <b>Legal</b> - Threat of litigation requiring small compensation. <b>Contract</b> - No effect on contract performance.	Unsubstantiated, low impact, low profile or 'no news' item	Contained, reversible impact managed by on site response
<b>Minor (2)</b>	Medical type injuries	\$10,001 - \$50,000	Short term temporary interruption – backlog cleared < 1 day	<b>Compliance</b> - Some temporary non compliances. <b>Legal</b> - Single minor litigation. <b>Contract</b> - Results in meeting between two parties in which one party expresses concern.	Substantiated, low impact, low news item	Contained, reversible impact managed by internal response
<b>Moderate (3)</b>	Lost time injury <30 days	\$50,001 - \$300,000	Medium term temporary interruption – backlog cleared by additional resources < 1 week	<b>Compliance</b> - Short term non-compliance but with significant regulatory requirements imposed. <b>Legal</b> - Single moderate litigation or numerous minor litigations. <b>Contract</b> - Receive verbal advice that, if breaches continue, a default notice may be issued.	Substantiated, public embarrassment, moderate impact, moderate news profile	Contained, reversible impact managed by external agencies
<b>Major (4)</b>	Lost time injury >30 days	\$300,001 - \$1.5 million	Prolonged interruption of services – additional resources; performance affected < 1 month	<b>Compliance</b> - Non-compliance results in termination of services or imposed penalties. <b>Legal</b> - Single major litigation or numerous moderate litigations. <b>Contract</b> - Receive/issue written notice threatening termination if not rectified.	Substantiated, public embarrassment, high impact, high news profile, third party actions	Uncontained, reversible impact managed by a coordinated response from external agencies
<b>Catastrophic (5)</b>	Fatality, permanent disability	More than \$1.5 million	Indeterminate prolonged interruption of services – non-performance > 1 month	<b>Compliance</b> - Non-compliance results in litigation, criminal charges or significant damages or penalties. <b>Legal</b> - Numerous major litigations. <b>Contract</b> - Termination of contract for default.	Substantiated, public embarrassment, very high multiple impacts, high widespread multiple news profile, third party actions	Uncontained, irreversible impact

**RISK - LIKELIHOOD TABLE**

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

**LEVEL OF RISK GUIDE**

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

**SHIRE OF DARDANUP**

**AGENDA FOR THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING TO BE HELD ON WEDNESDAY, 6 NOVEMBER 2019, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.**

**1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member to declare the meeting open, welcome those in attendance and refer to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

*Acknowledgement of Country*

*The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region by recognising the strength, resilience and capacity of Wardandi people in this land.*

*Affirmation of Civic Duty and Responsibility*

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

*Emergency Procedure*

*In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the Assembly Area points located to the western side of the front office car park near the skate park and gazebo where we will meet (and complete a roll call).*

**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**

**THAT ..... be granted leave of absence for the meeting of 27 November 2019.**

**6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 Ordinary Meeting Held 16 October 2019

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on 16 October 2019, be confirmed as true and correct subject to no / the following corrections:**

7.2 Special Meeting Held 23 October 2019

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Special Meeting of Council held on 23 October 2019, 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

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

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

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

**Note:** *Shire President to advise that the meeting will go behind closed doors toward the end of the meeting to discuss:*

- *Information where a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.*

## 10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

## 11 DECLARATION OF INTEREST

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

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

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 Title: Unbudgeted Expenditure –Dardanup West Bush Fire Brigade – Extend Concrete Hardstand

*Reporting Department: Infrastructure Directorate*  
*Reporting Officer: Mr James Reilly - Project Development Engineer*  
*Legislation: Local Government Act 1995*

#### Overview -

Council is requested to approve unbudgeted expenditure for works at the West Dardanup Bushfire Brigade. Works will be fully funded by a grant that has been received from the Department of Fire & Emergency Services – 2019-20 Local Government Grants Scheme and will have no net effect on the Shire’s 2019-2020 Budget.

#### Background

On 24 July 2019 the Shire received notification that the requested work was approved and the Shire will be receiving a grant of \$7,545 excluding GST for the 2019-2020 financial year. Notification was received after the 2019-2020 budget was adopted and the grant funds are not included in the current budget. The project involves the construction of an extension to the hardstand at the Dardanup West Bush Fire Brigade building located at Garvey Road, Dardanup West.

This report is presented to Council to formally add the funding into the 2019-2020 Budget.

#### Legal Implications -

Local Government Act 1995, Section 6.8 requires the prior approval of Council before unbudgeted funds are expended.

#### **6.8. Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*; or*
  - (c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

#### Strategic Community Plan

Strategy 1.3.3 - Maximise Shire grant funding. (Service Priority: Flagship)

Strategy 5.3.1 - To provide community facilities that enable a healthy community that volunteers, embraces lifelong learning and cultural awareness, and is involved with a diverse range of vibrant community, sporting, cultural and artistic organisations (Service Priority: Medium)

Environment - None.

Precedents

Council has previously approved unbudgeted expenditure. In this case the expenditure is offset by a grant to cover the cost.

Budget Implications

The project will have no net financial impact on the 2019-2020 Budget. The following budget allocation is proposed:

Job No.	Description	Expenditure	Income	Net Cost to Council
J05005	Dardanup West VBFB Hardstand Extension	\$7,545	\$7,545	\$0

Budget – Whole of Life Cost

The Dardanup West Bush Fire Brigade building, like all other brigade buildings in the Shire, are included in the Shire's Building Asset Management Plan. This includes hardstand and other peripheral items associated with the building.

Council Policy Compliance - None.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.1) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Not Required
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

Officer Comment

In March 2019 an application was made to the Department of Fire and Emergency Services requesting \$7,545 excluding GST for the construction of a 6 metre concrete pad to the front of the building and a 1.5 metre footpath around the perimeter of the building.

Officers are requesting Council support the addition of \$7,545 to job number J05005 in the 2019-20 Budget to enable the works to be carried out.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Approves the unbudgeted expenditure of \$7,545 for the Dardanup West Bush Fire Brigade Shed concrete pad and footpath works.**
- 2. Acknowledges the grants funding of \$7,545 from the DFES funded 2019-20 Local Government Grants Scheme to cover the full cost of the project.**
- 3. Increases the budget allocation for Job number J05005 West Dardanup Bushfire Bridge Building Construction to \$7,545 in the 2019-2020 budget for the concrete works at the Dardanup West Bush Fire Brigade Shed, with a corresponding grant revenue budget allocation of \$7,545.**

## 12.2 Title: Investment Policy – Updated Policy

<i>Reporting Department:</i>	<i>Corporate &amp; Governance Directorate</i>
<i>Reporting Officer:</i>	<i>Mr Phil Anastasakis - Deputy CEO</i> <i>Mrs Natalie Hopkins - Manager Financial Services</i>
<i>Legislation:</i>	<i>Local Government Act 1995</i>

### Overview -

This report presents an updated Investment Policy 'CP036 – Investment Policy' for consideration and adoption by Council.

### Background -

Council has instigated a process of regularly reviewing all Council policies at least once every two years. At the Special Council Meeting held in July 2018, Council adopted a full Policy Manual Review which included Investment Policy CP036.

The Investment Policy provides guidance for the management of Council's cash and investment portfolio. The policy applies to all management and employees who actively manage Council's Cash and Investments or have the responsibility for employees who actively manage Council's Cash and Investments. In addition 'CP036 - Investment Policy' covers the monitoring, monthly reporting and accounting requirements for all investments.

In May 2019 Management procured an independent advisory firm to undertake an Investment Strategy review specifically designed for the Shire of Dardanup. A report was presented to the Audit Committee in September 2019, and subsequently endorsed by Council at the Ordinary Council Meeting dated 16 October 2019 (CR 299-19). The report highlighted various investment strategy options and recommendations designed to strike a balance between receiving a good return on investment within an acceptable level of risk. These recommended changes have been formulated into the updated 'CP036 - Investment Policy'.

The updated 'CP036 - Investment Policy' reflects a number of amendments which have been summarised below:

- Expanded definition of credit ratings to also include Moody's and Fitch

*Councils current Investment Policy includes ratings by Standards & Poor's (S&P). The independent investment strategy recommended that S&P ratings be used in the first instance, but in the event an investment is not rated by S&P, then an alternative rating from Moody's or Fitch can be used for the purpose of this policy.*

- Removal of Short-term Credit Ratings

*The 'Portfolio Credit Framework' and 'Counterparty Credit Framework' detail the credit ratings used for each Authorised Deposit Taking Institution (ADI). Following the policy review by management and the independent strategy obtained by Council, it was recommended that only Long Term Ratings be used to avoid confusion if a short term rating does not automatically map to a long term rating; this can cause illogical outcomes when an instrument moves from greater than one year to less than one year.*

*It should be noted that Long Term Ratings are used in the monthly reporting of Council's investments in the Monthly Statement of Financial Activity Report.*

- Portfolio Credit Framework and definitions expanded from 'AA' rating policy to 'AA and Major Banks'

*The S&P credit rating 'AA' deems the issuer has a very strong capacity for meeting its financial commitments. For the purpose of the policy, the four 'Major Banks' as defined in the policy are listed as 'AA-' rated by S&P at the time this report was produced. In the event that a Major Bank is downgraded, particularly if all four Major Banks were downgraded together in a lock-step which is the likely outcome from 'AA-' to 'A+', Council may breach its Policy limits if this clause is not inserted.*

- Approved Investments to include bank issued Fixed and Floating Rate Notes

*Council's current investment policy is currently restricted to the following Approved Investments:*

- *Interest Bearing Deposits with Authorised Deposit Taking Institutions (ADI's);*
- *Commercial Bank Bills; or*
- *Guaranteed Bonds by the Commonwealth Government.*

*The revised policy seeks to increase the scope of Approved Investments to include 'Fixed and Floating Rate Notes'. Bank issued Fixed and Floating Rate Notes, commonly referred to as FRNs, is a security that pays a coupon linked to a variable benchmark. Generally the FRN pays a coupon set as a margin above the bank bill swap rate. The primary advantage of FRNs over Term Deposits is their tradability where they can be sold at market prices and monies realised within one to two days. Most FRNs are explicitly rated by S&P, and other rating agencies, and these rates reflect the risk of instruments.*

- Addition of a Grandfathering Clause

*It is common for Local Governments to have a Grandfathering Clause within its Investment Policy. In reviewing Council's investment policy, the independent advisory firm recommended Council to include a Grandfathering Clause which is common in many local government investment policies. A Grandfathering Clause protects Council against investment policy breaches whereby the investment or investments were previously allowed and complied with Council's investment policy, but the breach was outside the control of Council due to a change in the credit rating during the term of the investment.*

*As per the revised policy CP 036 - Investment Policy, a Grandfathering Clause will apply to any investment that:*

- *Was made ineligible by a previous change to the external legislation if that change allows for grandfathering;*
- *Is made ineligible as a result of a change to this investment policy;*
- *Is in breach of the investment policy due to a change in circumstances (e.g. because the investment has been downgraded or has had its credit rating withdrawn post purchase);*
- *Is in breach due to a change of portfolio size or composition (e.g. because the overall portfolio size has decreased and as a result the percentage of total portfolio limit which applies to individual remaining investments increases and therefore causes a breach).*

#### Legal Implications

Local Government Act 1995, Section 6.14

6.14. Power to invest

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) *Regulations in relation to investments by local governments may —*
- (a) make provision in respect of the investment of money referred to in subsection (1); and*
  - [(b) deleted]*
  - (c) prescribe circumstances in which a local government is required to invest money held by it; and*
  - (d) provide for the application of investment earnings; and*
  - (e) generally provide for the management of those investments.*

Local Government (Financial Management) Regulations 1996 – r19, r19C, r28 and r49

The Trustees Amendment Act 1997 - Part III Investments

Australian Accounting Standards

Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Strategy 1.3.4 - Monitor and develop new revenue streams. (Service Priority: High)

Environment - None.

Precedents -

The policy manual is reviewed regularly to ensure compliance with law and regulations, and to maintain best practice governance systems.

Budget Implications -

There are no direct budget implications associated with this updated policy, however, the new policy seeks to maximise interest revenue earned on Council's investment portfolio.

Budget – Whole of Life Cost

There are positive long-term financial implications associated with this policy through increased exposure to investment opportunities which will enable Council to maximise return on investments.

Council Policy Compliance -

Current Council Policy CP036 (Appendix ORD: 12.2A) to be replaced and updated with Council Policy CP036 – Investment Policy.

Risk Assessment -

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.2B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Investment Policy Update
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	The application of the Policy investment conditions ensures that investments are spread across a variety of ADI's which have a good credit rating. Compliance with the Policy conditions reduces significantly the financial risk to Council.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)

Officer Comment

-

The updated policy “CP036 – Investment Policy” proposes to continue the monthly reporting of Council’s investment portfolio through the Monthly Statement of Financial Activity ‘Statement of Investments’. Council has adopted a conservative approach to ensure capital investment is preserved and funds are available in the short term should they be required.

Following the independent review of Council’s Investment policy and strategy, management have supported the majority of recommendations which were reported to the Audit Committee in September 2019, and are now reflected in the updated Investment Policy ‘CP036 – Investment Policy’. The updated policy provides clear direction and guidance for the management of Council’s cash and investment portfolio.

Council Role

-

Executive/Strategic.

Voting Requirements

-

Absolute Majority.

Change to Officer RecommendationNo Change. **OR:**

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

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

1. **Deletes the existing Council Policy ‘CP036 – Investment Policy’ (Appendix ORD: 12.2A) from the Council Policy Manual; and**
2. **Adopts new Council Policy ‘CP036 – Investment Policy’ as follows:**





POLICY NO:-

**CP036 – INVESTMENT POLICY**

GOVERNANCE INFORMATION			
<b>Procedure Link:</b>	NA	<b>Administrative Policy Link:</b>	NA

ADMINISTRATION INFORMATION					
<b>History:</b>		CORP10	OCM: 22/08/01	Res: 388/01	<b>Synopsis:</b> Policy created.
	1		OCM: 10/05/12	Res: 138/12	<b>Synopsis:</b> Revised Policy Adopted
<b>Version:</b>	2	CP036	OCM: 28/06/17	Res: 168/17	<b>Synopsis:</b> New Council Policy Document endorsed
	3		OCM: 30/08/17	Res: 237/17	<b>Synopsis:</b> Revised Policy Adopted
<b>Version:</b>	4		SCM 26/07/18	Res: 251-18	<b>Synopsis:</b> Reviewed and Adopted by Council
	5	CP036	OCM 06/11/19	Res	

## 1. RESPONSIBLE DIRECTORATE

Corporate & Governance

## 2. PURPOSE OR OBJECTIVE

This policy provides direction and guidelines on the investment of funds which are surplus to the Council's immediate requirements. Council and staff have an obligation to ensure that funds are invested in a responsible manner and to ensure Council conforms with its fiduciary responsibilities under Section 6.14 of the *Local Government Act 1995* and Part III of the *Trustees Act 1962* (as amended).

Notwithstanding the introduction of this Policy Document, the General Financial Management obligations imposed on Officers under the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards should at all times be complied with.

The Policy Objectives are:

- To undertake the investment of funds surplus to the Council's immediate requirements in a prudent manner which results in returns being maximized while operating within acceptable risk parameters.
- To ensure the security of Councils funds by using recognized rating categories.
- To have ready access to funds for day-to-day requirements, without penalty.
- To maintain an adequate level of diversification while ensuring security and safeguarding of capital.
- Ensure legislative requirements are adhered to.

## 3. REFERENCE DOCUMENTS

All investments are to comply with the following legislative requirements:

- Local Government Act 1995 - s6.14
- Local Government (Financial Management) Regulations 1996 – r19, r19C, r28 and r49
- The Trustees Amendment Act 1997 - Part III Investments
- Australian Accounting Standards

## 4. DEFINITIONS

In the context of this Policy, the following terms shall be used.

Term	Definition
Authorised Deposit Taking Institution	Means a body corporate in relation to which an authority under Subsection 9(3) of the Banking Act 1959, is in force. This definition is also consistent with the definition of 'Authorised Institution' under Regulation 19C (1) of the <i>Local Government (Financial Management) Regulations 1996</i> as amended.
Counterparty	Means the other party that participates in a financial transaction.
Credit Rating	An estimate of overall ability and willingness of an entity or person to fulfil financial obligations in full and on time, based on previous financial dealings. Ratings are opinions issued by credit rating agencies.
Grandfathering Clause	Is an exemption that allows persons or entities to continue with activities or operations that were approved before the implementation of new rules, regulations or laws.
Major Banks	For the purpose of this policy, 'Major Banks' can be defined as: <ul style="list-style-type: none"> <li>- Australia and New Zealand Banking Group Limited (ANZ);</li> <li>- Commonwealth Bank of Australia (CBA);</li> <li>- National Australia Bank Limited (NAB); and</li> <li>- Westpac Banking Corporation (Westpac).</li> </ul>
Short Term	In relation to investments means it matures in 12 months or less.
Long Term	In relation to investments means it matures in excess of 12 months.

## 5. DELEGATION OF AUTHORITY TO INVEST

Authority is delegated to the Chief Executive Officer to implement this policy. The Chief Executive Officer may in turn delegate the day-to-day management of the Council's investments in accordance with the provisions of the *Local Government Act 1995*.

## 6. POLICY

### 6.1 PRUDENT PERSON STANDARD

- (a) Investments will be managed with the care, diligence and skill that a prudent person would exercise. Investment portfolios are to be managed to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- (b) Council will adopt a conservative investment approach to ensure investment capital is preserved and funds are always available in the short term.
- (c) While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.
  - Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest risk within identified thresholds and parameters.
  - The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.
  - The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.

- (d) The Chief Executive Officer, Deputy CEO and Manager Financial Services, are individually authorised to transfer investment funds in writing or via electronic communication. Where funds are transferred to investments two authorised signatories are required.
- (e) Council and authorised investment officers have a fiduciary responsibility under Section 6.14 of the *Local Government Act 1995* and therefore risks must be kept to a minimum, particularly credit risk.
- (f) The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.
- (g) Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This Policy requires officers to disclose any conflict of interest to the Chief Executive Officer.

## 6.2 APPROVED INVESTMENTS

Council funds may be invested in one or more of the following financial products (refer to Appendix 2):

- Interest bearing Deposits with Authorised Deposit Taking Institutions as defined in the *Banking Act 1959* (Commonwealth) (ie: Australian banks, building societies and credit unions) or the Western Australian Treasury Corporation, for a maximum term of 3 years;
- Commercial Bank Bills; or
- Bonds guaranteed by the Commonwealth Government, or a State or Territory Government with a maturity of less than 3 years.; or
- Fixed and Floating Rate Notes (FRNs) issued by an Authorised Deposit Taking Institution.

## 6.3 INVESTMENT PORTFOLIO RISK GUIDELINES

- (a) Officers delegated with the authority to invest must diversify the investment portfolio and avoid excessive risk concentration with any single counterparty. The approach to diversification must be balanced with the need to seek an adequate rate of return for the Council, given that higher rates of return are usually associated with higher credit risk.
- (b) Council investments are to be assessed in accordance with Standard & Poor's rating agency. A Standard & Poor's (S&P) credit rating is a current opinion of overall financial capacity to meet financial obligations (refer to Appendix 1). Investments that are assessed by S&P to have a rating of less than BBB, are regarded as speculative and Council will not invest in these products or with these organisations. In the event that an investment or issuer is not rated by S&P, this policy also includes a provision of credit ratings by Moody's and Fitch, both held in similar high regard to S&P.
- (c) This investment policy prohibits any investment carried out for speculative purposes including:
  - i) Derivative or derivative based instruments and/or Structured Products;
  - ii) Principal only investments or securities that provide potentially nil or negative cash flow;
  - iii) Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind; and
  - iv) Any form of investment that risks the loss of the initial capital outlay in anticipation of significant gain that may arise from expected changes in future economic conditions.

This policy also prohibits the use of leveraging (borrowing to invest) of an investment.

- (d) Investments entered into must comply with four key criteria relating to:
- i) **Portfolio Credit Framework:** limit overall credit exposure of the portfolio;
  - ii) **Counterparty Credit Framework:** limit exposure to individual counterparts/institutions;
  - iii) **Term of Maturity Framework:** limits based on maturity of securities;
  - iv) **Liquidity:** maintaining adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

**Portfolio Credit Framework**

To control the credit quality on the entire portfolio, the following credit framework limits the percentage exposed to any particular credit rating category.

For Bonds guaranteed by the Commonwealth Government, or a State or Territory Government, the credit rating allowable will be that of the guaranteeing government.

For Authorised Deposit Taking Institutions investments:

Maximum Exposure as a % of Total Investment Portfolio	Standard & Poor's Minimum Long Term Credit Rating	Moody's Minimum Long Term Credit Rating	Fitch Minimum Long Term Credit Rating
100%	AAA	Aaa	AAA
100%	AA + and Major Banks AA and Major Banks AA - and Major Banks	Aa1 and Major Banks Aa2 and Major Banks Aa3 and Major Banks	AA+ and Major Banks AA and Major Banks AA- and Major Banks
60%	A + A A -	A1 A2 A3	A+ A A-
20%	BBB + BBB BBB -	Baa1 Baa2 Baa3	BBB+ BBB BBB-

**Counterparty Credit Framework**

Exposure to an individual Authorised Deposit Taking Institution counterparty will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Direct Investment Maximum % with any one institution	Standard & Poor's Minimum Long Term Credit Rating	Moody's Minimum Long Term Credit Rating	Fitch Minimum Long Term Credit Rating
50%	AAA	Aaa	AAA
50%	AA + and Major Banks AA and Major Banks AA - and Major Banks	Aa1 and Major Banks Aa2 and Major Banks Aa3 and Major Banks	AA+ and Major Banks AA and Major Banks AA- and Major Banks
40%	A + A A -	A1 A2 A3	A+ A A-
10%	BBB + BBB BBB -	Baa1 Baa2 Baa3	BBB+ BBB BBB-

**Term of Maturity Framework**

The investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity		
Portfolio % <= 1 year	Min 40%	Max 100%
Portfolio % > 1 year or <= 3 years	Min 0%	Max 60%

### **Liquidity**

Portfolio management must always maintain adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

Officers' delegated to invest must take into account ongoing liquidity requirements when placing investments to ensure availability of funds to meet the Council's payment obligations as and when they fall due.

Not less than two (2) quotations shall be obtained from authorised institutions when investing in an institution.

## **6.4 POLICY BREACHES, RECTIFICATIONS AND GRANDFATHERING**

Any investment purchased when compliant with the investment policy may be held to maturity or sold as Council believes best dependent on the individual circumstances, so long as that the risk management strategy is in accordance with the principles of the Investment Portfolio Risk Guidelines as above, the prevailing legislation and the Prudent Person Standard applies.

A Grandfathering Clause provision is included in this policy which protects Council against policy breaches of its investment policy whereby that breach is outside the control of Council. Specifically, a Grandfathering Clause will apply to any investment that:

- Was made ineligible by a previous change to the external legislation if that change allows for grandfathering;
- Is made ineligible as a results of a change to this investment policy;
- Is in breach of the investment policy due to a change in circumstances (e.g. because the investment has been downgraded or has had its credit rating withdrawn post purchase);
- Is in breach due to a change of portfolio size or composition (e.g. because the overall portfolio size has decreased and as a result the percentage of total portfolio limit which applies to individual remaining investments increases and therefore causes a breach).

## **6.5 REPORTING AND REVIEW**

- (a) Investment performance will be reported to the Ordinary Meeting of Council each month and included in the minutes of the meeting. The report will provide details on the investment portfolio including interest rate earned, expected yield, budget comparison, maturity date, and percentage exposure of total portfolio.
- (b) Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.
- (c) An Investment Strategy will run in conjunction with the Investment Policy. The Investment Strategy will be reviewed with an independent investment advisor at least once every four (4) years. The Strategy will outline:
  - i) Council's cash flow expectations;
  - ii) Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure; and
  - iii) Appropriateness of overall investment types for Council's portfolio.
- (d) The Council's investment advisor must be licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the Investment Policy.

12.3 Title: Monthly Statement of Financial Activity for the Period Ended 30 September 2019

Reporting Department: Corporate & Community Services  
 Reporting Officer: Mr Ray Pryce - Accountant  
 Legislation: Local Government Act 1995

Overview

This report presents the monthly Financial Statements for the period ended 30 September 2019 for Council adoption.

Background

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

Legal Implications

Local Government Act 1995 – Section 6.4

**6.4. Financial Report**

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

- (1A) In this regulation —
 

**committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.
- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
  - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
  - (b) budget estimates to the end of the month to which the statement relates; and
  - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
  - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —

- (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
- (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the Council within 2 months after the end of the month to which the statement relates; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

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

### Strategic Community Plan

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

### Precedents

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

### Budget Implications

The financial activity statement comprises of budget estimates, actual expenditure, and revenues to the end of the month to which the statement relates. Material variances and explanations of these are included in the notes that form part of the report.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

### Officer Comment

The Monthly Financial Statements (including the Statement of Financial Activity) for the period ended 30 September 2019 are provided at (Appendix ORD: 12.3.)

The report outlines the results from operating activities. It shows revenue and expenditure by statutory program and also by nature and type, comparing actual results for the period with the annual adopted budget, the revised budget and the year to date revised budget.

The report also displays capital and infrastructure expenditure and 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.

Actual values for the year to date are compared to the year to date revised budget to present a percentage variance as well as the variance amount. The level adopted by Council to be used in the Statement of Financial Activity in 2019-20 for reporting material variances is 10% or \$50,000, whichever is greater.

The statement of net current assets provides information on the accounts that make up current assets and current liabilities (liquidity).

Additional notes have been added to the statement of financial activities to describe in more detail, some of the key information of the monthly and year to date financial performance and investments.

As at the reporting date, the end of year surplus brought forward from 2018-19 is estimated at \$404,751 and an anticipated surplus at 30 June 2020 of \$280,014.

Please note that the annual accounts for 2018-19 are completed but may be subject to change, depending on the outcome of the annual audit to be finalised early November 2019.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council adopts the Monthly Statement of Financial Activity (Appendix ORD: 12.3) for the period ended 30 September 2019.**



12.4 Title: Schedule of Paid Accounts as at 24 October 2019

Reporting Department:	Corporate & Governance Directorate
Reporting Officer:	Mrs Renée Thomson— Accounts Payable Officer Mr Ray Pryce – Accountant Financial Services
Legislation:	Local Government Act 1995 Local Government (Financial Management) Regulations 1996

Overview

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

Background

Council delegates authority to the Chief Executive Officer annually:

- To make payments from Trust, Reserve and Municipal Fund;
- To purchase goods and services to a value of not more than \$200,000.

Legal Implications

*Local Government Act 1995 - S6.5. Accounts and records*

*Local Government (Financial Management) Regulations 1996*

*R11. Payments, procedures for making etc.*

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

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

*S13. Payments from municipal fund or trust fund by CEO, CEO's duties as to etc.*

- (1) *If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —*
- the payee's name; and*
  - the amount of the payment; and*
  - the date of the payment; and*
  - sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- for each account which requires council authorisation in that month —*
    - the payee's name; and*
    - the amount of the payment; and*
    - sufficient information to identify the transaction; and*
  - the date of the meeting of the council to which the list is to be presented.*
- (3) *A list prepared under subregulation (1) or (2) is to be —*
- presented to the council at the next ordinary meeting of the council after the list is prepared; and*
  - recorded in the minutes of that meeting.*

Strategic Community Plan

Strategy 1.3.2 - Monitor and produce statutory budgetary and financial reporting requirements applicable to local government operations. (Service Priority: High)

Environment - None.

Precedents

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

Budget Implications

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

Budget – Whole of Life Cost - None.

Council Policy Compliance

Payments are checked to ensure compliance with Council's Purchasing Policy CP034 – Procurement Policy and processed in accordance with Policy CP035 – Payment of Accounts.

Risk Assessment - Low.

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receive the Schedule of Paid Accounts report as follows:**

Payment	Date	Name	Invoice Description	Fund	
<b>ELECTRONIC FUNDS TRANSFER</b>					
EFT35763	10/10/2019	Amity Signs	Townsite Road Signs	MUNI	1,883.42
EFT35764	10/10/2019	Aquila Food Forest	Library Programs - Sustainable Living Workshop - October	MUNI	230.00
EFT35765	10/10/2019	Australia Post	Monthly Invoice of Mail and Postage	MUNI	847.28
EFT35766	10/10/2019	Australind Landscaping Supplies	Pea Gravel for WSUD Camfield Street	MUNI	165.00
EFT35767	10/10/2019	All Seasons Sanctuary Golf Resort Bunbury	Overnight Accommodation	MUNI	155.00
EFT35768	10/10/2019	Ben Anderson	Reimbursement for Accommodation BRPC Forum Jurien Bay	MUNI	275.50
EFT35769	10/10/2019	Benjamin Hayes Johnston	Personal Development Grant	MUNI	400.00
EFT35770	10/10/2019	Blackwoods	Filter Cartridges	MUNI	195.36
EFT35771	10/10/2019	Bunbury Psychological Services	Counselling Services - EAP	MUNI	308.00
EFT35772	10/10/2019	Bunbury Subaru	DA004 - 80,000kms Service	MUNI	387.11
EFT35773	10/10/2019	Bunnings Group Limited	Paint and Parts for Repairs to Footy Rooms	MUNI	209.86
EFT35774	10/10/2019	Burekup and District Country Club	Allocations as Per Budget 2019/20 Funding - Burekup Hall & Australia Day Breakfast	MUNI	5,304.00
EFT35775	10/10/2019	Butler Settineri Pty Ltd	Final Audit 2018/19 - Shire Visit 1-2 October 2019	MUNI	6,351.14
EFT35776	10/10/2019	Bunbury Bus Hire & Tint A Car Bunbury	Hire of Bus for Shire Staff Team Building Exercise - Infrastructure	MUNI	671.00
EFT35777	10/10/2019	Caltex Australia Petroleum Pty Ltd	Vehicle Fleet Fuel for September 2019	MUNI	19,285.23

Payment	Date	Name	Invoice Description	Fund	
EFT35778	10/10/2019	CB Traffic Solutions	Hire of Traffic Management for Drain Clearing & Crooked Brook Roadworks	MUNI	8,796.98
EFT35779	10/10/2019	Chubb Fire and Security	Alarm Monitoring for Dardanup Office	MUNI	263.42
EFT35780	10/10/2019	Cineads Australia Pty Ltd	Cineads Monthly Fee September 2019 - June 2020	MUNI	1,100.00
EFT35781	10/10/2019	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point to Point Microwave Service	MUNI	2,893.00
EFT35782	10/10/2019	Citygate Properties Pty Ltd	Employee Recognition Awards - 10 x \$20.00 Gift Vouchers	MUNI	200.00
EFT35783	10/10/2019	Civilcon	Eaton Hall Inspection of Sagging Roof Over Kitchen Area	MUNI	471.90
EFT35784	10/10/2019	Cleanaway	Monthly Waste Bin Maintenance	MUNI	1,694.39
EFT35785	10/10/2019	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection and Landfill	MUNI	14,001.18
EFT35786	10/10/2019	Coates Civil Consulting Pty Ltd	Engineering Design Works for Pile Road	MUNI	9,295.00
EFT35787	10/10/2019	Construction Training Fund : BCITF	BCITF - September 2019 Reconciliation	MUNI	1,927.56
EFT35788	10/10/2019	Coolhand Luke Air Conditioning & Electrical Services	Investigate Issues with Air Conditioning in Engineering Section	MUNI	290.00
EFT35789	10/10/2019	Crown Perth	Hotel Accommodation - Environmental Officer	MUNI	455.60
EFT35790	10/10/2019	CS Legal	Legal Costs Incurred - Recovery of Unpaid Rates	MUNI	35.94
EFT35791	10/10/2019	Dardanup Garage & Service Station	100,000Km Service DA8200	MUNI	446.89
EFT35792	10/10/2019	Dardanup General Store	Supply of Milk (And General Goods as Required)	MUNI	14.70
EFT35793	10/10/2019	Dardanup Rural Supplies	Sprayer Trigger 500ml	MUNI	11.05

Payment	Date	Name	Invoice Description	Fund	
EFT35794	10/10/2019	Data #3 Limited	Central Intercept & Microsoft Subscription - Comp Upg	MUNI	22,771.59
EFT35795	10/10/2019	David Wells Builder	Upgrade Access Door & Provision of Accessible Ramp - Wells Recreation Clubrooms	MUNI	3,866.50
EFT35796	10/10/2019	Department of Mines, Industry, Regulations & Safety (Dmirs)	BSL Remittance - September 2019	MUNI	2,656.96
EFT35797	10/10/2019	Department of Water and Environmental Regulation	Application for Clearing Permit for Pile Road	MUNI	2,400.00
EFT35798	10/10/2019	DL & SC Brindley	Painting of Rear Steps of Ferguson Hall	MUNI	320.00
EFT35799	10/10/2019	Doherty's Painting	Painting of Group Fitness Room	MUNI	1,250.00
EFT35800	10/10/2019	Drummond Catering	Council Meeting Dinner - 25 September 2019 - 11 People	MUNI	440.00
EFT35801	10/10/2019	Easifleet Management	Lease Payment - Volkswagen Tiguan 132 - CEO	MUNI	2,517.86
EFT35802	10/10/2019	Environmental Health Australia NSW	1 Year Subscription - I'm Alert Online Food Safety Program – 2019-20	MUNI	550.00
EFT35803	10/10/2019	Erin Hutchins	Uniform Reimbursement	MUNI	60.00
EFT35804	10/10/2019	Fit2Work	Monthly Invoice for Australian Employee Police Checks	MUNI	76.78
EFT35805	10/10/2019	Garage Doors South West	ERC - Call Out - Key Broken In Vac Care Roller Door	MUNI	130.00
EFT35806	10/10/2019	Grace Records Management	Bin Exchange and Records Management	MUNI	607.82
EFT35807	10/10/2019	Guardians of Happiness	Library Programs - Easy Orange Marmalade - September	MUNI	330.00
EFT35808	10/10/2019	Harvey Water	Dam Safety Charge and Water Storage Charge	MUNI	145.20
EFT35809	10/10/2019	Howson Technical	Project Management - Eaton Drive Roundabout	MUNI	5,434.00

Payment	Date	Name	Invoice Description	Fund	
EFT35810	10/10/2019	Hynes Contracting	Hire of Bobcat for General Clean-up and Road Maintenance	MUNI	2,310.00
EFT35811	10/10/2019	Harley's Auto Electrics	Electrical Works to Hydraulic Grab	MUNI	396.00
EFT35812	10/10/2019	Iris Consulting Group	Councillor's Recordkeeping Training - Oct 2019 - Shire President	MUNI	149.00
EFT35813	10/10/2019	Jason Signmakers	Supply and Delivery of Hunter Park Signs	MUNI	1,468.50
EFT35814	10/10/2019	JCW Electrical Pty Ltd	Investigation of Park Light Outage at Primrose Park	MUNI	550.56
EFT35815	10/10/2019	Jim's Test and Tag	2019/2020 Test and Tags	MUNI	993.30
EFT35816	10/10/2019	Keen's Truck Driver Training	HR Heavy Rigid Auto Restricted Course - Mrs Brooke Harmer	MUNI	670.00
EFT35817	10/10/2019	Marketforce	Monthly Bulk Advertising	MUNI	6,526.22
EFT35818	10/10/2019	McLeods Barristers and Solicitors	Carriageway Easement for Emergency Access - Pile Road and Nyleeta Close	MUNI	473.38
EFT35819	10/10/2019	Nara Training and Assessing	Licence to Operate a Forklift - Training Course - Mrs Robyn Kamo	MUNI	400.00
EFT35820	10/10/2019	Naturaliste Hygiene	Eaton Foreshore Toilets - Pick and Disposal of Sharps Containers.	MUNI	165.00
EFT35821	10/10/2019	Neil Nicholson	Uniform Reimbursement	MUNI	239.99
EFT35822	10/10/2019	Nightguard Security Service	Security Call-Out Service for Eaton Administration Centre	MUNI	104.50
EFT35823	10/10/2019	Nites Electrical	RCD Replacement Watson Reserve Retic System	MUNI	381.70
EFT35824	10/10/2019	Officeworks Superstores Pty Ltd	Stationery Order - Eaton Office	MUNI	358.80
EFT35825	10/10/2019	Onsite Rental Group	Hire of Temporary Office Behind Eaton Admin Centre	MUNI	1,113.76

Payment	Date	Name	Invoice Description	Fund	
EFT35826	10/10/2019	Perfect Landscapes	Mowing - Various Parks & Ovals	MUNI	6,776.00
EFT35827	10/10/2019	Pollen Nation	Library & School Holiday Programs - Rope Flower & Bath Bomb Workshops - September	MUNI	540.00
EFT35828	10/10/2019	Promote You	Embroidery of Staff Uniforms	MUNI	92.40
EFT35829	10/10/2019	Plantrite	Supplies - Depiazzi Park	MUNI	742.37
EFT35830	10/10/2019	Raeco International Pty Ltd	Stationery - Eaton Community Library	MUNI	73.70
EFT35831	10/10/2019	RJ Pestell Family Trust TA Subway Treendale	Subway Catering Platters - Manual Handling Training	MUNI	236.00
EFT35832	10/10/2019	Rock N Roll High	Library Programs - Live Music In The Library - September	MUNI	100.00
EFT35833	10/10/2019	Shire of Dardanup	Refund of Unclaimed Monies to A3000 - 3 Lavender Way Eaton	MUNI	385.00
EFT35834	10/10/2019	SMR Psychology	Employee Assistance Program	MUNI	187.00
EFT35835	10/10/2019	SOS Office Equipment	Photocopier Staples	MUNI	384.91
EFT35836	10/10/2019	Spencer Signs	24 x No Smoking Signs Poles and Fittings for Parks	MUNI	1,834.80
EFT35837	10/10/2019	Suez Recycling and Recovery	Monthly Kerbside Recycling Processing	MUNI	6,594.28
EFT35838	10/10/2019	Synergy	Townsite Street Lights and 4 Other Locations	MUNI	28,598.17
EFT35839	10/10/2019	Technology One Ltd	Intramaps Upgrade	MUNI	3,935.80
EFT35840	10/10/2019	Telstra	Mobile - DFES Grant Funded Officer - 0467651208 \$59 Per Month Plan	MUNI	99.00

Payment	Date	Name	Invoice Description	Fund	
EFT35841	10/10/2019	Tradelink	Soap Holder for Mosquito Repellent - Fight The Bite Promo Display Stand At Public Events	MUNI	33.25
EFT35842	10/10/2019	Tuna Blue Pty Ltd	Fenced Dog Exercise Area Community Consultation Sept. 2019	MUNI	6,473.50
EFT35843	10/10/2019	Tutt Bryant Hire	Hire Road Maintenance Equipment	MUNI	4,353.67
EFT35844	10/10/2019	Varidesk	360 Pro Cubecorner Desk - Manager Financial Services	MUNI	950.00
EFT35845	10/10/2019	Veens Design Drafting Service	ERC - Site Measure of Existing Conditions	MUNI	187.50
EFT35846	10/10/2019	Westbooks	YA Fiction Books	MUNI	12.57
EFT35847	10/10/2019	Western Australia Treasury Corporation	Loan Repayments - 61 and 63	MUNI	25,759.11
EFT35848	10/10/2019	With Every Breath	Library Programs - Kids Yoga - October School Holidays	MUNI	75.00
EFT35849	10/10/2019	Woolworths Group Limited	Stock for Council Chambers/Staff Kitchen	MUNI	320.75
EFT35850	10/10/2019	Work Clobber	Protective Clothing - Public Works	MUNI	187.81
EFT35851	10/10/2019	Zipform Pty Ltd	2019/20 Dog & Cat Renewal Artwork and Mail Out	MUNI	1,792.68
EFT35852	17/10/2019	Advance Press Pty Ltd	Re-Print of Waste Calendars	MUNI	1,452.00
EFT35853	17/10/2019	Amelia Kaitani	Umpire Recoup Netball 14/10/2019	MUNI	88.00
EFT35854	17/10/2019	Amity Signs	Parts for Repairs to Various Road Signs	MUNI	535.80
EFT35855	17/10/2019	Andrew Dean Vlasschaert	Rates Refund for Assessment A3528	MUNI	750.00
EFT35856	17/10/2019	Anita Ettridge	Umpire Recoup Netball 14/10/2019	MUNI	90.00



Payment	Date	Name	Invoice Description	Fund	
EFT35857	17/10/2019	April McCarrey	Umpire Recoup Netball 15/10/2019	MUNI	44.00
EFT35858	17/10/2019	Australian Tax Office	PAYG Withholding Payrun 18-10-2019	MUNI	79,788.00
EFT35859	17/10/2019	Australind/Eaton Medical Centre	Pre-Employment Medical Examination and Workcover Audiogram	MUNI	195.00
EFT35860	17/10/2019	Axio Maintenance and Construction	ERC - Install Picture Frames, Signs, Soap Dispensers, Toilet Roll Dispensers	MUNI	473.00
EFT35861	17/10/2019	Boyles Plumbing and Gas	Clear Tree Roots from Ladies Toilets at Waterloo Hall	MUNI	943.64
EFT35862	17/10/2019	Brandicoot	Monthly Web Hosting	MUNI	895.98
EFT35863	17/10/2019	Brett Hodgson	Umpire Recoup Basketball 16/10/2019	MUNI	44.00
EFT35864	17/10/2019	Brownes Foods Operations Pty Ltd	ERC - Stock Purchase	MUNI	63.19
EFT35865	17/10/2019	Bunbury Auto Group (Parts and Service)	45,000km Service DA9376	MUNI	590.00
EFT35866	17/10/2019	Bunbury Harvey Regional Council	Banksia Road - Organics Disposal and Hook Bin Hire	MUNI	1,285.42
EFT35867	17/10/2019	Bunbury Mower Service	Parts for Equipment Repairs	MUNI	409.50
EFT35868	17/10/2019	Bunbury Toyota	New Vehicle - Deputy Chief Executive Officer	MUNI	56,876.33
EFT35869	17/10/2019	Bunnings Group Limited	Gutter Pipes and Fittings for Toilet Repairs	MUNI	195.65
EFT35870	17/10/2019	Cameron Baker	Umpire Recoup Basketball 16/10/2019	MUNI	66.00
EFT35871	17/10/2019	Capri Di Candilo	Umpire Recoup Netball 15/10/2019	MUNI	67.50
EFT35872	17/10/2019	City of Bunbury	2019-2020 Dog/Cat Pound Fees	MUNI	312.30

Payment	Date	Name	Invoice Description	Fund	
EFT35873	17/10/2019	Citygate Properties Ptd Ltd	Mario Kart Prizes - October School Holidays	MUNI	50.00
EFT35874	17/10/2019	Cleanaway	Kerbside Refuse Removal - Street & Park Bin Collections	MUNI	42,780.00
EFT35875	17/10/2019	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection	MUNI	5,552.94
EFT35876	17/10/2019	Crown Perth	WALGA Interpretation People and Culture Seminar - Payroll Officer 2 Nights Accommodation Meals and Non-Alcoholic Beverages	MUNI	549.30
EFT35877	17/10/2019	Dapco Tyre and Auto Centre	10,000Km Service Toyota Prado DA017	MUNI	516.53
EFT35878	17/10/2019	Dardanup Garage & Service Station	Replace Timing Belt - DA8200	MUNI	1,824.16
EFT35879	17/10/2019	Department of Water and Environmental Regulation	Part Payment for Clearing Permit - Peninsula Lakes	MUNI	4,000.00
EFT35880	17/10/2019	Deputec Pty Ltd	ERC - Deputy Roster Software 2019/2020	MUNI	99.00
EFT35881	17/10/2019	Devon Chang	Conference Parking & Meals Reimbursement	MUNI	109.10
EFT35882	17/10/2019	DFES	2019-20 ESL Charges on Council Buildings	MUNI	4,470.27
EFT35883	17/10/2019	DL & SC Brindley	Painting and Refurbishment of Eaton Office	MUNI	5,960.00
EFT35884	17/10/2019	Donna Bastow	Umpire Recoup Basketball 16/10/2019	MUNI	132.00
EFT35885	17/10/2019	DX Print Group Pty Ltd	Printing of DL Brochures for Green Waste	MUNI	781.00
EFT35886	17/10/2019	Eaton Bowling and Social Club Inc	Catering for Fenced Dog Exercise Area Workshops	MUNI	690.00
EFT35887	17/10/2019	Eaton Laser Engraving	Name Plaques for The Council Chambers	MUNI	30.80
EFT35888	17/10/2019	EIS Control	Call Out Check Bore Pump - Checked and Repaired	MUNI	228.25

Payment	Date	Name	Invoice Description	Fund	
EFT35889	17/10/2019	Elliotts Irrigation Pty Ltd	Service & Checks - Millbridge Lakes Iron Filter	MUNI	279.40
EFT35890	17/10/2019	Fit Right Sit Tight	Library Programs - Car Seat Checks - October 2019	MUNI	200.00
EFT35891	17/10/2019	Fulton Hogan Industries WA	Gravel - 1 Tonne - Road Maintenance	MUNI	209.00
EFT35892	17/10/2019	Go Electrical Contracting	ERC - Repairs to Grand Stand Control Socket - Upgrade Cable to Rubber Flex	MUNI	1,372.58
EFT35893	17/10/2019	Guardians of Happiness	Library Programs - Choccie Dogs & Banana Sushi - October School Holidays	MUNI	660.00
EFT35894	17/10/2019	Jackson Harvey	Jackson Harvey Murals - Final Payment	MUNI	4,925.00
EFT35895	17/10/2019	Jasmine Barrett	Umpire Recoup Basketball 16/10/2019	MUNI	88.00
EFT35896	17/10/2019	Jaycar Electronics	Thermometers - Health Department	MUNI	60.90
EFT35897	17/10/2019	Jim's Test and Tag	2019/2020 Test and Tags	MUNI	143.00
EFT35898	17/10/2019	Josie Phillips	Umpire Recoup Netball 15/10/2019	MUNI	67.50
EFT35899	17/10/2019	JR & A Hersey Pty Ltd	Grease Kit Air Regulator and 10m Hose Reel	MUNI	1,986.60
EFT35900	17/10/2019	Kenny Pomare	Umpire Recoup Basketball 16/10/2019	MUNI	44.00
EFT35901	17/10/2019	Kleenit Pty Ltd	Eaton Drive - Graffiti Clean-up - Bethanie Fields	MUNI	55.00
EFT35902	17/10/2019	Kmart	ERC - Box Shelf and Stationary Accessories	MUNI	97.25
EFT35904	17/10/2019	Kelly Cusack	Refund for 2 x Cat Trap Hire	MUNI	300.00
EFT35905	17/10/2019	Les Mills Asia Pacific	Brayden Kelly - Presenter for Masterclass of Sprint - 16Th Oct 2019	MUNI	170.00

Payment	Date	Name	Invoice Description	Fund	
EFT35906	17/10/2019	Mantrac	Spread Mulch At Depaizzi Park Dardanup	MUNI	1,507.00
EFT35907	17/10/2019	Mckayhla Pomare	Umpire Recoup Basketball 16/10/2019	MUNI	66.00
EFT35908	17/10/2019	Nightguard Security Service	Security Call-Out Service for ERC	MUNI	198.00
EFT35909	17/10/2019	Nathan Stacey	Umpire Recoup Basketball 16/10/2019	MUNI	110.00
EFT35910	17/10/2019	Officeworks Superstores Pty Ltd	Stationery Order - Eaton Office	MUNI	1,603.58
EFT35911	17/10/2019	Paint The Town Read Ltd	National Early Literacy Conference - Books and Bonding Build Brains 2 X One Day Tickets - Helen Ammon and Michaela Hayden	MUNI	503.30
EFT35912	17/10/2019	Parks and Leisure Australia	ERC - Park & Leisure Event Application Guide Seminar	MUNI	132.00
EFT35913	17/10/2019	Perfect Landscapes	Mowing - Various Parks & Ovals	MUNI	1,749.00
EFT35914	17/10/2019	Pete Lewis	Library Programs - Live Music In The Library - October	MUNI	75.00
EFT35915	17/10/2019	PFI Supplies	Consumable Supplies - Toilet Blocks and Depot	MUNI	61.90
EFT35916	17/10/2019	Polylink Piping Systems Pty Ltd	Ribbed Plastic Pipe for Bull and Barrel Event	MUNI	422.40
EFT35917	17/10/2019	Promote You	Embroidery of Logo - Staff Uniforms x 13	MUNI	100.10
EFT35918	17/10/2019	Rachel Norman	Reserve Bond Return	MUNI	540.00
EFT35919	17/10/2019	Raelene Tedd	Umpire Recoup Netball 14/10/2019	MUNI	157.50
EFT35920	17/10/2019	Rhianna Kathleen Scheffner	Uniform Reimbursement	MUNI	29.99
EFT35921	17/10/2019	Ronell & Werner Gerritsen	Crossover Rebate A11304	MUNI	249.00

Payment	Date	Name	Invoice Description	Fund	
EFT35922	17/10/2019	Schweppes Australia Pty Ltd	ERC - Cafe Stock	MUNI	199.64
EFT35923	17/10/2019	Southern District Estate Agency	Refund to Elders Real Estate for Incorrect Payment	MUNI	2,014.55
EFT35924	17/10/2019	Suzette Sutton	Reimbursement of Taxi Charges - Staff Training - Perth	MUNI	22.10
EFT35925	17/10/2019	Taylor Anderson	Umpire Recoup Basketball 16/10/2019	MUNI	88.00
EFT35926	17/10/2019	Te Wairimu Elinor Pomare	Umpire Recoup Basketball 16/10/2019	MUNI	110.00
EFT35927	17/10/2019	Telstra	Shire Mobiles & iPads	MUNI	4,523.69
EFT35928	17/10/2019	The Print Shop	ERC- Membership Brochure Folders	MUNI	1,010.00
EFT35929	17/10/2019	Therese Price	Umpire Recoup Netball 14/10/2019	MUNI	90.00
EFT35930	17/10/2019	Toni Hotchin	Umpire Recoup Netball 15/10/2019	MUNI	67.50
EFT35931	17/10/2019	Total Eden Pty Ltd	Parts for Repairs - Parks & Gardens	MUNI	1,919.66
EFT35932	17/10/2019	Totally Workwear	Protective Clothing	MUNI	207.90
EFT35933	17/10/2019	Tracey Tupaea	Umpire Recoup Netball 14/10/2019	MUNI	154.00
EFT35934	17/10/2019	Toll Transport	Postage & Freight - Wellington Mills Brigade	MUNI	13.09
EFT35935	17/10/2019	Tranen Pty Ltd	Weed Control at Watson Reserve and Pratt Road Reserve	MUNI	5,863.28
EFT35936	17/10/2019	Vogue Furniture	Overhead Hutch - Human Resources	MUNI	357.00
EFT35937	17/10/2019	WALGA	Training On Plant (Native and Weed) Recognition In Natural Areas - Parks & Environment Staff	MUNI	264.00

Payment	Date	Name	Invoice Description	Fund	
EFT35938	17/10/2019	Western Australia Treasury Corporation	Loan Repayment - Loan 68 and 59	MUNI	73,025.04
EFT35939	17/10/2019	Westrac Pty Ltd	Equipment Maintenance - Grader DA698 (Insurance Claim)	MUNI	6,839.78
EFT35940	17/10/2019	Winc Australia Pty Ltd	ERC- Stationery	MUNI	13.56
EFT35941	17/10/2019	Woolworths Group Limited	General Supplies	MUNI	267.25
EFT35942	17/10/2019	Wren Oil	Oil Waste Disposal	MUNI	16.50
EFT35943	24/10/2019	Access Wellbeing Services	EAP Consultations	MUNI	374.00
EFT35944	24/10/2019	Adelphi Tailoring	Protective Clothing	MUNI	187.00
EFT35945	24/10/2019	Aimee Beard	Provision of Health and Wellbeing Services - Ladies Day Out 2019	MUNI	175.00
EFT35946	24/10/2019	Alison Meachem	Library Programs - Watercolour Spring Flowers & Collage Cupcakes – October 2019	MUNI	330.00
EFT35947	24/10/2019	All Aussie Truck and Bobcat Services	Hire of Bobcat for Grave Prep - Dardanup	MUNI	220.00
EFT35948	24/10/2019	Allcare Massage	Providing Remedial Massage for Guests- Ladies Day Out 2019	MUNI	654.50
EFT35949	24/10/2019	Amelia Kaitani	Umpire Recoup Netball 21-10-2019	MUNI	93.50
EFT35950	24/10/2019	Amy Coole	Uniform Reimbursement	MUNI	107.19
EFT35951	24/10/2019	Andrew Harris	Compliance Officer Training - Statutory Enforcement Officer	MUNI	400.00
EFT35952	24/10/2019	Besafe Building Inspections	Certification of Structural Plans for Rebound Wall Wells Recreation Centre	MUNI	310.00
EFT35953	24/10/2019	Big W	ERC - Balloons for Group Fitness Launch	MUNI	36.00

Payment	Date	Name	Invoice Description	Fund	
EFT35954	24/10/2019	Blackwoods	Face Shields - Protective Clothing	MUNI	55.59
EFT35955	24/10/2019	BOC Ltd	ERC - Hire of Oxygen Bottle	MUNI	11.80
EFT35956	24/10/2019	Boyanup Capel Dardanup Football Club	Pavilion Hire for Ladies Day Out 2019	MUNI	413.00
EFT35957	24/10/2019	Boyles Plumbing and Gas	Replacement Hot Water Unit - Eaton Office	MUNI	759.99
EFT35958	24/10/2019	Brett Hodgson	Umpire Recoup Basketball 23-10-2019	MUNI	88.00
EFT35959	24/10/2019	Bunbury Auto One	Battery and Parts for Trailer DA 15302	MUNI	174.85
EFT35960	24/10/2019	Bunbury Bearings	2 x 20kg Grease Tubs	MUNI	539.00
EFT35961	24/10/2019	Bunbury Harvey Regional Council	Hook Bin Hire and Servicing	MUNI	320.57
EFT35962	24/10/2019	Bunbury Psychological Services	Counselling Services - EAP	MUNI	154.00
EFT35963	24/10/2019	Bunnings Group Limited	Parts for Building Repairs & Maintenance	MUNI	326.63
EFT35964	24/10/2019	Cameron Baker	Umpire Recoup Basketball 23-10-2019	MUNI	88.00
EFT35965	24/10/2019	Capri Di Candilo	Umpire Recoup Netball 22-10-2019	MUNI	67.50
EFT35966	24/10/2019	Cathy Lee	Reimbursement Purchases - Council Election	MUNI	383.74
EFT35967	24/10/2019	CB Traffic Solutions	Traffic Management - Crooked Brook Road Roadworks	MUNI	5,709.84
EFT35968	24/10/2019	Christine Marijanich	Refund of Vacation Care Fees Due to Cancellation	MUNI	250.00
EFT35969	24/10/2019	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection & Landfill	MUNI	5,269.05

Payment	Date	Name	Invoice Description	Fund	
EFT35970	24/10/2019	Cosimo Cordi	Rates Refund for Assessment A8040	MUNI	605.90
EFT35971	24/10/2019	Country Landscaping Pty Ltd	Irrigation Modification Work Eaton Foreshore	MUNI	13,382.24
EFT35972	24/10/2019	Daniel Woods	Umpire Recoup Basketball 23-10-2019	MUNI	88.00
EFT35973	24/10/2019	Dardanup Primary School	Allocated Funding as Per 2019-2020 Budget	MUNI	165.00
EFT35974	24/10/2019	Debra Rodden	ERC - Yoga Instruction 25/9/19, 9/10/19	MUNI	120.00
EFT35975	24/10/2019	Dell Financial Services Pty Ltd	Nutanix Server (Dell) X 1 - Contract No 009-0141985-002	MUNI	2,983.75
EFT35976	24/10/2019	Desmond Anthony Kane	Rates Refund for Assessment A2092	MUNI	1,730.20
EFT35977	24/10/2019	Donna Bastow	Umpire Recoup Basketball 23-10-2019	MUNI	132.00
EFT35978	24/10/2019	Donna Whitton	Umpire Recoup Netball 18-10-2019	MUNI	60.00
EFT35979	24/10/2019	Donnybrook & Districts Country Music Club	Refund of Hall Hire Bond & Key	MUNI	290.00
EFT35980	24/10/2019	Dardanup Electrical Services Pty Ltd	Emergency Electrical Repairs Due to Phase Burnt Out - Dardanup Office and Car Park	MUNI	808.50
EFT35981	24/10/2019	Eaton Senior Citizens Association	Rates Refund for Assessment A2989	MUNI	365.44
EFT35982	24/10/2019	Erin Hutchins	Uniform Reimbursement	MUNI	20.00
EFT35983	24/10/2019	Eve Yoga	Yoga Instruction - Ladies Day Out 2019 & ERC 2/10/19 & 16/10/19	MUNI	240.00
EFT35984	24/10/2019	Emerge Associates	Provide Environmental Consultancy and Testing Services Dardanup Depot Tank Decommission	MUNI	9,172.43
EFT35985	24/10/2019	Flaunt It	Guest Speaker - Ladies Day Out 2019	MUNI	200.00



Payment	Date	Name	Invoice Description	Fund	
EFT35986	24/10/2019	Fresh Floral Studio	Sympathy Flowers - Staff Member	MUNI	75.00
EFT35987	24/10/2019	Fuji Xerox Australia Pty Ltd	Monthly Leasing Costs - Photocopier Fleet	MUNI	4,785.00
EFT35988	24/10/2019	Ferguson Falls Estate	Morning Tea - Infrastructure Team Development	MUNI	412.50
EFT35989	24/10/2019	Gavin Peterson	Refund of Cat Cage Hire	MUNI	150.00
EFT35990	24/10/2019	Gentle Healing Therapies	Provision of Health & Wellbeing Services for Guests - Ladies Day Out 2019	MUNI	245.00
EFT35991	24/10/2019	Jennylee Maaka	Umpire Recoup Netball 18-10-2019	MUNI	30.00
EFT35992	24/10/2019	Josie Phillips	Umpire Recoup Netball 21-10-2019	MUNI	135.00
EFT35993	24/10/2019	June Keil	Library Programs - Spring Veggie Growing - October	MUNI	110.00
EFT35994	24/10/2019	Jamie Anderton	Reimbursement for Prescription Glasses - Protective Equipment	MUNI	100.00
EFT35995	24/10/2019	Karyn Rowe	Umpire Recoup Netball 21-10-2019	MUNI	157.50
EFT35996	24/10/2019	Kristen Pavez	Raw Food Cooking Workshop - Ladies Day Out 2019	MUNI	250.00
EFT35997	24/10/2019	Kristy Hitchens	Uniform Reimbursement	MUNI	226.18
EFT35998	24/10/2019	Kyralee Collins	Umpire Recoup Netball 15/10/2019	MUNI	44.00
EFT35999	24/10/2019	Life Energy Balance	Provision of Health & Wellbeing Services for Guests - Ladies Day Out 2019	MUNI	340.00
EFT36000	24/10/2019	Lonsdale Party Hire	Marquees and Event Equipment Hire - Ladies Day Out 2019	MUNI	1,466.40
EFT36001	24/10/2019	Luke Botica	Reimbursement of NBN Expenses as Per Employment Contract	MUNI	810.00

Payment	Date	Name	Invoice Description	Fund	
EFT36002	24/10/2019	Mantrac	Remove Soccer Goals Burekup Reserve & Transport to Shire Depot	MUNI	363.00
EFT36003	24/10/2019	Mckayhla Pomare	Umpire Recoup Basketball 23-10-2019	MUNI	110.00
EFT36004	24/10/2019	Mitchell Rodney Forrest	Refund of BSL Building Application Fee - Application Was Refused	MUNI	61.65
EFT36005	24/10/2019	Monique's Holistic Reflexology	Library Programs - Reflexology - October	MUNI	210.00
EFT36006	24/10/2019	Nathan Stacey	Umpire Recoup Basketball 23-10-2019	MUNI	110.00
EFT36007	24/10/2019	Officeworks Superstores Pty Ltd	Stationery Order - Eaton Admin	MUNI	778.30
EFT36008	24/10/2019	Pages Mechanical Repairs	Replace Rear Shocks - DA628	MUNI	347.50
EFT36009	24/10/2019	Paxon Consulting Group Pty Ltd	Business Plan & Financial Analysis Review - New Administration & Library Building	MUNI	5,390.00
EFT36010	24/10/2019	Perfect Landscapes	Mowing - Various Parks & Ovals	MUNI	4,554.00
EFT36011	24/10/2019	Peter Domenic & Margaret Giumelli	Rates Payment Prize 2019/20 - Property A11359	MUNI	1,500.00
EFT36012	24/10/2019	PFI Supplies	Consumable Supplies - Depot	MUNI	300.95
EFT36013	24/10/2019	Promote You	Embroidery of Staff Uniforms	MUNI	30.80
EFT36014	24/10/2019	Pragdigi Solutions	SharePoint Support	MUNI	280.00
EFT36015	24/10/2019	Raelene Tedd	Umpire Recoup Netball 21-10-2019	MUNI	157.50
EFT36016	24/10/2019	Robert Graham & Tammy Joyce Commons	Personal Development Grant - Isabella & Joshua Commons	MUNI	800.00
EFT36017	24/10/2019	Rock N Roll High	Library Programs - Beginner Vocal Workshop - October School Holidays	MUNI	300.00

Payment	Date	Name	Invoice Description	Fund	
EFT36018	24/10/2019	Ryan Baker	Umpire Recoup Basketball 23-10-2019	MUNI	110.00
EFT36019	24/10/2019	Signs Plus	Magnetic Name Badges x 4	MUNI	60.60
EFT36020	24/10/2019	SMR Psychology	Employee Assistance Program	MUNI	187.00
EFT36021	24/10/2019	South West Nutrition Services	Guest Speaker - Ladies Day Out 2019	MUNI	290.00
EFT36022	24/10/2019	St John Ambulance Western Australia Ltd	First Aid Kits for Environmental Teams	MUNI	445.95
EFT36023	24/10/2019	Stratagreen	Fertiliser & Wetter Soil - Parks & Gardens	MUNI	2,962.68
EFT36024	24/10/2019	Surveying South	Survey Set Out on Harris Road to Determine Extent of Clearing	MUNI	2,673.00
EFT36025	24/10/2019	Synergy	Electricity Account x 5 Locations	MUNI	8,258.30
EFT36026	24/10/2019	Southern District Estate Agency	Refund of Incorrect Payment Made for Rates A2908 - Should Be for Shire of Harvey	MUNI	401.95
EFT36027	24/10/2019	Te Wairimu Elinor Pomare	Umpire Recoup Basketball 23-10-2019	MUNI	22.00
EFT36028	24/10/2019	Telstra	Shire Landlines Usage & Service Charges	MUNI	5,999.99
EFT36029	24/10/2019	Terau Aroha Tamatea	Umpire Recoup Netball 22-10-2019	MUNI	66.00
EFT36030	24/10/2019	Totally Sound	Sound Equipment and Stage- Ladies Day Out 2019	MUNI	579.98
EFT36031	24/10/2019	Tracey Tupaea	Umpire Recoup Netball 21-10-2019	MUNI	170.50
EFT36032	24/10/2019	WALGA	Acting Manager Information Services - WALGA Training - Financial Fundamentals	MUNI	1,045.00
EFT36033	24/10/2019	West Coast Fit / Karis Aplin	ERC - Class Instruction x 8	MUNI	428.20

Payment	Date	Name	Invoice Description	Fund	
EFT36034	24/10/2019	Westrac Pty Ltd	Supply Hydraulic Steering Ram - DA698	MUNI	5,138.25
EFT36035	24/10/2019	Winc Australia Pty Ltd	Stationery Order - Eaton Admin	MUNI	188.86
EFT36036	24/10/2019	Wood and Grieve Engineers	Provision of Services for The Design of Harris Road Upgrades	MUNI	47,126.20
EFT36037	24/10/2019	Woolworths Group Limited	ERC - Group Fit Launch and General Supplies	MUNI	407.08
EFT36038	24/10/2019	Work Clobber	Ranger Hat	MUNI	35.55
<b>PAYROLL</b>					
DD14651.1	18/10/2019	WA Super	Payroll Deductions	MUNI	40,701.43
DD14651.2	18/10/2019	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	135.59
DD14651.3	18/10/2019	MLC Super Fund	Superannuation Contributions	MUNI	701.60
DD14651.4	18/10/2019	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.89
DD14651.5	18/10/2019	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	290.71
DD14651.6	18/10/2019	One Path Masterfund	Superannuation Contributions	MUNI	67.36
DD14651.7	18/10/2019	Suncorp Brighter Super	Superannuation Contributions	MUNI	149.88
DD14651.8	18/10/2019	BT Super for Life	Superannuation Contributions	MUNI	134.72
DD14651.9	18/10/2019	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	54.03
DD14651.10	18/10/2019	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82

Payment	Date	Name	Invoice Description	Fund	
DD14651.11	18/10/2019	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	645.63
DD14651.12	18/10/2019	Media Super	Superannuation Contributions	MUNI	498.07
DD14651.13	18/10/2019	Australiansuper	Superannuation Contributions	MUNI	2,325.43
DD14651.14	18/10/2019	Rest Superannuation	Payroll Deductions	MUNI	903.89
DD14651.15	18/10/2019	Burton Superannuation Fund	Superannuation Contributions	MUNI	256.41
DD14651.16	18/10/2019	Construction & Building Industry Super	Superannuation Contributions	MUNI	370.84
DD14651.17	18/10/2019	Hostplus	Superannuation Contributions	MUNI	470.23
<b>INTERNATIONAL</b>					
DD14666.1	24/10/2019	Pluralsight	Annual Training Subscription Renewal	MUNI	4,849.88
DD14666.2	24/10/2019	Lightning Tools Ltd	Lightning Conductor Software Renewal	MUNI	1,197.84
<b>CHEQUE</b>					
00002	23/10/2019	Shire of Dardanup - Please Pay Cash	Shire of Dardanup - Petty Cash Recoup	MUNI	265.95

Payment	Date	Name	Invoice Description	Fund
REPORT TOTALS				760,948.18
EFT	706,405.98		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.	
Muni Cheque	265.95			
Payroll	48,228.53			
Credit Card				
International BPAY	6,047.72			
TOTAL	760,948.18			



Chief Executive Officer: \_\_\_\_\_

12.5 Title: Dardanup Townscape Committee Meeting Minutes Held 14 October 2019

**MINUTES OF THE SHIRE OF DARDANUP, DARDANUP TOWNSCAPE COMMITTEE MEETING HELD ON 14 OCTOBER 2019, AT THE SHIRE OF DARDANUP – LITTLE STREET, DARDANUP COMMENCING AT 1.30PM**

Officer Comment

The minutes of the Dardanup Townscape Committee meeting are attached (Appendix ORD: 12.5A).

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

**THAT Council receives the minutes of the Dardanup Townscape Committee Meeting held 14 October 2019.**

*PROCESS:*

*Should council not accept this resolution the project will be delayed and the opportunity to complete the works during the summer school holidays will be jeopardised.*

**DARDANUP TOWNSCAPE COMMITTEE RESOLUTION & COUNCIL RESOLUTION**

**THAT Council:**

1. **Receives the draft Ferguson Road Upgrade Concept Plan (Appendix ORD 12.5B).**
2. **Requests the following amendments be made to the draft Ferguson Road Upgrade Concept Plan (Appendix ORD: 12.5B):**
  - a) **Revisit the size and design of the refuge at the visitors centre for improved safety;**
  - b) **Remove the northern footpath from the east of the school car park to the skate park subject to confirmation with the school;**
  - c) **Investigate the opportunity of including an additional crossing point from the shopping precinct to the church;**
  - d) **The trees being removed from the median be relocated within the project boundaries; and**
  - e) **Widen the crossing over the drain adjacent to the skatepark for improved access.**
3. **Requests that the Chief Executive Officer presents the final draft of the Ferguson Road Upgrade Concept Plan, together with results of the community consultation, to Council for endorsement.**

**PROCESS:**

*Subject to the adoption of the above resolution, the following information is put forward to Council for their consideration, along with the recommendation below.*

**Manager Assets' Comment**

The Concept Plan for the upgrade of Ferguson Road has been amended in accordance with the recommendation of the Dardanup Townscape Committee and is herewith presented to Council for endorsement. This will enable the project to enter the construction phase, during December 2019. The Final Concept Plan is included at (Appendix ORD: 12.5C)

The Shire has been successful in securing funding under the Regional Road Group for the upgrade of Ferguson Road from SLK 0.00 to SLK 0.27. The project is a staged project with a budget of \$30,000 in 2018-2019 for design and \$411,000 in 2019-2020 for construction. Some of the 2018 allocation has been carried over into the 2019-2020 year.

The purpose of the Regional Road Group Funding is to reconstruct the failed pavement and seal. However, as a result of the disturbance resulting from the pavement works, the Shire has an opportunity to adjust the geometry of kerbing, parking areas, islands and subsequent to this adjoining pathways and stormwater system. During the design phase, the Shire is taking the opportunity to address safe pedestrian movements, bus movements, parking at the Our Lady of Lourdes School and pathway access from the Our Lady of Lourdes School to Wells Recreation Reserve.

Further objectives of the Project are to reduce the traffic speeds within the Project Area, achieve an urban streetscape appearance conducive to the road environment and location as well as address underlying subsurface drainage issues.

At the Ordinary Council meeting held 17 July 2019 Council resolved [RES 227-19],

*THAT Council notes that the Dardanup Townscape Committee will develop the plans for the Ferguson Road Project, subject to:*

- 1. The Dardanup community being consulted on the plans and any comments received being considered in the development of the plans;*
- 2. The project scope being contained to within the allocated 2019-2020 budget for the project; and*
- 3. The final plans being presented to Council for adoption prior to commencing construction works.*

Since this time the Concept Plan has been finalised in consultation with stakeholders, the community and the Dardanup Townscape Committee. The Dardanup Townscape Committee was presented the updated Concept Plan at the Dardanup Townscape Committee Meeting held 14 October 2019.

The current concept will require removal of six claret ash trees from the road median, however new trees will be planted for shade over verges and footpaths as part of the project landscaping. New trees and plantings will be carefully selected to beautify the streetscape and meet safety requirements such as sight distances. An attempt will be made to relocate the existing median trees as a first priority and in accordance with the request from the Dardanup Townscape Committee.

- *Budget Implications*

The following budget is allocated to the project in the 2019-2020 Budget:



Description	Expenditure	Income		Net Cost to Council
		RRG	Reserve	
Road Upgrade Redesign & Preliminaries	\$22,821	\$0	\$22,821	\$0
Road Upgrade - Pavement Strengthening & Improvements	\$341,466	\$131,241	\$210,225	\$0
Renewal – Reconstruct & Seal	\$111,084	\$61,856	\$49,228	\$0
Dual Use Path – Charlotte St to Oval	\$112,938	\$80,903	\$32,035	\$0
<b>Total in 2019-2020</b>	<b>\$588,309</b>	<b>\$274,000</b>	<b>\$314,309</b>	<b>\$0</b>

Staff believe that the budget allocation is sufficient to complete the project. However, due to many of the project components being outsourced to contractors, will require further assessment of the project once all tenders and quotations are received.

The Concept Plan presented achieves the project objectives, whilst remaining within a 20 metre road reserve and eliminating public works on privately held land.

The final Concept Plan shows the pathway on the northern side of Ferguson Road, from the school carpark to the skate park at Wells Recreation Ground (the Eastern Pathway) as Stage 2 works. Consultation with Our Lady of Lourdes Primary School has indicated a desire for the Eastern Pathway as a safe way for children to go from the school to Wells Recreation Ground. However, it was noted by the Dardanup Townscape Committee that the Eastern Pathway will cause difficulties for the Dardanup Bull and Barrel Festival. Stalls are set up on the road verge, along the Eastern Pathway alignment. This comment was relayed to Our Lady of Lourdes school and they have provided their response at (Appendix ORD: 12.5D). In accordance with the advice received from Our Lady of Lourdes school, it is recommended that the eastern pathway be removed from the project scope.

#### Change to Officer Recommendation

No Change. **OR:**

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

#### **OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

- 1. Receives the comments from Our Lady of Lourdes Primary School (Appendix ORD 12.5D)**
- 2. Endorses the Final Concept Plan (Appendix ORD: 12.5C) with amendment to reflect the removal of the eastern pathway.**
- 3. Instructs the Chief Executive Officer to proceed with the detailed design and construction of the project.**

12.6 Title: Bush Fire Advisory Committee Meeting Minutes Held 29 October 2019

**MINUTES OF THE SHIRE OF DARDANUP BUSH FIRE ADVISORY COMMITTEE MEETING HELD ON 29 OCTOBER 2019, AT THE SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM**

Officer Comment

The minutes of the Bush Fire Advisory Committee meeting are attached (Appendix ORD: 12.6A).

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

**THAT Council receives the minutes of the Bush Fire Advisory Committee Meeting held 29 October 2019.**

**BUSH FIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “A”**

**THAT Council endorses the Bushfire Risk Management Plan as appended (Appendix ORD: 12.6B).**

**BUSH FIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION & COUNCIL RESOLUTION “B”**

**THAT Council grants the following firebreak exemption/variations for three year duration commencing from the 2019-2020 firebreak season:**

Applicant	Property	Assessment	Years	Fire Season Expiry
Ian Barlow	Lot 111 (353) Wellington Mills Road, Wellington Mill	A11443	3	2021/22
Trevor & Kaye Hill	Lot 112 (39) Nyleeta Close, Greenwood Heights	A3010	3	2021/22
Neil Dyer	Lot 86 (136) Padbury Road, Dardanup West	A3701	3	2021/22
Malcom & Margot Pennwarde	Lot 123 (97) Greenwood Heights, Ferguson	A3026	3	2021/22
Franco Angeloni	Lot 24 (136) Garvey Road, Dardanup West	A2597	3	2021/22
C & C Bell (Christine)	Lot 72 (54) Kentucky Drive, Dardanup West	A8252	3	2021/22
James Brussen	Lot 15 (2) Pfenning Place, Henty	A7280	3	2021/22
Robert Doherty	Lot 105 (507) Wellington Mill Road, Wellington Mill	A7198	3	2021/22
Robert Doherty	Lot 6 (47) South Road, Wellington Mill	A7176	3	2021/22
John Fancis Garvey	Lot 9003 (101) Padbury Road, Dardanup West	A11204	3	2021/22
Heather Kinnear	Lot 24 (41) Japonica View, Wellington Mill	A3853	3	2021/22

Applicant	Property	Assessment	Years	Fire Season Expiry
Doctor Jorg Krone	Lot 18 (640) Collie River Road, Burekup	A7016	3	2021/22
Shane Gibson	Lot 75 (16) Kentucky Drive, Dardanup West	A8087	3	2021/22
Daniel Normington	Lot 314 (27) Sand Pits Road, Dardanup West	A10825	3	2021/22
Jenni McKeekan	Lot 5 (373) Garvey Road, Dardanup West	A4112	3	2021/22
Donald Williams	Lot 33 (42) Garedincourt Drive, Henty	A2522	3	2021/22
Douglass Wells	Lot 35 (48) Seaview Heights, Henty	A2524	3	2021/22
Reginald Smallacombe	Lot 82 Rafferty Road, Dardanup West	A3439	3	2021/22
Peter Cowley	Lot 21 (168) Garvey Road, Dardanup West	A2594	3	2021/22
John Anderson	Lot 9 (14432) South Road, Wellington Mill	A7103	3	2021/22
Raymond Edward Cosh & Elizabeth Tamzin Langley Cosh	Lot 81 (21) Rafferty Road, Dardanup West	A3274	3	2021/22
Malcolm Toft	Lot 111 (53) Nyleeta Close, Ferguson	A7200	3	2021/22
Pat Garvey	Lot 401 (69) Padbury Road, Dardanup West	A11149	3	2021/22
Grant Legge	Lot 2 (41) Maher Place, Dardanup West	A2602	3	2021/22
Tony Albertsen	Lot 121 (79) Greenwood Heights, Ferguson	A3024	3	2021/22
Deb Archdeacon	Lot 94 Meadow Lane, Dardanup West	A8234	3	2021/22
Q Alsthoorn	Lot 101 (59) Richards Road, Ferguson	A11365	3	2021/22
Peter Edmonds	Lot 111 (24) Gardincourt, Henty	A2531	3	2021/22
Stephen Ogilvie	Lot 118 (11) Carinya Road, Dardanup West	A8119	3	2021/22

**BUSH FIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "C"**

THAT Council grant the following firebreak exemption/variations for a one year duration commencing from the 2019-2020 firebreak season:

Applicant	Property	Assessment	Years	Fire Season Expiry
Peter Van Leeuwen	Lot 32 (54) Seaview Heights, Henty	A2521	1	2019-20
Elizabeth Eastman	Lot 104 (433) Wellington Mill Road, Wellington Mill	A7192	1	2019-20
Laurie Hewson	Lot 27 (22) Japonica View, Wellington Mill	A3855	1	2019-20

**BUSH FIRE ADVISORY COMMITTEE RECOMMENDED RESOLUTION &  
COUNCIL RESOLUTION "D"**

**THAT Council denies the following firebreak exemption/variations commencing from the 2019-2020 firebreak season:**

<b>Applicant</b>	<b>Property</b>	<b>Assessment</b>	<b>Years</b>	<b>Fire Season Expiry</b>
<b>Alana Vigar</b>	<b>Lot 76 (14) Kentucky Drive, Dardanup West</b>	<b>A8081</b>	<b>3</b>	<b>2021-22</b>

<b>13</b>	<b>ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
-----------	--

13.1 Title: Notice of Motion – Reduction in Membership Fees for Eaton Recreation Centre

*Reporting Department:* Elected Member  
*Reporting Officer:* Cr. Janice Dow  
*Legislation:* Local Government Act 1995

Overview -

Cr. J Dow would like Council to consider offering reduced annual memberships of \$50.00 to the Eaton Recreation Centre to Shire of Dardanup Residents aged 80 years and over, giving them 24 hour access to the facilities.

Background -

Cr. J Dow has been contacted by a resident over 80 years of age, who has advised they would love to go to the gym, however could not afford the cost of a membership to do so. Current membership fee for 80 and over is \$668 per year.

The Shire of Harvey has just introduced free lifetime membership to their residents for the 80's plus. If the Shire of Dardanup do not reduce the membership fees at the ERC to Dardanup residents for the 80 plus years there is a very real possibility they will leave the ERC and join the LCC where they do not have to pay any membership and any fees collected by the ERC, including coffees purchased, will be lost.

Cr. J Dow believes the reduction in membership fees is affordable and is an incentive that will get the elderly motivated to get out and socialise, making new friends and feeling part of the community.

Regular exercise and social interaction benefits the elderly and can assist in a longer and healthier life. The centre would also become a regular meeting spot pulling people together to engage in a common activity and the socialising afterwards having a coffee brings people and community together.

Legal Implications - None.

Strategic Community Plan

Strategy 3.2.1- To encourage social connectedness in our community through participation in positive social networks, interaction and events. (Service Priority: Very High)

Strategy 5.2.1- To encourage physical activity by providing services and recreational facilities that encourage our community towards an active and healthy lifestyle. (Service Priority: Very High).

Environment - None.

Precedents - None.

Budget Implications -

The total membership fees currently paid by the total of 8 members of the ERC who are 80 years and over would be approximately \$5,344 if all were paying the Over 50's Membership rate of \$668 per year. Therefore if the 8 members were only paying \$50 each the income would be reduced to \$400 which would result in a reduction of income to the ERC of approximately \$4,944. Allowing the \$4,944 to be

forgone would result in an increase in the net recurrent operating cost of approximately 4.58%. Noting that the Council's Long Term Financial Plan is proposing future rate growth to be at 4%, this would effectively mean that the forgone income would be greater than the projected rate increases within the Council's Long Term Financial Plan.

Budget – Whole of Life Cost -

Council Policy Compliance - None.

Risk Assessment - Low.

Elected Member Comment

The Eaton Recreation Centre is open 24 hours a day and is a service provided to the community. I believe we can provide this reduced membership cost to our older residents without any added cost to the Shire.

Chief Executive Officer Comment -

A full rate membership to the Eaton Recreation Centre is \$835 per year and members aged 50 years and over can access an Over 50's Membership for \$668 per year. The majority of members Direct Debit the membership amount which is approximately \$25 per week.

Should Council be supportive of this proposal, all current financial members of the ERC who are 80 years and over, would have any fees that they have paid in the 2019-2020 financial year reimbursed and would be immediately transferred to a free Lifetime Membership.

The ERC has a range of concession for seniors including Pension Card and Health Care card concessions with some of the seniors programs at the ERC, such as the 'Fit over 50's' provided at a concession rate.

Identifying a certain demographic for concessional or free memberships can be problematic and can create issues amongst other seniors who are paying for their membership and who are in the same classes or in the same programs as those members who are being provided concessional or free memberships. This type of strategy is seen by others who are still required to pay full price for their membership as being an unfair and inequitable system. For example, the ERC has several members who are in their late 60's and 70's, who would be considered as "senior" members and will be required to continue to pay the normal concessional rate of \$668 per year, whilst someone standing next to them in the same class or program may only be paying \$50 per year.

As stated in previous reports, the issue with such a strategy is one of inequity and the current concession for seniors is based on the person having seniors Pension Card. The system for the seniors Pension Cards are already being means tested, therefore only those seniors who have passed the means testing are eligible to receive seniors Pension Card. This then allows the ERC's concession for Pension Card holders to apply to everyone that would receive the greatest benefit from the application of pensioner concessions. Concessions also apply to those ERC patrons who have a Health Care card and also concessions are applied to people with a disability and for youth programs. Not for profit clubs, groups and organisations also receive a 10% discount off any fees and charges.

Should Council consider that it wants a greater concession to apply to 'seniors' Pension Card holders then a benchmarking exercise could be undertaken with other similar centres to ascertain the most equitable and fair system that could be applied and a report returned to Council for further consideration. This could be done at the time of considering the Fees and Charges for 2020-2021.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**ELECTED MEMBER RECOMMENDED RESOLUTION****THAT Council**

- 1. Agree to the amend the Seniors Memberships fee to an Annual Membership fee of \$50.00 as from the 1st November, 2019 to the Eaton Recreation Centre for all Shire of Dardanup Residents aged 80 years or over, while still residing within the Shire.**
- 2. Request the Chief Executive Officer to refund membership fees already paid above the \$50.00 by current members aged 80 years and over, paid after the 1st November, 2019 within the 2019-2020 financial year.**
- 3. Request the Chief Executive Officer to publicly advertise the change to fees and charges as well as this initiative.**

Absolute Majority

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

## 15 PUBLIC QUESTION TIME

## 16 MATTERS BEHIND CLOSED DOORS

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

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

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

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



**OFFICER RECOMMENDED RESOLUTION**

**THAT in accordance with the Local Government Act 1995, S 5.23, the Council go Behind Closed Doors [.....pm] to discuss:**

- **Information where a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting.**

**16.1 Title: Memorandum of Understanding – Microsoft Enterprise Licencing Agreement and Delegation Amendment**

*Reporting Department: Corporate & Governance Directorate*

*Reporting Officer: Mr Sudi Mishra – Acting Manager Information Services*

*Mr Phil Anastasakis – Deputy Chief Executive Officer*

*Local Government Act 1995*

**REPORT UNDER SEPARATE COVER**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council return from Behind Closed Doors.**

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

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday 27 November 2019, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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