



MINUTES
CONFIRMED
ORDINARY
COUNCIL MEETING

Held

16 October 2019

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.

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MISSION STATEMENT

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

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	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

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

RISK CATEGORY CONSEQUENCE TABLE - GUIDELINE

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

RISK - LIKELIHOOD TABLE

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

LEVEL OF RISK GUIDE

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

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP ORDINARY COUNCIL MEETING HELD ON WEDNESDAY, 16 OCTOBER 2019, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Presiding Member declared the meeting open at 5.00pm, welcomed those in attendance and referred 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**

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Peter Robinson	-	Deputy Shire President
Cr. Luke Davies	-	Elected Member
Cr. Tyrrell Gardiner	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Carmel Boyce	-	Elected Member
Cr. Patricia Perks	-	Elected Member
Cr. James Lee	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Mr Luke Botica	-	Director Infrastructure
Ms Susan Oosthuizen	-	Director Sustainable Development
Ms Cathy Lee	-	Manager Governance & HR
Mrs Marisa Blandford	-	Executive Support Officer
Mr Ray Pryce	-	Accountant

Four members of the public were present.

No media members were present.

2.2 Apologies

None.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**3.1 Title: Response to Question 4.3 (25/09/2019 OCM) - Mr Bill Olsthoorn Regarding the Proposed Fenced Dog Exercise Area**

Reporting Department: Infrastructure Directorate
Reporting Officer: Mr Luke Botica – Director Infrastructure
Legislation: Local Government Act 1995

Background

The following questions were asked during “Public Question Time” at the Ordinary Council meeting held 25 September 2019. The questions were in relation to the proposed fenced dog exercise area.

- **Question 1 Taken on Notice:**

Mr Olsthoorn - Was there a second agenda created by certain Councillors to advance this proposal to gain extra support? No consultation until 2019. The earlier survey should be declared invalid and rescinded.

Officer Response

The proposal for a fenced dog exercise area originated from a Council decision to look at the possibility of locating it at a disused part of the Eaton Bowling Club facility. This site was deemed as being unsuitable and the Council established a working group to look at the Eaton Foreshore eastern location. The Terms of Reference for the Working Group states that “Council has established this Working Group to report to the Chief Executive Officer and the Eaton Townscape Committee on the possibility of establishing a fenced dog exercise area on the eastern portion of the Eaton Foreshore Reserve.” As the Terms of Reference state, the Working Groups prerogative was to determine the possibility of establishing a fenced dog exercise area on the eastern portion of the Eaton Foreshore Reserve. The decision on whether a fenced dog exercise area goes ahead at this or another location is ultimately the decision of Council.

At the 23 January 2019 meeting, Council considered a recommendation from the Eaton Townscape Committee that was based on the work undertaken by the Working Group. The Eaton Townscape Committee was seeking endorsement for further work on the proposal. At the time, it was proposed to undertake further work on the proposal after which consultation would be undertaken. Consultation on the proposal was brought forward at the time due to Council receiving opposition to the proposal. Council resolved to undertake a survey on the proposal. The survey results were presented to the Council at the meeting held on the 17 April 2019 and Council noted general support from the survey participants for the Foreshore. Council also resolved to continue developing concepts in consultation with affected stakeholders. The Council resolution was as follows:

“THAT Council:

1. Receives the results of the ‘Proposed Fenced Dog Exercise Area for Eaton’ survey and notes the general support from the Community for a Fenced Dog Exercise Area with Eaton Foreshore as the preferred location.

2. Supports the further development of the concept for the Fenced Dog Exercise Area at the eastern end and western end of the Eaton Foreshore to include nature based features of a successful dog park with reference to the “Unleashed – A Guide to Successful Dog Parks” guidelines and the concept is developed in consultation with the affected property owners; and

3. Refer the design for the Fenced Dog Exercise Area back to the Fenced Dog Exercise Area Working Group and Eaton Townscape Committee for further action.”

In all circumstances, decisions on the proposal were deliberated through Council and are decisions of Council. Shire staff, the Working Group and the Eaton Townscape Committee all worked within their terms of reference and/or the directions from Council.

RECEIVED

- *Question 2 Taken on Notice:*

Mr Olsthoorn - Why did it take from 2016 to 2019 for residents to be advised? If Council can spend that amount of time and money on this, why can't the whole community be advised and consulted.

Officer Response

As advised at the Ordinary Meeting of Council held 25 September 2019;

Chief Executive Officer, Mr André Schönfeldt – Council set up a Working Group for the Proposed Fenced Dog Exercise Area. We have working groups for a number of matters such as the Eaton Bowling Club Redevelopment, Gnomesville Master Plan and also the Eaton Boomers Club Redevelopment. The working group for the proposed fenced dog exercise area was set up in 2016 to start investigating options.

I will take on notice to follow up what process the working group followed to get to the information presented in 2018. Community Engagement was available in February this year to allow community to comment.

In response to the process followed the Working Group, for various reasons, did not meet regularly and there were some long periods between meetings. The Working Group was given the task of determining the possibility of establishing a fenced dog exercise area on the eastern portion of the Eaton Foreshore Reserve. This was reported back to the Eaton Townscape and then to the Council. Council would have determined what actions to take with the proposal, including when and how to consult with affected residents and the community should it decide to further develop the proposal. Consultation on the proposal was brought forward in January 2019 due to Council receiving opposition to the proposal.

RECEIVED

- *Question 3 Taken on Notice:*

Mr Olsthoorn – Northern end of the Parkridge Estate – why has this not been looked at? Massive debate two meetings ago about this and it was written out for future uses of the subdivision, 10% of land has to be vested with the Council for public use. My understanding that this is flood plain land. That has either been vested, or agreed to be vested in the Council. Why can't we look at using this land, no residents, wouldn't require watering as moist its moist land?

Officer Response

Regional Open Space created through the future subdivision of Parkridge Estate was an option presented to Council at the meeting held on 17 April 2019. At the time, Council decided not to pursue this option. However, Resolution 272-19 of the meeting held on 25 September 2019 states that Council “requests the Chief Executive Officer to undertake further investigations into all possible current and future locations and to develop draft concept designs and cost estimates for those locations at different levels of facility.” This resolution will allow further locations to be investigated including the possibility of future regional open space in Parkridge Estate.

RECEIVED

- **Question 4 Taken on Notice:**

Mr Olsthoorn – Northern side of Martin Pelusey Road, where depot is, and the fenced area north of the depot to the gravel road is approx. 1.25 ha, it’s zoned as rural land, farming land, Council purchased it for future use, and this would be the ultimate perfect site for a Fenced Dog Exercise Area. It would need fencing upgraded, but it doesn’t slope viciously, water is available, power available, rural zoning runs alongside. Sure, issues would be raised such as distance, however the old part of Eaton to the foreshore is still a drive. This would have plenty of parking area, it’s off the road. Shade, shelter, seating, all easy to set up. Nothing to disturb. Why can’t this be looked at as a potential site?

Officer Response

Resolution 272-19 of the meeting held on 25 September 2019 states that Council “requests the Chief Executive Officer to undertake further investigations into all possible current and future locations and to develop draft concept designs and cost estimates for those locations at different levels of facility.” This resolution will allow further locations to be investigated possibly including this site.

RECEIVED

4 PUBLIC QUESTION TIME

None.

5 APPLICATIONS FOR LEAVE OF ABSENCE

None.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held 25 September 2019

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

288-19 MOVED - Cr. L Davies SECONDED - Cr. C N Boyce

THAT the Minutes of the Ordinary Meeting of Council held on 25 September 2019, be confirmed as true and correct subject to no corrections.

CARRIED
8/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

8.1 Congratulation to Bull & Barrel Festival Committee

Shire President, Cr. M T Bennett congratulated the Bull & Barrel Festival Committee. It was an absolutely fantastic event and a resounding success. Having the Gravity and Enduro Events was great and they were very well attended. There were many out of state entrants for the Enduro event and approximately 360 entrants overall. Both events brought a lot of visitors to the area which was great to see. I hope we can continue to see these types of events at the festival.

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, Cr. M T Bennett advised 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; and*
- *Information that has a commercial value to a person.*

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

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

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

Discussion:

Shire President, Cr. M T Bennett asked Councillors and staff if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

12 REPORTS OF OFFICERS AND COMMITTEES**CHANGE TO ORDER OF BUSINESS**

Note: Shire President, Cr. M T Bennett advised that there were members of the public in the gallery waiting on Item 12.7, and therefore suggested that the item be brought forward and dealt with earlier.

COUNCIL RESOLUTION

289-19 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

THAT Council Change the Order of Business [5.03pm] and move to Item 12.7 to deal with "Shire of Dardanup Corporate and Community Services Committee Meeting Minutes Held 18 September 2019".

CARRIED
8/0

12.7 Title: Shire of Dardanup Corporate and Community Services Committee Meeting Minutes Held 18 September 2019.

MINUTES OF THE SHIRE OF DARDANUP CORPORATE AND COMMUNITY SERVICES COMMITTEE MEETING HELD ON 18 SEPTEMBER 2019, AT THE SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.30PM.

Officer Comment

The minutes of the Corporate and Community Services Committee meeting are attached (Appendix ORD: 12.7)

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

290-19 MOVED - Cr. P S Robinson SECONDED - Cr. P R Perks

THAT Council receives the Minutes of the Corporate and Community Services Committee Meeting held 18 September 2019.

CARRIED
8/0

CORPORATE AND COMMUNITY SERVICES COMMITTEE & COUNCIL RESOLUTION "A"

291-19 MOVED - Cr. P S Robinson SECONDED - Cr. P R Perks

THAT Council:

1. **Consider the applications received by the following groups under Round 1 Minor Community Grants 2019/20 - funding less than \$1,000; and**
 - (a) **Approve funding to the following organisations, and**

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
Dardanup Social Dance Inc.	Purchase steel cabinet, dance placards & urn	\$787.00
Eaton Basketball Association	Purchase iPads and keyboard for iPads	\$1,000.00
Tigers Softball Club Inc.	Purchase iPad, cover and security for electronic scoring	\$657.00
Knits and Knots Craft Group	Purchase wool, motifs and decorations for blankets to donate.	\$550.00
TOTAL		\$2,994.00

- (b) **Decline funding to the following organisations.**

MINOR COMMUNITY GRANTS (Funding of less than \$1,000)		
South West Montessori	Purchase wooden climbing frame for outside play	\$899.95
TOTAL		\$899.95

2. Consider the applications received by the following groups under Round 1 Community Grants 2019/20 - funding between \$1,000 - \$5,000 and

a) Approve funding to the following organisations, and

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Bunbury and Districts Softball Association	Purchase iPads, security and product care to move to electronic scoring	\$1,400.00
Dardanup AeroModellers Society	Purchase and install unisex accessible toilet/changeroom facility	\$5,000.00
Eaton Lions	Purchase generator	\$2,809.50
Eaton Senior Citizens Association Inc.	Purchase TV for exercise classes and education	\$1,223.00
TOTAL		\$10,432.50

b) Decline funding to the following organisations.

MAJOR COMMUNITY GRANTS (Funding between \$1,000-\$5,000 with a 50:50 matching component)		
Dardanup Senior Citizens Inc.	Seniors trip	\$1,731.00
TOTAL		\$1,731.00

CARRIED
8/0

**CORPORATE AND COMMUNITY SERVICES COMMITTEE
RESOLUTION "B"**

THAT Council supports the appointment of the following Elected Members and staff to the Leeuwin Scholarship Selection Panel to interview and recommend to Council preferred recipients of the Leeuwin Sailing Ship Scholarship for 2019/20:

- Cr James Lee
- Cr Janice Dow
- Culture and Community Services Officer, Melanie Ring

ALTERNATE MOTION

Discussion:

Cr. P S Robinson moved an alternate resolution to the Committee's recommended resolution "B" for the following reasons:

- The first point in the original resolution provides an allowance for only two places, previously there have been six or seven places available. I feel it is disappointing that we go from six to two positions. At budget discussions, I was aware we would have to get a lot of outside support, but this hasn't happened. I am suggesting that Council put in \$7,500 so we can offer four positions instead.
- At the Committee meeting, I agreed with Cr Dow, but I felt that selection of committee members should be after nominations have closed. The selection shouldn't be done before an election as it doesn't allow for any new Councillors to take part. I may not be able to nominate if one of the cadets that I work with, applies for a position. This could be seen as a conflict of interest. Councillors should be able to see who has nominated prior to being on the selection panel so that they are aware of any conflicts.
- Cr. L Davies has qualifications in working with youth, Cr. J Lee works with youth in the Ryde Program. I am suggesting the Chief Executive Officer be allowed to look at who is best suited.
- Finally, in reference to the last point in my alternate recommendation, I think we should scrap the Leeuwin Program altogether and instead look at alternative personal development opportunities for young people.

Change to Corporate and Community Services Committee Recommendation:

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Corporate and Community Services Committee Recommended Resolution:

- *To increase funding this year for Leeuwin Scholarships.*
- *Have the Chief Executive Officer and Shire President nominate suitable Councillors for the selection panel once the elections have been finalised.*
- *Investigate alternative personal development opportunities for youth in the Shire.*

**ELECTED MEMBER RECOMMENDED RESOLUTION
& COUNCIL RESOLUTION**

292-19 MOVED - Cr. P S Robinson SECONDED - Cr. P R Perks

THAT Council:

- 1. Fund a further two places for this year's Leeuwin Scholarships;**
- 2. Appoint the two Councillors for the Selection Panel after nominations have closed;**
- 3. Request the Chief Executive Officer and Shire President select those two Councillors; and**
- 4. Request the Chief Executive Officer to investigate alternative personal development opportunities for young people for the future.**

CARRIED
8/0

COUNCIL RESOLUTION

293-19 MOVED - Cr. T G Gardiner SECONDED - Cr. C N Boyce

THAT Council return to the order of business [5.22pm] being Item 12.1 of the agenda.

CARRIED
8/0

RETURN TO ORDER OF BUSINESS

12.1 Title: Road Safety Inspections – Hamilton Road and Recreation Drive

Reporting Department: Infrastructure Directorate

Reporting Officer: Mr Nathan Ryder – Manager Operations

*Legislation: Local Government (Functions and General) Regulations
1996*

Overview

Due to recent concerns received from Shire residents, the Shire of Dardanup requested Main Roads carry out Road Safety Inspections of an area on Hamilton Road (intersection with Foster Street) and an area on Recreation Drive adjacent to Bethanie Esprit. The outcome of these safety inspections prescribe certain treatments. These matters are now brought to Council for consideration of funding and timeframes for implementation of the treatments.

Background

A Road Safety Inspection is a formal examination of an existing road, or road related area, in which an independent, qualified team report on the crash potential and likely safety performance of the location. (Formerly known as an 'Existing Road Safety Audit').

These Road Safety Inspections have been conducted following the general principles detailed in Austroads Guide to Road Safety Part 6: Managing Road Safety Audits, and Austroads Guide to Road Safety Part 6A: Implementing Road Safety Audits, and in accordance with the requirements contained in the Main Roads Western Australia Policy and Guidelines for Road Safety Audit. A Shire representative was present during the inspections.

The full Road Safety Inspection reports are not provided with the Agenda; however, Councillors may view copies by contacting the Executive Support Officer at the Eaton Office.

- *Hamilton Road and Foster Street*

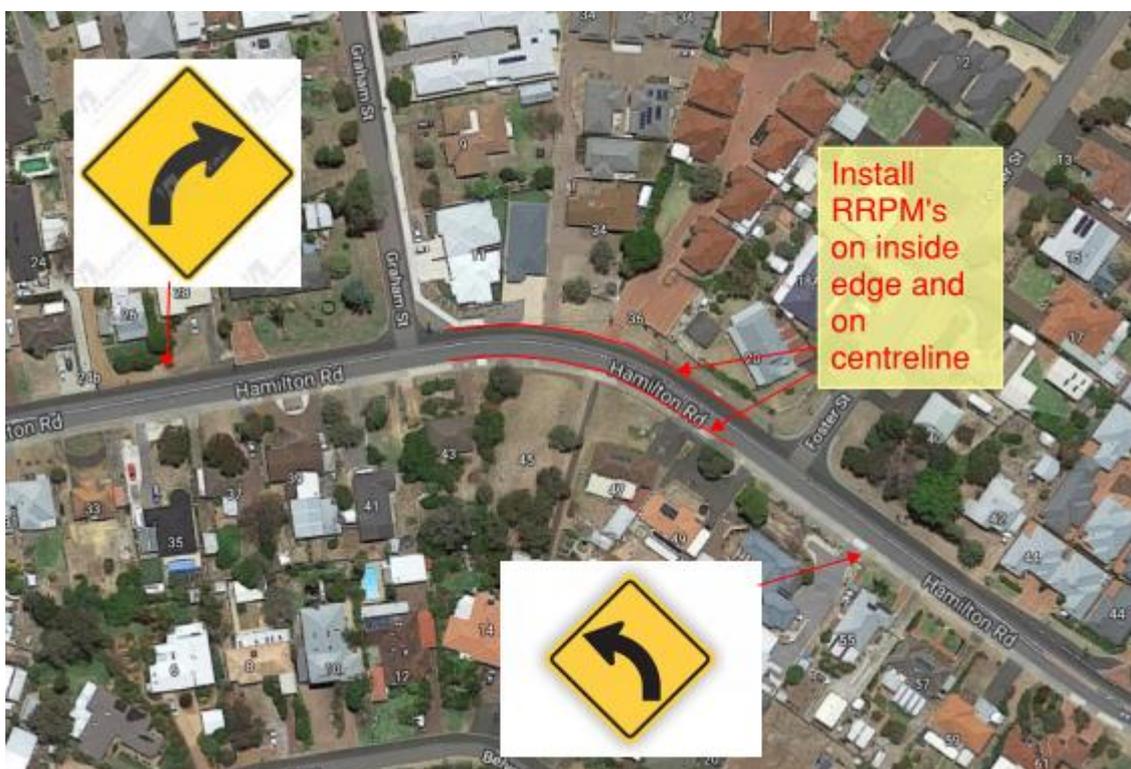
The objective of the inspection was to assess potential risks to road users and the public at the intersection of Hamilton Road and Foster Street (and the curve directly prior) following concerns

brought to the attention of the Shire of Dardanup by the owner of 20 Foster Street. These concerns were primarily due to multiple incidents occurring in the past, which have involved drivers leaving the roadway and colliding with fences on the property boundaries. When driving east along Hamilton Road just past Graham Street, there is an uphill section, a crest and a right hand bend in the road, creating an unfavourable combination especially at night time when visibility is reduced.

The report recommended the following treatments:

- Install Raised Reflective Pavement Markers (RRPMs) on both the centre line and on road edge at kerb lines to provide better delineation around the corner at night. [IMPORTANCE: HIGH]
- Install W1-3B curve warning signs () on each approach to the curve at a spacing compliant with AS1742.2. [IMPORTANCE: HIGH]

The following aerial shows the section of road investigated and the proposed treatments:



The implementation of these treatments has been estimated at approximately \$900.

- *Recreation Road (Bethanie Esprit)*

The background and objective of the inspection is to assess potential risks to road users and the general public in the area of the right angle bend on Recreation Drive (SLK 0.76 Finch Way to SLK 1.02 right hand bend) following concerns from residents of Bethanie Esprit being bought to the attention of the Shire of Dardanup via letter.

The concerns included:

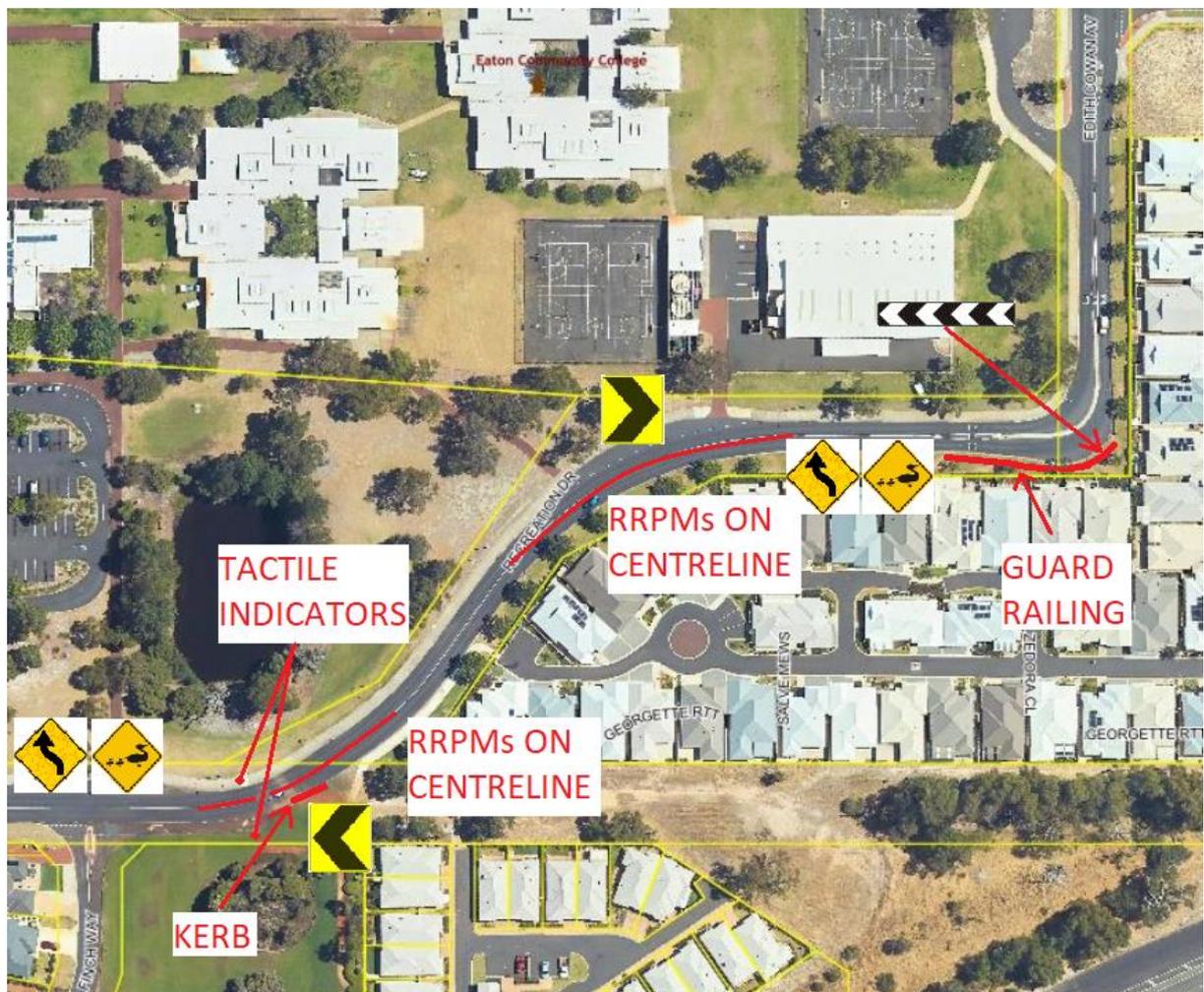
- “Ongoing hooning” in the area;
- August 2017 - Car travelling east and wheel rim clipped the roadside kerb and caused damage to footpath;
- May 2019 – Car lost control crashing into a small tree and coming to rest against a brick wall pillar of Bethanie Esprit; and

- Bethanie Esprit residents' concerns for safety.

The report recommended the following treatments:

- Install additional guard railing around the remainder of the outside of the curve (about 40m, starting at the side entry pit at the corner) in line with Australian and MRWA standards (including approved end treatments). [IMPORTANCE: MODERATE]
- Install new MR-HM-3 sign (▶▶▶▶▶▶▶▶) on the southwest approach to the right angle bend (the side without any guard railing). [IMPORTANCE: MODERATE]
- Install Chevron Alignment Markers (CAMs ◀▶) on the outside of curves within the S-bend in accordance with AS1742.2 in order to provide additional delineation to drivers. [IMPORTANCE: HIGH]
- Kerb through the outside of the curve to provide a clear delineation of the outside of the corner and prevent access mid-way through the curve. [IMPORTANCE: HIGH]
- Install Raised Reflective Pavement Markers (RRPMs) on the Centre line throughout the curve. [IMPORTANCE: HIGH]
- Install W1-4 (Reverse Curve) warning signs (◀▶) on both approaches to the curves. [IMPORTANCE: HIGH]
- Install tactile indicators at the path crossing location. [IMPORTANCE: HIGH]
- Install MR-WDO-21 "Ducks Crossing" warning signs (◀▶) on both approaches to the curves. [IMPORTANCE: LOW]

The following aerial shows the section of road investigated and the proposed treatments:



The implementation of these treatments has been estimated at approximately \$10,500.

Council is requested to consider funding of the installation of the above road safety treatments.

Legal Implications

The Local Government Act 1995 requires the Council to consider and approve any changes to the budget.

- 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.*
- (1a) *In subsection (1) —*
additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.
- (2) *Where expenditure has been incurred by a local government —*
- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the Council.*

Local Government Act 1995 -

S6.10. Financial Management Regulations

Regulations may provide for —

- (a) *the security and banking of money received by a local government; and*
- (b) *the keeping of financial records by a local government; and*
- (c) *the management by a local government of its assets, liabilities and revenue; and*
- (d) *the general management of, and the authorisation of payments out of —*
- (i) *the municipal fund; and*
- (ii) *the trust fund,*
of a local government.

Local Government (Financial Management) Regulations 1996

- R11. *Payments, procedures for making etc.*
- R12. *Payments from municipal fund or trust fund, restrictions on making*
- (1) *A payment may only be made from the municipal fund or the trust fund —*
- (a) *if the local government has delegated to the CEO the exercise of its power to make payments from those funds — by the CEO; or*
- (b) *otherwise, if the payment is authorised in advance by a resolution of the Council.*
- (2) *The Council must not authorise a payment from those funds until a list prepared under regulation 13(2) containing details of the accounts to be paid has been presented to the Council.*

Strategic Community Plan

Strategy 5.1.3 - To provide a safe road transport network where crashes resulting in death or serious injury are minimised. (Service Priority: High).

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

Environment - None.

Precedents - None.

The Shire of Dardanup has carried out road safety inspections in the past and implemented the recommendations resulting from those inspections.

Budget Implications

The estimated cost of the treatments for Hamilton Rd is \$900.

The estimated cost of the treatments for Recreation Dr is \$10,500.

The treatments are fundamentally capital in nature and should not be funded from the road maintenance budget. Therefore, there is currently no budget allocation for implementation of the treatments.

The following options are available to Council:

1. If the works are to be carried out in 2019-2020:
 - a. Undertake the works as unbudgeted items (i.e. expenditure will reduce the forecast end of year surplus);
 - b. Make a new budget allocation by reducing an equivalent amount of allocation in the road maintenance budget (i.e. budget transfer); or
 - c. Fund the works from a transfer of an equivalent amount from the Roads Reserve (this will reduce the end of year balance in the Roads Reserve).
2. If the works are to be carried out in a future year:
 - a. A specific budget allocation can made in the 2020-2021 Budget funded from the Roads Reserve; or
 - b. If a budget allocation was made in 2021-2022, the treatments could potentially be funded from the State Black Spot Program (note that applications for the 2020-2021 year have already closed).

It should be noted that Shire staff have discussed the requirements for the guardrail on Recreation Drive with management at Bethanie Esprit. Bethanie Esprit have confirmed that they are willing to contribute \$3,600 to the guardrail on Recreation Drive, which will cover half of the cost of the guardrail. The cost impact of the Recreation Drive treatment is therefore reduced by \$3,600 for options 1a, 1b, 1c and 2a.

An Absolute Majority is required for unbudgeted expenditure.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - High.

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 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Failure to implement the recommended road safety treatments
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Action Plan (treatment or controls proposed)	Implement recommended road safety treatments.
Residual Risk Rating (after treatment or controls)	Low (1 - 4)

Officer Comment

The following is an extract from Section 2.1 of the Recreation Drive Road Safety Inspection report. Please note that it deals specifically with the right hand bend in the road, where there have not been any recorded accidents, and is not in relation to the S-bend section where there have been accidents.

“Due to the close proximity of the dwellings on the outside of the curve at the right angle bend, there is a risk that errant vehicles could leave the roadway and collide the boundary walls. There is no crash data to suggest this has been an issue in the past, and the existing guardrail on the opposing side of the corner shows no signs of impact, which suggests the risk of this occurring is quite low. Given the speed environment (50kmh) and the fact that there are speed-calming devices on both approaches to the corner, it is likely that, in the unlikely event that this did occur, the impact force would be relatively low.

One of the recommendations below includes installing additional guard railing around the curve, however it should be noted that guard railing is not effective when hit front on (at an angle of 90°). As such, although it would reduce the likelihood of an errant vehicle reaching the property wall, it would likely result in an increased consequence / level of injury to the vehicle occupants.

The risk of a crash at this locations needs to be considered before deciding if any or all of the below recommendations are to be implemented.”

The installation of additional guard railing is expensive (estimated at \$7,200) and increases the risk of injury to the occupants of an errant vehicle. The treatment of additional guard railing was also specifically requested in Bethanie Esprit’s letter to the Shire (dated 26/10/2018), although to a much greater extent (from the right hand bend to Finch Way). Given that the risk of an errant vehicle leaving the road and crashing into the brick wall has been determined to be low, staff proposed a 50/50 cost sharing of this treatment with Bethanie Esprit.

Alternatively, given the fact that the treatments are unbudgeted and the likelihood of occurrence is relatively low, Council may wish to consider temporarily delaying the implementation of the treatments to seek funding via the Black Spot Program in next year’s round. Under this option the works would be carried out in the 2021-2022 financial year.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Acknowledges the recent Road Safety Inspections of Hamilton Road (near Foster Street) and Recreation Drive (near Bethanie Esprit);
2. Allocates an unbudgeted expenditure amount of \$11,400 in the 2019-2020 Budget (\$900 for Hamilton Road + \$10,500 for Recreation Drive) for implementation of the road safety treatments;

12.2 Title: Amendment to Delegations to Increase Authorised Payments up to a Value of \$300,000

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Ms Cathy Lee – Acting Director Corporate & Community Services
Legislation: Local Government Act 1995

Overview -

Requesting Council to amend two delegations to allow for an increase to payments made by the Chief Executive Officer on behalf of Council for a value of no more than \$300,000.

Background

Council reviewed its delegations [Resolution 180-19] at the Shire of Dardanup OCM held 26 June 2019. The following two delegations are brought to Council for further review to allow payments of over \$200,000 and up to \$300,000, to be made to government agencies and creditors where an executed agreement or legal obligation exists.

DELEGATION: 1.2.17	To purchase goods and services to a value of not more than \$200,000 \$250,000.
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	To purchase goods and services to a value of not more than \$200,000 \$250,000.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees
DELEGATION: 1.2.36	Authorise Electronic Funds Transfer to Australian Taxation Office up to \$300,000.
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government

Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to authorise Electronic Funds Transfer (EFT) files for Payroll and Accounts Payable payments to the Australian Taxation Office, other Government Agencies' and Creditors where an Executed Agreement or legal obligation exists up to for the value of \$300,000.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees

Legal Implications

-

- Local Government Act 1995

5.42. Delegation of some powers and duties to CEO

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

* Absolute majority required.

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

5.43. Limits on delegations to CEO²⁹

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

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

- (h) any power or duty that requires the approval of the Minister or the Governor;
- (i) such other powers or duties as may be prescribed.

S6.10. *Financial Management Regulations*

Regulations may provide for —

- (a) the security and banking of money received by a local government; and
- (b) the keeping of financial records by a local government; and
- (c) the management by a local government of its assets, liabilities and revenue; and
- (d) the general management of, and the authorisation of payments out of —
 - (i) the municipal fund; and
 - (ii) the trust fund,
 of a local government.

- *Local Government (Financial Management) Regulations 1996*

R11. *Payments, procedures for making etc.*

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

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

Strategic Community Plan

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

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 reviews its delegations at least annually in accordance with the Local Government Act 1995.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment -

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

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Inability to make payments up to \$300,000 to government agencies and creditors where an executed agreement or legal obligation exists.
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	Not required.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.

Officer Comment

- Delegation 1.2.17 – Purchase of goods and services to a value of not more than \$200,000.

Council has currently delegated the Chief Executive Officer authority to purchase goods and services to a value of not more than \$200,000. It is requested that this figure be increased to \$250,000 in line with the requested change to Delegation 1.2.36.

- Delegation 1.2.36 – Authorise Electronic Funds Transfer to Australian Taxation Office.

Council has currently delegated the Chief Executive Officer authority to make EFT payments to the Australian Tax Office for the value of \$300,000. It is requested that this delegation be expanded to include authority to authorise Electronic Funds Transfer (EFT) files for Payroll and Accounts Payable payments to the Tax Office, other Government Agencies’ and Creditors where an Executed Agreement or legal obligation exists up to the value of \$300,000.

As with all delegations, Council can include conditions on each of its delegations. The decision to delegate requires an absolute majority vote by Council.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Amend delegation “1.2.17” as follows:

DELEGATION: 1.2.17	To purchase goods and services to a value of not more than \$250,000
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees

Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	To purchase goods and services up to the value of \$250,000.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees

2. Amend delegation "1.2.36" as follows:

DELEGATION: 1.2.36	Authorise Electronic Funds Transfers up to \$300,000
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to authorise Electronic Funds Transfer (EFT) files for Payroll and Accounts Payable payments to the Tax Office, other Government Agencies' and Creditors where an Executed Agreement or legal obligation exists up to the value of \$300,000.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees

Absolute Majority

ALTERNATE MOTION

Discussion:

Cr. M T Bennett moved an alternate motion to amend Part 1 to have the Chief Executive Officer authorised to purchase goods and services limit remain at up to \$200,000 for general expenditure, but up to the value of \$300,000 for the Tax Office, other Government Agencies' and Creditors where an Executed Agreement or legal obligation exists which has prior Council endorsement. This is in line with Part 2 of the recommendation that remains the same.

Change to Officer Recommendation -

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

- To amend the increase of purchase order authority to be increased to \$300,000 to be only used in line with the amended Delegation 1.2.36.

**ELECTED MEMBER RECOMMENDED RESOLUTION
& COUNCIL RESOLUTION**

295-19 MOVED - Cr. M T Bennett SECONDED - Cr. P S Robinson

THAT Council:**1. Amend delegation "1.2.17" as follows:**

DELEGATION: 1.2.17	To purchase goods and services to a specified value.
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government
Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	To purchase goods and services: – Up to the value of \$200,000; and – Up to the value of \$300,000 for the Tax Office, other Government Agencies' and Creditors where an Executed Agreement or legal obligation exists which has prior Council endorsement.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees

2. Amend delegation "1.2.36" as follows:

DELEGATION: 1.2.36	Authorise Electronic Funds Transfers up to \$300,000
Delegator: <i>Power / Duty assigned in legislation to:</i>	Local Government

Express Power to Delegate: <i>Power that enables a delegation to be made</i>	<u>Local Government Act 1995:</u> s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
Express Power or Duty Delegated:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees
Delegate:	Chief Executive Officer
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority to authorise Electronic Funds Transfer (EFT) files for Payroll and Accounts Payable payments to the Tax Office, other Government Agencies' and Creditors where an Executed Agreement or legal obligation exists up to the value of \$300,000.
Council Conditions on this Delegation:	
Express Power to Sub-Delegate:	<u>Local Government Act 1995:</u> s.5.44 CEO may delegate some powers and duties to other employees

3. Request the Chief Executive Officer to update the Procurement Policy to reflect the above.

CARRIED
8/0

By Absolute Majority

12.3 Title: Budget Allocation for the Purchase and Disposal of Shire Vehicles Not Included in the 2019-2020 Budget

Reporting Department: Corporate & Governance Directorate
Infrastructure Directorate

Reporting Officer: Mr Allan Hutcheon - Procurement Officer
Mr Luke Botica - Director Infrastructure

Legislation: Local Government Act 1995

DECLARATION OF INTEREST

Director Sustainable Development, Ms Susan Oosthuizen declared a Financial Interest in this item as the purchase of the vehicles affects her conditions in her contract of employment

Director Sustainable Development, Ms Susan Oosthuizen left the room [5.38pm].

Overview

Council approval is sought for the purchase of three new vehicles and disposal of two vehicles that are not allocated in this financial years (2019/20) budget.

Background

Council Policy (CP048) Plant & Vehicle Acquisitions and Disposal Policy states that four cylinder vehicles shall be changed over at replacement triggers of four years or 80,000km, whichever occurs first.

Two Shire vehicles have reached their replacement trigger of 80,000km sooner than expected, those being:

- DA004 – 2017 Subaru Outback, allocated to the Manager Development Services; and
- DA9668 – 2017 Subaru Outback, allocated to the Manager Information Systems.

The Council approved the creation of a new Directorate at the Ordinary Meeting of Council held on the 26 June 2019 [Resolution 198/19]. The creation of the new Sustainable Development Directorate has resulted in the creation of the new position of Director Sustainable Development. This position is supplied with a Shire owned and maintained vehicle.

Directors are allocated a vehicle based on their employment package – a Toyota Prado 4WD GXL or equivalent, with usage in accordance with Administrative Policy AP009.

Legal Implications

Public Tenders are not required for purchase less than \$150,000 under the Local Government (Functions and General) Regulations 1996. Therefore, written quotations can be sourced for these Executive Vehicles through the Council's e-tendering portal.

Strategic Community Plan

Strategy 1.1.1 - To be equitable, inclusive and transparent in decision making. (Service Priority: High)

Strategy 1.1.2 - Monitor and ensure compliance with the regulatory framework for local government governance and operations. (Service Priority: High)

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

Environment - None.

Precedents -

The replacement of Shire vehicles is common practice and has been carried out as per the Strategic and Long Term Financial Plan.

Budget Implications

The following unbudgeted allocations are required for changeover of the two vehicles and purchase of the additional vehicle:

Registration No.	Expenditure	Trade In	Net Changeover Cost
DA004	\$45,900	\$22,950	\$22,950
DA9668	\$45,900	\$22,950	\$22,950
New	\$71,400	\$0	\$71,400

The new vehicle will also add an estimated \$10,000 in operating costs in the 2019-2020 financial year.

It should be noted that DA004 and DA9668 are both scheduled for replacement in 2020-2021 in the current Corporate Business Plan.

All vehicle changeovers are funded from Reserve and in accordance with the 10 Year Asset Management Plan Executive & Compliance Vehicles 2019/20 to 2028/29. It is proposed that the additional net cost of the purchases at \$117,300 be offset by a transfer of an equivalent amount from the Reserve. By doing this the net cost to Council of the additional vehicle purchases in the current budget will be zero. The 2019/20 Executive and Compliance Vehicle Reserve forecasts a closing balance of \$273,571 at 30 June 2020, which will be revised to an amended forecast closing balance of \$156,271 if the vehicle acquisitions are endorsed by Council.

It should be noted that DA004 and DA9668 changeover timeframes will be amended in the next revision of the 10 Year Asset Management Plan Executive & Compliance Vehicles. This will also include the addition of the new vehicle.

Budget – Whole of Life Cost

It is expected that the following ongoing costs will be required each of the vehicles (expressed in 2019-2020 values, i.e. not indexed):

- DA004
 - Annual operating cost is budgeted at \$8,666.
 - Net changeover cost - \$22,950 at each changeover.
 - The above figures are based on a four year changeover interval.
 - Based on current usage, the changeover of this vehicle is expected to occur at two year intervals, instead of the currently scheduled four year interval.
 - Changeover costs equate to \$11,475 per annum in the current value.

- Annual operating cost is expected to be slightly higher due to increased fuel consumption and servicing at a total operation cost of \$11,666.
 - Total expected life cycle cost of this vehicle is estimated at \$23,141 per annum.
- DA9668
 - Annual operating cost is budgeted at \$9,460.
 - Net changeover cost - \$22,950 at each changeover.
 - The above figures are based on a four year changeover interval.
 - Based on current usage, the changeover of this vehicle is expected to occur at the currently scheduled four year interval.
 - Changeover costs equate to \$5,738 per annum in the current value.
 - Total expected life cycle cost of this vehicle is estimated at \$15,198 per annum.
- New Vehicle
 - Annual operating cost is estimated at \$12,900.
 - Net changeover cost - \$35,700 at each changeover.
 - The above figures are based on a four year changeover interval.
 - It is assumed that the vehicle will remain on a four year changeover interval.
 - Changeover costs equate to \$8,925 per annum in the current value.
 - Total expected life cycle cost of this vehicle is estimated at \$21,825 per annum.

Council Policy Compliance

The proposed vehicle purchases and disposals shall comply with the following Council policies:

CP034 – Procurement Policy

CP048 – Plant & Vehicle Acquisitions and Disposal Policy

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix ORD: 12.3) 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)	Not required.
Residual Risk Rating (after treatment or controls)	As the Residual Risk Rating is below 12, this is not applicable.

Officer Comment

It should be noted that waiting until the 2020-2021 financial year to replace DA004 and DA9668 will result in increased costs being incurred by the Shire. As further mileage is added to each of these vehicles, it is expected that the resale value will reduce below that currently scheduled in the Shire's Corporate Business Plan. Similarly, increased mileage will have follow on effects, including the increased likelihood for the need to replace tyres, increased servicing costs, loss of vehicle warranty and increased risk of vehicle breakdowns. The vehicle changeover triggers, being the sooner of four years or 80,000km for these vehicles were determined from best practice in all of life cycle cost management for these types of vehicles.

The Director Sustainable Development position has commenced at the Shire. This position is provided with a Shire supplied and maintained vehicle as part of the employment contract. Although alternative interim arrangements have been made for a vehicle for this position, it is recommended that the Council approve the budget allocation in order for the vehicle to be purchased.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

296-19 MOVED - Cr. T G Gardiner SECONDED - Cr. P R Perks

THAT Council:

1. Approves unbudgeted expenditure for the following vehicle purchases in the 2019-2020 Budget:

Registration No.	Expenditure	Trade In	Net Changeover Cost
DA004	\$45,900	\$22,950	\$22,950
DA9668	\$45,900	\$22,950	\$22,950
New (Director Sustainable Development)	\$71,400	\$0	\$71,400

2. Approve that the net cost to Council for the vehicle purchases in Point 1 be offset by an equivalent transfer of funds from the Executive and Compliance Vehicle Reserve.

CARRIED

7/1

By Absolute Majority

FOR THE MOTION	AGAINST THE MOTION
Cr. M T Bennett Cr. P S Robinson Cr. J Lee Cr. P R Perks Cr. C N Boyce Cr. L Davies Cr. T G Gardiner	Cr. J Dow

Note: Director Sustainable Development, Ms Susan Oosthuizen returned to the room [5.41pm].

12.4 Title: Monthly Statement of Financial Activity for the Period Ended 31 August 2019

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

Overview

This report presents the monthly Financial Statements for the period ended 31 August 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 31 August 2019 is attached after the Officer Comment.

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 a forecast surplus at 30 June 2020 of \$214,461.

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

297-19 MOVED - Cr. T G Gardiner SECONDED - Cr. C N Boyce

THAT Council adopts the Monthly Statement of Financial Activity (Appendix ORD: 12.4) for the period ended 31 August 2019.

CARRIED
8/0

12.5 Title: Schedule of Paid Accounts as at 16 October 2019

Reporting Department: Corporate & Governance Directorate
Reporting Officer: Mrs Renée Thomson– Accounts Payable Officer
 Mr Ray Pryce – Accountant Financial Services
Legislation: 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 ImplicationsLocal Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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 —*
- (a) *the payee's name; and*
- (b) *the amount of the payment; and*
- (c) *the date of the payment; and*
- (d) *sufficient information to identify the transaction.*
- (2) *A list of accounts for approval to be paid is to be prepared each month showing —*
- (a) *for each account which requires Council authorisation in that month —*
- (i) *the payee's name; and*

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
ELECTRONIC FUNDS TRANSFER					
EFT35512	19/09/2019	21 Graphic Design Pty Ltd	Monthly Graphic Design and Creation of Artwork for Community News	MUNI	99.00
EFT35513	19/09/2019	All Aussie Truck and Bobcat Services	Removal of Tree Across Road During Storm & General Clean Up	MUNI	990.00
EFT35514	19/09/2019	Amity Signs	Vandalised Vegetation Signs & Duck & Turtle Crossing Signs	MUNI	1,093.24
EFT35515	19/09/2019	Australian Institute of Business	Corporate Governance - Session 4 - Deputy CEO Mr Phil Anastasakis	MUNI	2,725.00
EFT35516	19/09/2019	Australian Tax Office	PAYG Withholding - Payrun 20-09-2019	MUNI	78,824.00
EFT35517	19/09/2019	Better Telco Solutions Pty Ltd	Network Connectivity Check and Repair	MUNI	201.30
EFT35518	19/09/2019	Blaine Thompson	Umpire Recoup Basketball 21-08-2019	MUNI	88.00
EFT35519	19/09/2019	Boyles Plumbing and Gas	ERC - Inspect Water Fountain Unblock Waste Gully	MUNI	123.75
EFT35520	19/09/2019	Brandicoot	Monthly Web Hosting	MUNI	895.98
EFT35521	19/09/2019	Brownes Foods Operations Pty Ltd	ERC - Cafe Order	MUNI	6.45
EFT35522	19/09/2019	Bunbury Harvey Regional Council	Regional Waste Education Program & Stanley Road Refuse Disposal	MUNI	2,103.80
EFT35523	19/09/2019	Bunbury Mower Service	Blower Parts and Repairs	MUNI	193.00
EFT35524	19/09/2019	Bunnings Group Limited	Parts for General Repairs at Admin Building	MUNI	248.62
EFT35525	19/09/2019	Bunbury Muffler & Towbar Centre	Replace & Fit Rear Door - Triton DA8222	MUNI	830.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35526	19/09/2019	Cameron Baker	Umpire Recoup Basketball 21-08-2019	MUNI	88.00
EFT35527	19/09/2019	Carbone Brothers Pty Ltd	Removal of Asbestos - 5 Charlotte Street	MUNI	2,255.00
EFT35528	19/09/2019	CB Traffic Solutions	Hire of Traffic Control for Drainage Works on Ferguson Road	MUNI	1,308.45
EFT35529	19/09/2019	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account for Point to Point Microwave Service	MUNI	2,893.00
EFT35530	19/09/2019	Cleanaway Solid Waste Pty Ltd	Monthly Kerbside Waste Collection & Landfill	MUNI	5,488.37
EFT35531	19/09/2019	Construction Training Fund : BCITF	BCITF - August Reconciliation	MUNI	1,392.42
EFT35532	19/09/2019	Craven Foods	ERC - Cafe Stock	MUNI	138.88
EFT35533	19/09/2019	Crooked Brook Forest Association	Allocated Funding as per Budget 2019-2020.	MUNI	2,200.00
EFT35534	19/09/2019	Camera House	Forestry Pro Range Laser Finder	MUNI	499.00
EFT35535	19/09/2019	Dardanup Garage & Service Station	Check Warning Light - Ford Ranger - DA8170	MUNI	110.00
EFT35536	19/09/2019	Data #3 Limited	Techsmith Camtasia-2019 Electronic 1 Single User - Government License	MUNI	385.49
EFT35537	19/09/2019	Dell Australia Pty Ltd	Bluetooth Mobile Mouse	MUNI	31.90
EFT35538	19/09/2019	Department of Water and Environmental Regulation	Clearing Permit Application Fee for Harris Road Widening	MUNI	2,400.00
EFT35539	19/09/2019	Doherty's Painting	ERC - Gym Walls Patching and Painting	MUNI	660.00
EFT35540	19/09/2019	Donna Bastow	Umpire Recoup Basketball 21-08-2019	MUNI	88.00

CONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35541	19/09/2019	Drummond Catering	Catering for the 4 September 2019 Council Meeting	MUNI	400.00
EFT35542	19/09/2019	Easifleet Management	Lease Payments for Volkswagen Tiguan 1GLU208 - CEO	MUNI	2,517.86
EFT35543	19/09/2019	Emily Goyder	Umpire Recoup Netball 16-08-2019	MUNI	45.00
EFT35544	19/09/2019	Erin Hutchins	Uniform Reimbursement	MUNI	54.00
EFT35545	19/09/2019	Fulton Hogan Industries WA	Premix for Road Maintenance Truck	MUNI	201.85
EFT35546	19/09/2019	Glen Huon Primary School	Allocated Funding as Per Budget 2019-2020 (School Citizenship Award)	MUNI	150.00
EFT35547	19/09/2019	Greycliffe Farm	Contractor to Impound Stock from Dardanup West	MUNI	242.00
EFT35548	19/09/2019	Heatleys	Coverall - Ear Plugs - Gloves	MUNI	1,368.86
EFT35549	19/09/2019	IPWEA National	IPWEA Practice Notes - Engineering	MUNI	424.00
EFT35550	19/09/2019	ITR Pacific Pty Ltd	Parts for Repairs - GraderDA698	MUNI	1,288.76
EFT35551	19/09/2019	JCW Electrical Pty Ltd	Replace Existing Cable/Conduits for Pratt Rd Football Oval Lights	MUNI	2,805.00
EFT35552	19/09/2019	Kaitlyn O'Dea	Umpire Recoup Netball 09-09-2019	MUNI	292.50
EFT35553	19/09/2019	Karyn Rowe	Umpire Recoup Netball 20-08-2019	MUNI	180.00
EFT35554	19/09/2019	Kmart	Apple Charging Cables - Admin Office	MUNI	34.00
EFT35555	19/09/2019	Lions Club of Eaton	Allocated Funding as Per Budget Australia Day Breakfast & Lions Christmas Hampers	MUNI	3,893.00
EFT35556	19/09/2019	Malatesta Road Paving and Hotmix	Emulsion for the Road Maintenance Truck	MUNI	160.00

CONFIRMED AS A TRUE AND CORRECT RECORD AT THE ORDINARY MEETING OF COUNCIL HELD 6 NOVEMBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35557	19/09/2019	Mckayhla Pomare	Umpire Recoup Basketball 21-08-2019	MUNI	88.00
EFT35558	19/09/2019	Nightguard Security Service	Security Call-Out Service for Eaton Administration Centre	MUNI	198.00
EFT35559	19/09/2019	Nites Electrical	Watson Street Reserve Toilet Block Maintenance & Flood Light Repairs	MUNI	2,816.75
EFT35560	19/09/2019	Nathan Stacey	Umpire Recoup Basketball 21-08-2019	MUNI	44.00
EFT35561	19/09/2019	Pages Mechanical Repairs	Service Truck - DA325	MUNI	416.30
EFT35562	19/09/2019	Perfect Landscapes	Mowing - Various Parks & Ovals	MUNI	4,609.00
EFT35563	19/09/2019	Peron Naturaliste Partnership	Peron Naturalist Partnership - Subscription and Membership Contribution 19/20	MUNI	4,070.89
EFT35564	19/09/2019	Pete's Chop Shop	Catering for Staff Team Building Day -20-09-2019	MUNI	120.00
EFT35565	19/09/2019	PFD Food Services Pty Ltd	ERC - Cafe Stock	MUNI	137.35
EFT35566	19/09/2019	Phil Anastasakis	Uniform Reimbursement	MUNI	382.00
EFT35567	19/09/2019	Promote You	Short Sleeve Polos x 40 - Mens and Womens - Various Sizes	MUNI	1,210.00
EFT35568	19/09/2019	Promotions Only	ERC - Sports Bags First Prize	MUNI	711.35
EFT35569	19/09/2019	Raelene Tedd	Umpire Recoup Netball 20-08-2019	MUNI	67.50
EFT35570	19/09/2019	Schweppes Australia Pty Ltd	ERC - Cafe Stock	MUNI	145.45
EFT35571	19/09/2019	SMR Psychology	Employee Assistance Program	MUNI	374.00

CONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35572	19/09/2019	SOS Office Equipment	Photocopier Meter Reading - Located In Eaton Library	MUNI	59.29
EFT35573	19/09/2019	South West Locksmiths	ERC - Service Call to Rekey Lock on Entry Door to Basketball SW Office (7 Keys Supplied)	MUNI	137.65
EFT35574	19/09/2019	Steann Pty Ltd	Hard Waste Collection - Aug 2019	MUNI	26,950.00
EFT35575	19/09/2019	Stephen Eaton	50% Reimbursement Towards Study	MUNI	3,720.00
EFT35576	19/09/2019	Synergy	Electricity Account for Garry Engel Park & 3 Other Locations	MUNI	1,794.51
EFT35577	19/09/2019	Southern District Estate Agency	Rates Refund for Assessment A10892 5 Flowerdale Ct Millbridge WA 6232	MUNI	538.49
EFT35578	19/09/2019	Telstra	Telephone Main Landline Account & All Mobile Accounts	MUNI	12,135.53
EFT35579	19/09/2019	Therese Price	Umpire Recoup Netball 20-08-2019	MUNI	118.12
EFT35580	19/09/2019	Tutt Bryant Hire	Hire of 3.5 Tonne Excavator	MUNI	1,954.64
EFT35581	19/09/2019	Toll Transport	Postage & Freight	MUNI	66.39
EFT35582	19/09/2019	Vanessa Black	Umpire Recoup Netball 19-08-2019	MUNI	91.88
EFT35583	19/09/2019	Varidesk	Floor Mat for Sit/Stand Desk Engineering	MUNI	140.00
EFT35584	19/09/2019	WALGA	Certificate IV In Procurement & Contract Management - Procurement Officer Mr Allan Hutcheon	MUNI	5,545.00
EFT35585	19/09/2019	Water Corporation	Water Use and Service Charges for 8 Locations	MUNI	1,424.27
EFT35586	19/09/2019	West Australian Mechanical Services Pty Ltd	ERC - Quarterly Air Conditioning Maintenance	MUNI	522.50

CONFIRMED AS A TRUE AND CORRECT RECORD AT THE ORDINARY MEETING OF COUNCIL HELD 6 NOVEMBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35587	19/09/2019	Winc Australia Pty Ltd	Stationery Order - Eaton Admin & Eaton Community Library	MUNI	724.99
EFT35588	19/09/2019	Woolworths Group Limited	General Items Purchased & Council Chambers Stock	MUNI	476.06
EFT35589	19/09/2019	Xtreme Bounce Party Hire	Bouncy Castle Hire - End of Year Party 2019	MUNI	525.00
EFT35590	26/09/2019	All Aussie Truck and Bobcat Services	General Clean Up of Pipes and Rubbish - General Tip Site Clean Up	MUNI	660.00
EFT35591	26/09/2019	Amity Signs	600 x 900 Mowing Signs	MUNI	1,247.40
EFT35592	26/09/2019	Aurora Environmental (Perth) Pty Ltd	Environmental Advice and Review of EPA Decision for Cleanaway Lithium Tailings Proposal	MUNI	3,667.13
EFT35593	26/09/2019	Australind/Eaton Medical Centre	Ranger Pre Employment Medical and Audiogram - September 2019	MUNI	195.00
EFT35594	26/09/2019	Blackwoods	Safety Glasses	MUNI	348.54
EFT35595	26/09/2019	Brenton Scambler	Team Building Purchases - Reimbursement	MUNI	83.56
EFT35596	26/09/2019	Brooke Bishop	Personal Development Grant	MUNI	400.00
EFT35597	26/09/2019	Bunbury Auto Group	Service of DA005	MUNI	904.99
EFT35598	26/09/2019	Bunbury Auto One	Oil Trailer Plugs Cleaner and Parts DA588	MUNI	258.60
EFT35599	26/09/2019	Bunbury Bearings	Trailer Suspension Parts	MUNI	94.16
EFT35600	26/09/2019	Bunbury Mower Service	Parts for Whippersnipper Blower and Chainsaws	MUNI	356.00
EFT35601	26/09/2019	Bunbury Psychological Services	Counselling Services - EAP	MUNI	154.00
EFT35602	26/09/2019	Bunbury Subaru	12500km Service - Subaru Forester DA10091	MUNI	328.64

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35603	26/09/2019	Bunnings Group Limited	Parts and Materials for Changing Room Repairs - ERC	MUNI	389.43
EFT35604	26/09/2019	CFM - Myzone	ERC - Myzone Mz-3 Belts	MUNI	885.01
EFT35605	26/09/2019	Cineads Australia Pty Ltd	ERC - Cineads Monthly Fee September 2019 - June 2020	MUNI	1,100.00
EFT35606	26/09/2019	Coca-Cola Amatil Australia Pty Ltd	ERC - Sports Drinks for Prizes	MUNI	761.75
EFT35607	26/09/2019	Damon Thompson	Umpire Recoup Basketball 25-09-2019	MUNI	66.00
EFT35608	26/09/2019	Dardanup Art Spectacular	Allocated Funding As Per Budget 2019-2020	MUNI	4,000.00
EFT35609	26/09/2019	Dardanup Garage & Service Station	Parts and Repairs - DA8170	MUNI	855.80
EFT35610	26/09/2019	David John Leek T/A Acefire	Install 3 Fire Extinguishers in Eaton Admin Facility	MUNI	68.70
EFT35611	26/09/2019	Donna Bastow	Umpire Recoup Basketball 25-09-2019	MUNI	66.00
EFT35612	26/09/2019	Eaton Community College	Eaton Community Library Cost Share of Water Newspapers and Electricity May to August 2019	MUNI	2,094.09
EFT35613	26/09/2019	Eaton Pet Vet	2019-2020 Animal Management Program (Sterilisation)	MUNI	165.00
EFT35614	26/09/2019	Educated By Nature	Imagination Village and a Muddy Experience Event Coordination	MUNI	1,697.85
EFT35615	26/09/2019	Emily Goyder	Umpire Recoup Netball 20-09-2019	MUNI	30.00
EFT35616	26/09/2019	Eve Yoga	ERC - Yoga Instruction 11/9 12/9 18/9	MUNI	180.00
EFT35617	26/09/2019	Fit Tech Gym Support	Service and Repair of Cardio Equipment - Replacement Cable Functional Trainer	MUNI	1,188.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35618	26/09/2019	Harvey Farm Service	Pins and Clips for Tractor Broom	MUNI	24.30
EFT35619	26/09/2019	Hitachi Construction Machinery Australia Pty Ltd	500 hr Service - Loader	MUNI	1,767.70
EFT35620	26/09/2019	Howson Technical	Project Management - Eaton Drive Traffic Lights	MUNI	5,329.50
EFT35621	26/09/2019	HPE Financial Services	Lease Desktop Refresh 48 Months - 07-08-19 - 31-12-19	MUNI	16,330.02
EFT35622	26/09/2019	Hynes Contracting	Remove Trees Waterloo Rd and Denison Link	MUNI	880.00
EFT35623	26/09/2019	Iris Consulting Group	Scanning Test Target	MUNI	510.00
EFT35624	26/09/2019	Jacko's Window Cleaning	ERC - Cleaning of All Windows Inside and Out	MUNI	400.00
EFT35625	26/09/2019	Jackson Harvey	50% Deposit - Materials - Approved Artist Jackson Harvey Murals 2019	MUNI	4,925.00
EFT35626	26/09/2019	Jim's Test and Tag	2019/2020 Test and Tags - 9 Locations	MUNI	1,338.15
EFT35627	26/09/2019	Kaitlyn O'Dea	Umpire Recoup Netball 23-09-2019	MUNI	90.00
EFT35628	26/09/2019	Karyn Rowe	Umpire Recoup Netball 20-09-2019	MUNI	105.00
EFT35629	26/09/2019	Kings Tree Care	Carry Out Vegetation Clearance Pruning to 5 Sites in Burekup as per Western Power Notice	MUNI	924.00
EFT35630	26/09/2019	Kmart	Vacation Care Items	MUNI	100.55
EFT35631	26/09/2019	Larry Price	Service to Toro 360 Mower	MUNI	416.90
EFT35632	26/09/2019	Lions Club of Dardanup	Allocated Funding as per Budget 2019-2020 (Australia Day Breakfast)	MUNI	2,893.00

CONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35633	26/09/2019	Local Government Professionals Australia WA	Annual State Conference - CEO	MUNI	750.00
EFT35634	26/09/2019	Lauren Johnston	Personal Development Grant	MUNI	400.00
EFT35635	26/09/2019	Malatesta Road Paving and Hotmix	100lt of Catamole for Maintenance Truck	MUNI	160.00
EFT35636	26/09/2019	Marketforce	Standing Order 19/20 - Recruitment Advertising	MUNI	874.50
EFT35637	26/09/2019	Mckayhla Pomare	Umpire Recoup Basketball 25-09-2019	MUNI	66.00
EFT35638	26/09/2019	Modern Teaching Aids Pty Ltd	Vacation Care Supplies	MUNI	157.96
EFT35639	26/09/2019	Morgan Imports Pty Ltd	Hand Wraps for Boxing	MUNI	186.37
EFT35640	26/09/2019	Nathan Stacey	Umpire Recoup Basketball 25-09-2019	MUNI	66.00
EFT35641	26/09/2019	Officeworks Superstores Pty Ltd	Stationery - ERC	MUNI	111.30
EFT35642	26/09/2019	Opposite Lock 4Wd & Vehicle Accessories	Purchase New Netting for Ute Tray	MUNI	284.00
EFT35643	26/09/2019	PFI Supplies	Box Toilet Paper	MUNI	226.45
EFT35644	26/09/2019	Planning Institute Australia WA Division	Planning Institute Membership - CEO	MUNI	632.00
EFT35645	26/09/2019	Prime Supplies	OHS Protective Clothing	MUNI	851.12
EFT35646	26/09/2019	Raelene Tedd	Umpire Recoup Netball 24-09-2019	MUNI	45.00
EFT35647	26/09/2019	Rhianna Kathleen Scheffner	Uniform Reimbursement	MUNI	30.00
EFT35648	26/09/2019	South West Compressors	Annual Air Compressor Service	MUNI	239.14

CONFIRMED AS A TRUE AND CORRECT RECORD AT THE ORDINARY MEETING OF COUNCIL HELD 6 NOVEMBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35649	26/09/2019	South West Rubber Stamps	Received Stamp for Rates	MUNI	53.10
EFT35650	26/09/2019	Stratagreen	Planting Bag System & Supplies	MUNI	226.86
EFT35651	26/09/2019	Sudhanshu Mishra	Uniform Reimbursement	MUNI	169.00
EFT35652	26/09/2019	T & V Fencing	Fix Front Depot Gate - Reprogram Remotes	MUNI	591.80
EFT35653	26/09/2019	Teresa Maree Partridge	Reimbursement - Social Club Function Purchase	MUNI	74.50
EFT35654	26/09/2019	Therese Price	Umpire Recoup Netball 24-09-2019	MUNI	75.00
EFT35655	26/09/2019	Total Eden Pty Ltd	Repairs & Maintenance at Various Parks & Gardens Locations	MUNI	2,257.76
EFT35656	26/09/2019	Toll Transport	Postage & Freight - Recreation Centre	MUNI	18.48
EFT35657	26/09/2019	Vanessa Black	Umpire Recoup Netball 23-09-2019	MUNI	45.00
EFT35658	26/09/2019	WALGA	Seminars and Training Courses - Debt Collection & People and Culture	MUNI	1,756.00
EFT35659	26/09/2019	Weathersafe WA	Repairs to Parks Shade Sails	MUNI	748.00
EFT35660	26/09/2019	West Australian Mechanical Services Pty Ltd	Quarterly Air Conditioning Maintenance - Eaton Office	MUNI	454.08
EFT35661	26/09/2019	Winc Australia Pty Ltd	Stationery Order - Eaton Community Library	MUNI	6.20
EFT35662	26/09/2019	Woolworths Group Limited	General Items Purchased - Eaton Admin & ERC	MUNI	427.98
EFT35663	26/09/2019	Work Clobber	PPE Issue for Senior HR Coordinator & Handyman	MUNI	1,277.02

CONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35664	03/10/2019	21 Graphic Design Pty Ltd	October Advertising - Community Events Calendar	MUNI	148.50
EFT35665	03/10/2019	Abc Filter Exchange	ERC - Kitchen Filter Exchange	MUNI	49.50
EFT35666	03/10/2019	Access Wellbeing Services	EAP Consultations	MUNI	1,122.00
EFT35667	03/10/2019	Alinta	ERC Electricity Account 80004063	MUNI	6,492.96
EFT35668	03/10/2019	All Aussie Truck and Bobcat Services	Dardanup West Trail Slashing & General Transfer Station Maintenance	MUNI	2,420.00
EFT35669	03/10/2019	Amy Coole	Uniform Reimbursement	MUNI	82.42
EFT35670	03/10/2019	Australian Tax Office	PAYG - Withholding Payrun 04-10-2019	MUNI	77,974.00
EFT35671	03/10/2019	AXIO Maintenance and Construction	ERC - Replacement Pulley Attachment	MUNI	132.00
EFT35672	03/10/2019	B & B Street Sweeping Pty Ltd	Sweep Roads Burekup & Information Bay Dardanup	MUNI	1,886.50
EFT35673	03/10/2019	Badgers Embroidery	Embroider 1 Bag for Long Serving Member Lorraine Cantwell	MUNI	11.00
EFT35674	03/10/2019	Barbara Rae	Uniform Reimbursement	MUNI	20.00
EFT35675	03/10/2019	Benjamin Hayes Johnston	Personal Development Grant	MUNI	400.00
EFT35676	03/10/2019	Bluesteel Enterprises Pty Ltd	Consumables - Wellington Mills Brigade	MUNI	1,359.05
EFT35677	03/10/2019	BOC Ltd	ERC - Hire of Oxygen Bottle	MUNI	12.19
EFT35678	03/10/2019	Boyles Plumbing and Gas	Maintenance Works - Pratt Road Standpipe & Ferguson Road	MUNI	829.59
EFT35679	03/10/2019	Brandicoot	Create and Install New 'Fire Info' Green Button for Website Homepage	MUNI	82.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35680	03/10/2019	Brenton Scambler	Train and Parking Ticket Reimbursement	MUNI	15.80
EFT35681	03/10/2019	Brownes Foods Operations Pty Ltd	ERC- Cafe Stock	MUNI	242.40
EFT35682	03/10/2019	Bunbury Coffee Machines	ERC- Cafe Stock	MUNI	245.00
EFT35683	03/10/2019	Bunbury Mower Service	Trailer Parts & Repairs	MUNI	121.00
EFT35684	03/10/2019	Bunbury Psychological Services	Counselling Services - EAP	MUNI	462.00
EFT35685	03/10/2019	Bunbury Tyrepower - Picton	Service Call Out - DA9774	MUNI	415.00
EFT35686	03/10/2019	Carmel Boyce	Councillor Allowance	MUNI	1,158.92
EFT35687	03/10/2019	Caroline Mears	Library Programs - Chair Yoga Sessions September	MUNI	240.00
EFT35688	03/10/2019	CB Traffic Solutions	Hire of Traffic Control for Drainage - Crooked Brook Rd	MUNI	4,677.35
EFT35689	03/10/2019	Cleanaway Solid Waste Pty Ltd	Landfill Waste and Kerbside Collection	MUNI	5,533.50
EFT35690	03/10/2019	Codee-Lee Down	Live Music In the Library - September	MUNI	100.00
EFT35691	03/10/2019	Connect Call Centre Services	After Hours Call Centre Service	MUNI	406.84
EFT35692	03/10/2019	Craven Foods	ERC - Catering and Cafe Stock	MUNI	503.23
EFT35693	03/10/2019	Cross Security Services	Supply 50 New Key fobs for Access Control of Admin Office & Maintenance	MUNI	1,074.70
EFT35694	03/10/2019	Dapco Tyre and Auto Centre	Replace Tyres and Wheel Alignment - DA1314	MUNI	839.00

CONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35695	03/10/2019	Dardanup Rural Supplies	Steel Droppers for Surveyor	MUNI	907.10
EFT35696	03/10/2019	Denis Hynes	Personal Development Grant	MUNI	400.00
EFT35697	03/10/2019	Dormakaba Australia Pty Ltd	Periodic Automatic Door Maintenance - Eaton Admin Office	MUNI	198.00
EFT35698	03/10/2019	DX Print Group Pty Ltd	October Green Waste DI Brochures	MUNI	671.00
EFT35699	03/10/2019	Eaton Community Pharmacy	Clear Zinc Cream - OHS Supplies	MUNI	383.76
EFT35700	03/10/2019	Evelyn Butchart	Catering for 45 People - Citizenship Ceremony	MUNI	360.00
EFT35701	03/10/2019	Ferguson Valley Events	Rugs Cushions & Wine Barrels - Friday 13 December 2019 EOY Function	MUNI	700.00
EFT35702	03/10/2019	Forestvale Trees Pty Ltd	Purchase of Trees for Various Road Verges & Parks	MUNI	2,249.50
EFT35703	03/10/2019	Fuji Xerox Australia Pty Ltd	Leases for Photocopier Fleet	MUNI	4,785.00
EFT35704	03/10/2019	Fulton Hogan Industries WA	Maintenance of Various Roads	MUNI	940.50
EFT35705	03/10/2019	Glen Huon Primary School	Shared Cost of Bore 2019	MUNI	550.00
EFT35706	03/10/2019	Harvey Norman	Panasonic 65 inch TV	MUNI	1,349.00
EFT35707	03/10/2019	James Lee	Councillor Allowance	MUNI	1,158.92
EFT35708	03/10/2019	James Reilly	Uniform Reimbursement	MUNI	150.00
EFT35709	03/10/2019	Janice Dow	Councillor Allowance	MUNI	1,158.92
EFT35710	03/10/2019	JCW Electrical Pty Ltd	Installation Network Cabling & Labour	MUNI	4,543.51

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35711	03/10/2019	Jim's Test and Tag	2019/2020 Test and Tags - 6 Locations	MUNI	1,704.45
EFT35712	03/10/2019	Jo Jingles South West	Library Programs - Early Learning Programs - July	MUNI	2,200.00
EFT35713	03/10/2019	June Keil	Library Programs - Blueberry Workshop - September	MUNI	100.00
EFT35714	03/10/2019	Joy & John Barlow	RUI Training Sausage Sizzle Reimbursement	MUNI	209.40
EFT35715	03/10/2019	Karyn Rowe	Umpire Recoup Netball 27-09-2019	MUNI	60.00
EFT35716	03/10/2019	Katie Tilbee	Uniform Reimbursement	MUNI	217.30
EFT35717	03/10/2019	Kerry Mitchell	ERC - Reimbursement of Membership Fees	MUNI	123.41
EFT35718	03/10/2019	Kings Tree Care	Tree Removals x 4 - Burekup - Call Out - Maintenance Millbridge	MUNI	6,897.00
EFT35719	03/10/2019	Landgate	Gross Rental Valuations	MUNI	118.02
EFT35720	03/10/2019	Les Mills Asia Pacific	Monthly Licence Fees	MUNI	1,091.71
EFT35721	03/10/2019	Luke Davies	Councillor Allowance	MUNI	1,158.92
EFT35722	03/10/2019	Malatesta Road Paving and Hotmix	Emulsion for Road Maintenance Truck	MUNI	160.00
EFT35723	03/10/2019	Marie Wilkinson	Library Programs - Creative Collective One Crafty Mumma Fabric Collage Hangings - September	MUNI	616.00
EFT35724	03/10/2019	Michael Bennett	Councillor Allowance	MUNI	3,838.25
EFT35725	03/10/2019	Murray Halden	Parking Reimbursement	MUNI	30.00

CONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35726	03/10/2019	Nites Electrical	Inspect & Repair Rear Light at Waterloo Hall	MUNI	391.60
EFT35727	03/10/2019	Officeworks Superstores Pty Ltd	Stationery - ERC	MUNI	30.00
EFT35728	03/10/2019	Pages Mechanical Repairs	Service Truck DA628	MUNI	859.96
EFT35729	03/10/2019	Patricia Perks	Councillor Allowance	MUNI	1,158.92
EFT35730	03/10/2019	Perfect Landscapes	Mowing - Various Parks & Ovals	MUNI	4,554.00
EFT35731	03/10/2019	Pete Lewis	Live Music In the Library - September	MUNI	75.00
EFT35732	03/10/2019	Peter Robinson	Councillor Allowance	MUNI	1,697.84
EFT35733	03/10/2019	PFD Food Services Pty Ltd	ERC - Cafe Stock	MUNI	1,034.70
EFT35734	03/10/2019	PFI Supplies	Consumable Supplies for Foreshore Toilets	MUNI	54.00
EFT35735	03/10/2019	Prestige Products	ERC - Cleaning Products	MUNI	506.00
EFT35736	03/10/2019	Prime Supplies	Truck Wash for Vehicles	MUNI	69.00
EFT35737	03/10/2019	Promote You	Embroidery of Staff Uniforms	MUNI	69.30
EFT35738	03/10/2019	Peter Knox	Department of Mines - Building Surveying Renewal	MUNI	974.00
EFT35739	03/10/2019	Pragdigi Solutions	Sharepoint Support	MUNI	480.00
EFT35740	03/10/2019	Redfish Technologies Pty Ltd	Via Connect Pro Ceo Office	MUNI	1,603.80
EFT35741	03/10/2019	Rose Ann Wardle	Rates Refund for Assessment A1102 105 Pratt Rd Eaton WA 6232	MUNI	123.97

CONFIRMED AS A TRUE AND CORRECT RECORD AT THE ORDINARY MEETING OF COUNCIL HELD 6 NOVEMBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35742	03/10/2019	Safetcard Australia	Monthly Monitoring Fees - Safetcard	MUNI	264.00
EFT35743	03/10/2019	Schweppes Australia Pty Ltd	ERC - Cafe Stock	MUNI	282.32
EFT35744	03/10/2019	Simon Bolland	Library Programs - Live Music In the Library - September	MUNI	100.00
EFT35745	03/10/2019	SMR Psychology	Employee Assistance Program	MUNI	561.00
EFT35746	03/10/2019	SOS Office Equipment	Photocopier Meter Reading - Fleet Usage	MUNI	2,622.32
EFT35747	03/10/2019	South West Rubber Stamps	12 x Rubber Stamps	MUNI	298.80
EFT35748	03/10/2019	South West Septics	ERC - Empty Grease Traps	MUNI	264.00
EFT35749	03/10/2019	State Law Publisher	Local Government Act and Regulations	MUNI	116.30
EFT35750	03/10/2019	Surveying South	Survey Works - Crooked Brook Road	MUNI	2,799.50
EFT35751	03/10/2019	Synergy	Electricity Accounts - 6 Locations	MUNI	6,451.28
EFT35752	03/10/2019	Telstra	Telephone Account for Wellington Mills Bush Fire Brigade	MUNI	91.33
EFT35753	03/10/2019	Terrywhite Chemmart Eaton	12 x 3l Sharpe Containers	MUNI	151.20
EFT35754	03/10/2019	Therese Price	Umpire Recoup Netball 27-09-2019	MUNI	60.00
EFT35755	03/10/2019	Total Eden Pty Ltd	Repairs & Maintenance Glen Huon Oval	MUNI	63.11
EFT35756	03/10/2019	Tyrrell Gardiner	Councillor Allowance	MUNI	1,158.92

CONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
EFT35757	03/10/2019	Vogue Furniture	Office Chairs - Opal Maxi x 2	MUNI	1,365.00
EFT35758	03/10/2019	WALGA	Advertising for Director Sustainable Development - WALGA Campaign	MUNI	1,089.50
EFT35759	03/10/2019	West Australian Mechanical Services Pty Ltd	Quarterly Air Conditioning Maintenance - Dardanup Office	MUNI	212.85
EFT35760	03/10/2019	Winc Australia Pty Ltd	ERC - Stationery Order	MUNI	540.52
EFT35761	03/10/2019	Woolworths Group Limited	ERC - Cafe Stock	MUNI	547.76
EFT35762	03/10/2019	Westpass Pty Limited	Refund of Bond - Lot 1027 Eaton Drive Eaton	MUNI	45,349.64
BPAY					
DD14607.1	19/09/2019	inet Ltd	Monthly Charge for Business-4 Service Sod@Westnet.Com.Au	MUNI	174.94
CHEQUE					
0000001	19/09/2019	Shire of Dardanup	Petty Cash Recoup - Eaton Office	MUNI	197.00
CREDIT CARD					
DD14603.1	10/09/2019	Sai Global	Fire Hydrant Installations System Design, Installation and Commissioning	MUNI	329.96
DD14603.2	10/09/2019	Netregistry Pty Limited	Domain Renewal 2 Years - Onelibrary.Org.Au	MUNI	41.95
DD14603.3	10/09/2019	Survey monkey Europe	3 Monthly Subscription to Survey Service - Survey Monkey Online	MUNI	101.97
PAYROLL					
DD14609.1	20/09/2019	WA Super	Payroll Deductions	MUNI	40,523.13

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
DD14609.2	20/09/2019	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	178.66
DD14609.3	20/09/2019	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD14609.4	20/09/2019	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	256.92
DD14609.5	20/09/2019	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	249.18
DD14609.6	20/09/2019	One Path Masterfund	Superannuation Contributions	MUNI	89.81
DD14609.7	20/09/2019	Suncorp Brighter Super	Superannuation Contributions	MUNI	122.93
DD14609.8	20/09/2019	BT Super for Life	Superannuation Contributions	MUNI	106.65
DD14609.9	20/09/2019	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	74.38
DD14609.10	20/09/2019	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD14609.11	20/09/2019	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	645.63
DD14609.12	20/09/2019	Media Super	Superannuation Contributions	MUNI	498.07
DD14609.13	20/09/2019	Australiansuper	Superannuation Contributions	MUNI	1,352.73
DD14609.14	20/09/2019	Rest Superannuation	Payroll Deductions	MUNI	845.43
DD14609.15	20/09/2019	Burton Superannuation Fund	Superannuation Contributions	MUNI	253.54
DD14609.16	20/09/2019	Construction & Building Industry Super	Superannuation Contributions	MUNI	370.84

CONFIRMED MINUTES OF THE ORDINARY COUNCIL MEETING HELD 16 OCTOBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
DD14609.17	20/09/2019	Hostplus	Superannuation Contributions	MUNI	490.61
DD14627.1	04/10/2019	WA Super	Payroll Deductions	MUNI	39,786.96
DD14627.2	04/10/2019	Perpetual Wealth Focus Super Plan	Superannuation Contributions	MUNI	175.83
DD14627.3	04/10/2019	MLC Super Fund	Superannuation Contributions	MUNI	567.97
DD14627.4	04/10/2019	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	MUNI	260.89
DD14627.5	04/10/2019	Diamond Sea Superannuation Fund	Payroll Deductions	MUNI	240.87
DD14627.6	04/10/2019	One Path Masterfund	Superannuation Contributions	MUNI	112.27
DD14627.7	04/10/2019	Suncorp Brighter Super	Superannuation Contributions	MUNI	142.58
DD14627.8	04/10/2019	BT Super for Life	Superannuation Contributions	MUNI	44.21
DD14627.9	04/10/2019	AMP Flexible Super - Super Account	Superannuation Contributions	MUNI	72.27
DD14627.10	04/10/2019	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	261.82
DD14627.11	04/10/2019	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	645.63
DD14627.12	04/10/2019	Media Super	Superannuation Contributions	MUNI	498.07
DD14627.13	04/10/2019	Australiansuper	Superannuation Contributions	MUNI	1,352.74
DD14627.14	04/10/2019	Rest Superannuation	Payroll Deductions	MUNI	803.83
DD14627.15	04/10/2019	Burton Superannuation Fund	Superannuation Contributions	MUNI	255.72

CONFIRMED AS A TRUE AND CORRECT RECORD AT THE ORDINARY MEETING OF COUNCIL HELD 6 NOVEMBER 2019

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	\$
DD14627.16	04/10/2019	Construction & Building Industry Super	Superannuation Contributions	MUNI	370.85
DD14627.17	04/10/2019	Hostplus	Superannuation Contributions	MUNI	555.32
					586,312.79
REPORT TOTALS			CERTIFICATE of Chief Executive officer		
EFT	492,430.84	<p>This schedule of accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations and costings and the amounts shown are due for payment</p> 			
Muni Cheque	197.00				
Payroll	93,036.13				
Credit Card	473.88				
International					
BPAY	174.94				
TOTAL	586,312.79				

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer

CARRIED
8/0

12.6 Title: Shire of Dardanup Audit Committee Meeting Minutes Held 18 September 2019

MINUTES OF THE SHIRE OF DARDANUP AUDIT COMMITTEE MEETING HELD ON 18 SEPTEMBER 2019, AT THE SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 1.30PM.

Officer Comment

The minutes of the Audit Committee meeting are attached (Appendix ORD: 12.6).

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

299-19 MOVED - Cr. P S Robinson SECONDED - Cr. J Dow

THAT Council receives the Minutes of the Audit Committee Meeting held 18 September 2019.

CARRIED
8/0

**AUDIT COMMITTEE RECOMMENDED RESOLUTION
& COUNCIL RESOLUTION**

300-19 MOVED - Cr. P S Robinson SECONDED - Cr. J Dow

THAT Council acknowledges that action 7.2.1 Code of Conduct, will remain outstanding until 2020 when the Department of Local Government releases model Codes of Conduct.

CARRIED
8/0

12.7 Title: Shire of Dardanup Corporate and Community Services Committee Meeting Minutes Held 18 September 2019.

MINUTES OF THE SHIRE OF DARDANUP CORPORATE AND COMMUNITY SERVICES COMMITTEE MEETING HELD ON 18 SEPTEMBER 2019, AT THE SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.30PM.

Process:

This item was brought forward earlier in the meeting and dealt with prior to Item 12.1 – Refer page 9 of these minutes.

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**13.1 Title: Notice of Motion – Investigation into Shire’s Current Recycling Practices**

Reporting Department: Elected Member
Reporting Officer: Cr. Carmel Boyce
Legislation: Local Government Act 1995

Overview -

Request that Council:

- Seeks a report on the range and proportional quantity of goods made from recycled materials that currently purchased by the Shire of Dardanup. Research and identify which products made from recycled materials could be purchased. *Eg. Recycled road base, recycle paper, replace stuff etc.)*
- Recommend a procurement target for goods made from recycled content.
- Audit the contents of the recycle bins for the Shire of Dardanup.
- Revisit the third bin system.

Background -

Australia exported 4.5 million tonnes of recycling last year. Waste in first world countries is increasingly becoming a serious social and environmental concern. China and India are no longer taking our goods for recycling, which is causing massive storage issues around Australia and this has led to large volumes of recycled material ending up as landfill. In addition, there have been some large and toxic fires at overfilled warehouses and recycling sites, causing serious health concerns for neighbouring residents and environments. We're running out of landfill sites and need to divert as much as possible of recyclables/reclaimables from that landfill waste stream.

Legal Implications - None.

Strategic Community Plan

Strategy 2.1.3- Provide our community with a variety of waste disposal options to minimise the impact of waste disposal on our natural environment. (Service Priority: Very High)

Strategy 2.1.4- To be climate change aware. (Service Priority: Moderate)

Strategy 2.2.1- To conserve natural resources. (Service Priority: High)

Environment - None.

Precedents -

At the Special Meeting of Council held 15 June 2015, Council resolved as follows:

recently negotiated variation to the recycling processing contract with Suez. The contamination rates impact on the contract rates being charged.

A total of 22.28 tonnes was diverted to the recycling service during the week starting on the 23 September 2019. This sample represents 51.8% of the average 2018-2019 fortnightly pickup in the Shire of Dardanup, and is representative of 2.6% of the total 2018-2019 pickup.

The audit indicated the following:

- 63% of the recyclables were definitely recyclables under the contract;
- 27% were considered contamination (i.e. definitely not recyclables under the contract); and
- 10% of the materials were contestable – that is, recyclables that are not accepted due to condition, not being treated correctly by households etc. The contractor would normally dispose of this material as waste.

In 2018-2019, the Shire collected a total of 5,278 tonnes of waste and recyclables. Of this, 1,118 tonnes (21.2%) was sent to recycling processing and 4,160 tonnes (78.8%) to landfill.

When the current recycling rates (from the audit) are applied, the figures are adjusted as follows:

- 704 tonnes (13.3%) of the overall waste is recycled; and
- 4,574 tonnes (86.7%) of the overall waste is sent to landfill.

Of the 4,570 tonnes sent to landfill, 4,160 tonnes is collected and sent directly to the Cleanaway Banksia Road Facility as per the current waste collection and disposal contracts with Cleanaway. The remaining 414 tonnes sent to landfill is generated from the recycling collection and processing.

The Shire's Environment Officer is currently preparing a Waste Management Strategy which will propose targets for the Shire to improve its waste management performance. The Strategy will be presented to Council for consideration and adoption during this current financial year with implementation of targets to commence as soon as possible and to enable its consideration in the development of the 2020-2021 Budget.

In regards to using recycled materials in the Shire's operations, the Shire already incorporates the following in its infrastructure area:

- Bollards manufactured from recycled plastic;
- Deck planks manufactured from recycled plastic on new boardwalks; and
- Dardanup West Bridle Path construction using recycled concrete (mixed with limestone).

Shire staff had been investigating the use of recycled concrete as a sub-base material for subdivisional roads. Quality and performance of the product produced in the past was a concern to Shire staff. However, such products will be reconsidered, or at the least trialed, in future on selected Shire roads.

Officers will prepare a more detailed report, addressing the items contained above, should Council support the motion.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

13.2 Title: Notice of Motion – Free Lifetime Memberships to 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 free lifetime memberships to the Eaton Recreation Centre to Shire of Dardanup Residents aged 80 years and over, giving them free access to the gymnasium 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.

The Shire of Harvey has just introduced free lifetime membership to their residents, and Cr. J Dow believes it 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 -

A reduction in membership income for the Eaton Recreation Centre (ERC) in the 2019/2020 financial year of approximately \$4,676 for the current members aged 80 years and over. There may also be additional income foregone if new members 80 and over decide to join.

Currently the net operating cost of the ERC to the Shire is approximately \$100,000. Allowing the \$4,676 to be forgone would result in a 4.67% increase in this net cost. Noting that the Shires Long Term Financial Plan is set at 4%, this would effectively mean that the forgone income would be greater than the projected rate increases.

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 free membership 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. Concessional rate is \$751.50, and members aged 50 years and over can access an Over 50's Membership for \$668 per year.

Currently the ERC has a total of 7 members over the age of 80 years, with one aged over 90 years. There are also several current members in their late 70's. If Council chooses to support this proposal, there would be an estimated loss in revenue for the 2019/20 financial year of \$4,676.

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

The ERC has a range of concession for seniors including Pension Card and Health Care card concessions. Some of the seniors programs at the ERC are also provided at a concession rate. This has seen programs such as 'Fit over 50's' increase in patronage from 15 patrons per class once per week to over 20 patrons per class and now running over 3 times per week.

Identifying a certain demographic for concessional or free memberships is also problematic and can create issues amongst other members especially when there are other seniors who are paying for their membership who are in the same classes or in the same programs as those members who are being provided free memberships. This type of strategy is seen by others who are still required to pay for their membership as being an unfair and inequitable system. For example, as stated the ERC has several members who are in their late 60's and 70's, however the suggested free membership will still require these "senior" members to continue to pay the concessional rate for their memberships, classes and programs.

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

The mid-year budget review will address the impact on the budget should Council support the proposal.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

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 & COUNCIL RESOLUTION

302-19

MOVED -

Cr. T G Gardiner

SECONDED -

Cr. P R Perks

THAT in accordance with the Local Government Act 1995, S 5.23, the Council go Behind Closed Doors [5.54pm] 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; and**
- **Information that has a commercial value to a person.**

CARRIED
8/0

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next:

- Special Meeting of Council will be Wednesday, 23 October 2019, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.
- Ordinary Meeting of Council will be Wednesday, 6 November 2019, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 5.56pm.

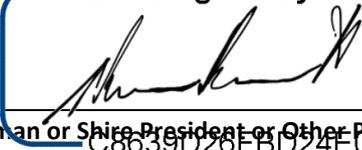


Shire of Dardanup

CONFIRMATION OF MINUTES

“As the person presiding at the meeting at which these minutes were confirmed on 06 November 2019, I certify that these minutes have been confirmed as a true and accurate record of proceedings.

DocuSigned by:



Signed: _____
(Chairman or Shire President or Other Presiding Officer)

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