

The logo for the Shire of Dardanup features a stylized mountain range with three peaks. The peaks are rendered in a gradient of colors, transitioning from light blue on the left to green in the middle and yellow on the right. Below the mountains, there are two wavy lines representing water or a path, also in shades of blue and green.

Shire of Dardanup

# A G E N D A

# ORDINARY MEETING

To Be Held

Wednesday, 19 July 2017  
Commencing at 5.00pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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NOTICE OF AN ORDINARY COUNCIL MEETING

Dear Council Member

The next Ordinary Meeting of the Shire of Dardanup will be held on Wednesday 19 July 2017 in the Council Chambers, Shire of Dardanup - Administration Centre Eaton, 1 Council Drive, Eaton - commencing at 5.00pm.



**MR MARK L CHESTER**  
Chief Executive Officer

Date: 13 July 2017

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

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

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## 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	<p>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.</p> <p>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.</p>

## 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."

## SHIRE OF DARDANUP

### AGENDA FOR THE SHIRE OF DARDANUP ORDINARY MEETING OF COUNCIL TO BE HELD ON WEDNESDAY 19 JULY 2017, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 5.00PM.

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

The Presiding Member to declare the meeting open, welcome those in attendance and refer to the Disclaimer 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 Gnaala Karla Booja people in this land.*

##### *Affirmation of Civic Duty and Responsibility*

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

##### *Emergency Procedure*

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

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

##### 2.1 Attendance

##### 2.2 Apologies

Cr. Allen Mountford - Elected Member – LEAVE OF ABSENCE [165-17].

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

None.

**4      PUBLIC QUESTION TIME**

**5      APPLICATIONS FOR LEAVE OF ABSENCE**

**COUNCIL RESOLUTION**

**THAT ..... be granted leave of absence for the meeting of 9 August 2017.**

Note: Cr. A Mountford has a leave of absence for 9 August 2017 [Res: 165-17].

**6      PETITIONS/DEPUTATIONS/PRESENTATIONS**

None.

**7      CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1      Ordinary Meeting Held 28 June 2017

**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Ordinary Meeting of Council held on 28 June 2017 be confirmed as true and correct subject to no / the following corrections:**

7.2 Special Meeting Held 30 June 2017**OFFICER RECOMMENDED RESOLUTION**

**THAT the Minutes of the Special Meeting held 30 June 2017, be confirmed as true and correct subject to no / the following corrections:**

<b>8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION</b>
---

<b>9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED</b>
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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:

- |   |
|---|
| <p>S 5.23 (1) <i>Subject to subsection (2), the following are to be open to members of the public-</i></p> <ul style="list-style-type: none"> <li>(a) <i>all Council meetings; and</i></li> <li>(b) <i>all meetings of any committee to which a local government power or duty has been delegated.</i></li> </ul> <p>(2) <i>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 -</i></p> <ul style="list-style-type: none"> <li>(a) <i>a matter affecting an employee or employees;</i></li> <li>(b) <i>the personal affairs of any person;</i></li> <li>(c) <i>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;</i></li> <li>(d) <i>legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;</i></li> <li>(e) <i>a matter that if disclosed, would reveal -</i> <ul style="list-style-type: none"> <li>(i) <i>a trade secret;</i></li> <li>(ii) <i>information that has a commercial value to a person; or</i></li> <li>(iii) <i>information about the business, professional, commercial or financial affairs of a person,</i></li> </ul> <i>where the trade secret or information is held by, or is about, a person other than the local government;</i> </li> <li>(f) <i>a matter that if disclosed, could be reasonably expected to -</i> <ul style="list-style-type: none"> <li>(i) <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;</i></li> <li>(ii) <i>endanger the security of the local government's property; or</i></li> <li>(iii) <i>prejudice the maintenance or enforcement of a lawful measure for protecting public safety;</i></li> </ul> </li> <li>(g) <i>information which is the subject of a direction given under section 23 (1a) of the Parliamentary Commissioner Act 1971; and</i></li> </ul> |
|---|



- (h) *such other matters as may be prescribed.*
- (3) *A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes of the meeting.*

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

## 12 REPORTS OF OFFICERS AND COMMITTEES

### 12.1 CHIEF EXECUTIVE OFFICER REPORT

12.1.1 Title: Policy Manual Review

*Reporting Department: Executive*  
*Reporting Officer: Ms Katie Tilbee – Governance Officer*  
*Legislation: Local Government Act 1995*

#### Background

Following this year’s review all policies have been assessed and it has been established that some Council policies can be deleted and changed to ‘Administrative Policies’ or ‘Administrative Procedures’.

Council policies that have a procedure included within the policy are being updated by separating the procedure from the policy itself. A link to the procedure (or the administrative process) will be referenced in the Council policy for ease of reference.

There are some policies that are considered as 'no longer being required' as they are covered by other Administrative Policies or legislation. These policies should be deleted.

The format for Council Policies, Administrative Policies and Procedures has been updated.

Officers will continue to update Council policies and amend them as required prior to the next full review. Administrative policies and procedures will be reviewed on a regular basis and will not require a report to Council. These amendments will be undertaken as a part of good governance.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - The policy manual is reviewed regularly.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

#### Officer Comment

- *Procurement Policy (CORP9) – Acting Director Corporate & Community Services Comment*

A recent review of Council's Procurement Policy included recommendations that will provide greater transparency and accountability within Council's purchasing process, whilst improving efficiencies.

Changes in the draft Procurement Policy include an increase of the purchasing threshold limit from \$1,000 to \$2,000 for direct purchases which requires the Procurement Officer's discretion. Purchases up to \$2,000 require one verbal or written quotation. The draft policy also includes the removal of WALGA Preferred Supplier's and Common Use Agreements as an 'Exemption' from the quotation process. On adoption of this policy, Procurement Officers will be advised to source quotes from WALGA Preferred Suppliers, and the open market, to ensure that Council remains competitive whilst obtaining the best value for money.

It is envisaged that these changes will ensure all processes, evaluations and decisions to be transparent, free from bias, and fully documented in accordance with applicable policies.

<b>Old Policy Reference</b>	CORP9 (Appendix ORD: 12.1.2)
<b>New Reference</b>	CP034 (Detailed in Resolution)
<b>Description</b>	PROCUREMENT POLICY
<b>Reason for Deletion</b>	Policy renumbered and remains with Council as Council Policy CP034

OLD COUNCIL POLICY	NAME	NEW COUNCIL REFERENCE INFORMATION
CORP9	PROCUREMENT POLICY	Stays as a Council Policy

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

## OFFICER RECOMMENDED RESOLUTION

**THAT Council:**

- Deletes the following Council policy from the Council Policy Manual.**

CORP9	PROCUREMENT POLICY
-------	--------------------

- Adopts the following Council Policy to replace the reviewed policy as follows:**

CP034	PROCUREMENT POLICY
-------	--------------------

***CP034 - Title: Procurement Policy***

### ***1. RESPONSIBLE DIRECTORATE***

***Corporate & Community Services***

### ***2. PURPOSE OR OBJECTIVE***

***The Shire of Dardanup is committed to delivering best practice in the purchasing of goods, services and works that align with the principles of transparency, probity and good governance. Procurement processes and practices to be complied with are defined within this Policy.***

- To ensure best practice policies and procedures are followed in relation to internal purchasing for the Shire of Dardanup.***

- *To ensure compliance with the Local Government Act 1995 (“the Act”) and the Local Government Act (Functions and General) Regulations 1996 (“the Regulations”).*
- *To ensure compliance with the State Records Act 2000 and associated records management practices and procedures of the Shire of Dardanup.*
- *To undertake purchasing processes that ensures value for money for the Shire of Dardanup by delivering the most advantageous outcome possible.*
- *To ensure openness, transparency, fairness and equity through the purchasing process to all potential suppliers.*
- *To ensure efficient and consistent purchasing processes are implemented and maintained across the organisation.*

### **3. REFERENCE DOCUMENTS**

*Local Government Act 1995, Section 2.7(2)(a)&(b) and Section 6.5(a), Local Government (Financial Management) Regulations 11(1)(a), Local Government Act (Functions and General) Regulations, 1996 (as amended).*

### **4. POLICY**

#### **4.1 Ethics & Integrity**

##### **Code of Conduct**

*All officers and employees of the Shire of Dardanup undertaking purchasing activities must have regard for the Code of Conduct requirements and shall observe the highest standards of ethics and integrity. All officers and employees of the Shire of Dardanup must act in an honest and professional manner at all times which supports the standing of the Shire of Dardanup.*

##### **Purchasing Principles**

*The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:*

- *Full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;*
- *All purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Dardanup’s policies and Code of Conduct;*
- *Purchasing is to be undertaken on a competitive basis where all potential suppliers are treated impartially, honestly and consistently;*
- *All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation;*
- *Any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and*
- *Any information provided to the Shire of Dardanup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.*

## **4.2 Value for Money**

### **Definition**

*Value for money is an overarching principle governing purchasing which allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.*

### **Application**

*An assessment of the best value for money outcome for any purchasing process should consider:*

- *All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal;*
- *The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications etc.*
- *Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history); and*
- *A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.*

## **4.3 Purchasing Thresholds and Processes**

### **Legislative / Regulatory Requirements**

*All purchasing by the Shire of Dardanup will be in accordance with the Local Government (Functions and General) Regulations 1996. Purchasing that exceeds \$150,000 in total value (excluding GST) shall be executed by public tender unless a regulatory tender exemption is utilised. Determining purchasing value is to be based on the following considerations:*

- *The actual or expected value of a contract over the full contract period (including all options to extend); or*
- *The extent to which it could be reasonably expected to continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.*

### **Tender Exemption**

*In the following instances, public tenders are not required (regardless of the value of expenditure):*

- *An emergency situation as defined by the Local Government Act 1995;*
- *The purchase is under public auction that has been authorised by Council;*
- *The contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or*
- *Any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.*

### ***Policy***

*All purchases shall be made through a competitive process, either using the Shire of Dardanup's own procurement process or obtaining quotations from a tender exempt panel of pre-qualified suppliers that has been established utilising a competitive public process.*

*This includes WALGA's Preferred Supply Contracts (which are specifically designed around the needs and requirements of Western Australian Local Governments) or State Government Agreements (where Local Government access is permitted).*

*Tender exempt panels of pre-qualified suppliers should be used to source multiple competitive quotations where appropriate to ensure best value for money by utilising the significant benefits of whole of sector procurement.*

*When making a procurement decision in relation to the method for sourcing goods and services, procurement officers must compare the cost, compliance issues, time requirements and risk associated with conducting a competitive public tender against the value delivered by such a process. This should then be compared with the costs and benefits of using a tender exempt arrangement of pre-qualified suppliers which include compliance benefits, risk reduction, administrative efficiencies and cost savings.*

### ***Requirements***

*Below is the purchasing process that must be followed based on the actual or expected value of each purchase:*

#### ***Purchasing Thresholds (ex GST) Requirements***

<i>Up to \$2,000</i>	<i>Direct purchase from suppliers requiring Procurement Officer's discretion.</i>
<i>\$2,000 - \$9,999</i>	<i>Obtain two (2) or more verbal or written quotations from separate suppliers (eg email, fax or original copy).</i>

*A Local Government may purchase from a pre-qualified panel of suppliers which includes WALGA Preferred Supply Contracts and (where permitted) State Government Agreements. Accessing Preferred Supply Contracts should involve a simple quotation process with two (2) or more Preferred Suppliers, either through eQuotes or directly in writing, to achieve an optimal outcome.*

***\$10,000 - \$149,999 Obtain three (3) or more written quotations from separate suppliers (eg email, fax or original copy) containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.***

***A Local Government may purchase from a pre-qualified panel of suppliers which includes WALGA Preferred Supply Contracts and (where permitted) State Government Agreements. Accessing Preferred Supply Contracts should involve a formal quotation process with three (3) or more Preferred Suppliers, either through eQuotes or directly in writing, to achieve an optimal outcome.***

***\$150,000 and above Conduct a public tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.***

***Note:***

***Where considered necessary, a Local Government may consider calling tenders in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts and (where permitted) State Government Agreements.***

***If a decision is made to seek public tenders for contracts of less than \$150,000, a Request for Tender process entailing all the procedures for tendering outlined in Council procedures must be followed in full. The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.***

***Request for Quotations (\$50,000 or over up to \$149,999 in value)***

***For the procurement of goods or services where the value exceeds \$50,000 but is less than \$150,000, it is recommended that three (3) or more written quotations be obtained from the market or from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Agreements (where Local Government access is permitted).***

***In the event that a Local Government elects to call a Request for Quotation, it must:***

- Provide an appropriately detailed specification communicating the requirement(s) in a clear, concise and logical fashion.***
- Provide a request for written quotation that includes as a minimum:***
  - Written Specification;***

- *Selection Criteria to be applied;*
- *Price Schedule;*
- *Conditions of responding; and*
- *Validity period of offer.*
- *Issue invitations to quote simultaneously to ensure that all parties receive an equal opportunity to respond.*
- *Provide new information that is likely to change the requirements to all prospective suppliers at the same time.*
- *Assess written responses for compliance, then against the selection criteria, and then value for money and all evaluations documented.*
- *Advise respondents in writing as soon as possible after the final determination is made and approved.*
- *Requests for Quotation to a tender exempt panel of pre-qualified suppliers should be undertaken through eQuotes or in writing direct with the Panel of Preferred Suppliers. At least three (3) written quotations should be obtained.*
- *Responses from suppliers should be in writing and contain the price and a sufficient amount of information relating to the specification of goods and services being purchased.*

*Request for Quotations (\$10,000 or over up to \$49,999 in value)*

*Written Requests for Quotations*

*For the procurement of goods or services where the value exceeds \$10,000 but is less than \$50,000, it is recommended that three (3) or more written quotations be obtained from the market or from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Agreements (where Local Government access is permitted).*

*In the event that a Local Government elects to call a Request for Quotation, it must:*

- *Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.*
- *Provide an appropriately detailed specification which communicates the requirement(s) in a clear, concise and logical fashion.*
- *Ensure that invitations to quote are issued simultaneously to ensure that all parties receive an equal opportunity to respond.*
- *Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.*
- *Assess written responses for compliance, then against the selection criteria, and then value for money and all evaluations documented.*
- *Advise respondents in writing as soon as possible after the final determination is made and approved.*

*Requests for Quotation to a pre-qualified panel of suppliers should be undertaken through eQuotes or in writing direct with the Panel of Preferred Suppliers. Three (3) or more written quotations should be obtained. Responses from suppliers should be in writing and contain the price and a sufficient amount of information relating to the specification of goods and services being purchased. The responsible officer is*



*expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.*

#### *Verbal Requests for Quotations (\$2,000 or over up to \$9,999)*

*For the procurement of goods or services where the value exceeds \$2,000 but is less than \$10,000 the Local Government may undertake a verbal Request for Quotation process. Two (2) or more quotations must be obtained from the market or the Local Government may purchase from a tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Agreements (where Local Government access is permitted). The requirements relating to verbal quotations are:*

- Ensure that the requirement/specification is clearly understood by the Local Government employee seeking the verbal quotations;*
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote; and*
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.*

*The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.*

#### **4.4 Records Management**

##### *Policy*

*Records of all tenders must be retained in compliance with the State Records Act 2000 (WA) and the Local Government's internal records management policy.*

##### *Guidelines*

*All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:*

- Tender documentation;*
- Internal documentation;*
- Evaluation documentation;*
- Enquiry and response documentation;*
- Approval documentation; and*
- Notification and award documentation.*

*For a direct purchasing process this includes:*

- Quotation documentation;*
- Internal documentation;*
- Approval documentation; and*
- Order forms and requisitions.*

##### *Verbal Quotations*

*Where a verbal quotation is required under this policy then a written record must be made of both the quotation and any submission of quotation. This written record shall include:*

- i. Details of the goods and services required;*
- ii. name of any supplier who has been requested to provide a quotation and the date on which it was requested;*
- iii. name of any supplier who submitted a quotation, the amount of the quotation*

*This information is to be recorded in the pre-printed verbal quotation section on the Office Copy Purchase Order.*

#### *Written Quotations*

*Where a written quotation is required under this policy then the written request for quotation and any submission of quotations must be attached to the Office Copy Purchase Order.*

### *4.5 Exemption from Procurement Quotations Requirements*

#### *1. Sole Source of Supply (Monopoly Suppliers).*

*The procurement of goods and/or services available from only one source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made.*

*Written confirmation of this must be made in accordance with the record management section of this policy.*

#### *Note:*

*The application of provision “sole source of supply” should only occur in limited cases and experience indicates that generally more than one supplier is able to provide the requirements.*

*This exemption must be approved by Chief Executive Officer or Director.*

*2. An emergency situation as defined by the Local Government Act 1995.*

*3. The purchase is under public auction which has been authorized by Council.*

*4. The purchase is for petrol, oil, or other liquid or gas used for internal combustion engines.*

#### *5. Shelf acquired non bulk Grocery, Alcohol & Sundry Hardware*

*No quotations are required for the procurement of non-bulk fixed price retail grocery, alcohol and sundry hardware products sourced off the shelf from retail stores that are open to the public. It is considered that the non-negotiable pricing together with strong competition within the grocery and hardware sector is sufficient to provide best pricing.*

## **6. Software Support / Maintenance**

*No quotations are required for contracts for the provision, maintenance or support of software where;*

- a. the value of the contract is less than or equal to \$100,000 and;*
- b. the responsible officer has good reason to believe that because of the unique nature of the software support and maintenance required, or for any other reason, it is unlikely that there is more than one potential supplier.*

*This exemption must be approved by the Chief Executive Officer or Director.*

*7. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.*

## **8. Chief Executive Officers or Director Discretion**

*The Chief Executive Officer or Director may, at their discretion, waive the requirements in writing to obtain the necessary quotations providing that written justifiable reasons for such waiver, are provided by the responsible purchasing officer to the Chief Executive Officer, or their Director in the following situations;*

- a. the responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or*
- b. The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.*

### **4.6 Contract Splitting Prohibited**

*It is a breach of this policy (and Local Government Act 1995 with regard to tender thresholds) to enter into 2 (two) or more contracts in circumstances such that the desire to avoid the requirements of this policy is a significant reason for not dealing with the matter in a single contract.*

### **4.7 Decision Making**

*When considering quotations or tenders submitted under this policy a decision may be taken either to:*

- a. Not accept any quotation / tenders; or;*
- b. Accept the quotation which will be most advantageous for the Shire of Dardanup.*

## **5. SUSTAINABLE PROCUREMENT AND CORPORATE SOCIAL RESPONSIBILITY**

*Sustainable Procurement is defined as the purchasing of goods and services that have less environmental and social impacts than competing products and services. Corporate Social Responsibility (CSR) in procurement is defined as purchasing which provides preference to organisations that can demonstrate compliance with ethical and regulatory standards and can demonstrate making a positive impact on the communities and markets in which they operate. ISO 26000 provides guidance on how Local Governments can procure goods and services in a socially responsible way.*

### **Definition**

*Local Government is committed to providing a preference to organisations that demonstrate both sustainable business practices and high levels of corporate social responsibility. Where appropriate, the Local Government shall endeavour to design quotations and tenders to provide an advantage to suppliers demonstrating that they minimise environmental and negative social impacts and embrace CSR. Sustainable and CSR considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.*

### **Application**

*In practical terms sustainability and corporate social responsibility in procurement means the Local Government shall endeavour at all times to identify and purchase products and services that:*

- Have been determined as necessary;*
- Demonstrate environmental best practice in energy efficiency/and or consumption which can be demonstrated through suitable rating systems and eco-labelling;*
- Demonstrate environmental best practice in water efficiency;*
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, are free of toxic or polluting materials and consume minimal energy during the production stage;*
- Can be refurbished, reused, recycled or reclaimed. Those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste will be given priority;*
- Demonstrate a regard for the local economy and a supply chain that supports local business development;*
- Are ethically sourced from sustainable and fair trade supply chains;*
- With regards to motor vehicles - feature the highest fuel efficiency available, based on vehicle type and within the designated price range; and*
- With regards to new buildings and refurbishments - use renewable energy and technologies where available.*

## **6. PURCHASING FROM AUSTRALIAN DISABILITY ENTERPRISES**

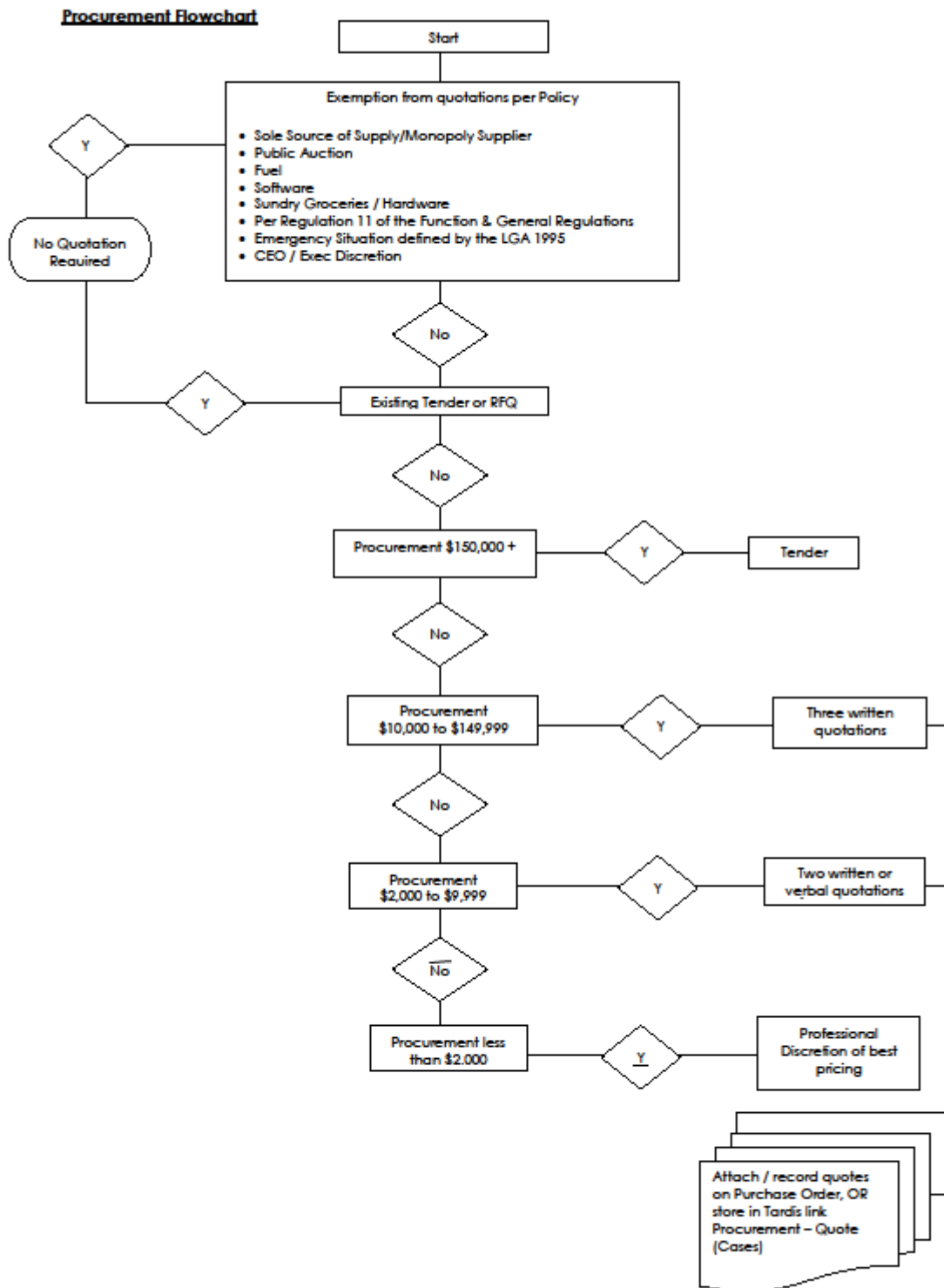
### ***Policy***

*Pursuant to State Government policy, Local Governments are encouraged to consider the option of purchasing goods and services from registered ADEs. This is contingent on the provision of fair value and quality. There are eleven (11) ADEs registered in Western Australia. A complete list of approved ADEs is available from the Australian Disability Enterprises website: [www.australiandisabilityenterprises.com.au](http://www.australiandisabilityenterprises.com.au)*

### ***Application***

*Local Governments are encouraged to invite relevant ADEs to quote or respond to a tender for goods or services. Determining the purchasing process to be followed is based on the actual or expected value of each purchase by the Local Government as outlined above in section 6 (Purchasing Thresholds and Processes).*

**APPENDIX 1 –  
PROCUREMENT POLICY  
Procurement Flowchart**



## 12.2 DIRECTOR ENGINEERING & DEVELOPMENT SERVICES REPORT

None.

## 12.3 ENGINEERING SERVICES REPORTS

12.3.1 Title: Request to Operate a Network 4.3 Vehicle on Harris Road (Wren Oil)

*Reporting Department: Engineering & Development Services*

*Reporting Officer: Mr Mick Saunders – Manager Assets*

*Legislation: Local Government Act 1995*

### Background -

Council is requested to review a multi-combination vehicle application by Wren Oil.

The application relates to 300 metres of Harris Road, from the Shire of Dardanup / City of Bunbury boundary to the Wren Oil eastern entrance.

Details of the haulage operation are as follows:

- Haulage operation to commence as soon as practicable.
- No end date to the application has been specified, however for this application a period of 1 year is specified by the Shire.
- Vehicles operating under this application shall be configured as RAV Category 4 and loaded to Concessional Level 3.

### Legal Implications

Only Main Roads WA (MRWA) can issue permits to Operators wishing to utilise Restricted Access Vehicles or Concessional Loading (or both). However, permits seeking access to local roads can only be issued if supported by the local authority.

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

Council can request specific conditions for haulage on its road network. In this particular application the estimated cost of road wear associated with the haulage operation is negligibly low (approximately \$50). This is due to the very short distance of haul.

Strategic Community Plan - None.

Environment - None.

Precedents -

The MRWA website shows that Harris Road is a conditional RAV 4 route. This application is to operate RAV 4 vehicle combinations, loaded to the maximum permissible AMMS Level 3 loading. Accordingly, Wren Oil is seeking Shire of Dardanup endorsement of the application.

Budget Implications

The funds requested would be held in Reserve identified for use on the roads for which it was charged for. The funds would be used in future budgets when renewal and/or upgrade works are undertaken on those roads.

Council Policy Compliance

The Director Engineering & Development Services has delegated authority to approve network 2 and 3 vehicles on a select range of roads within the Shire. The Wren Oil application is outside the extent of delegated authority due to the vehicle configuration (RAV Category 4) and the concessional loading level (AMMS Level 3) applied for.

Risk Assessment - Low.

Increasing the load on already approved vehicle combinations will increase road wear. However, the increase in road wear is expected to be minimal.

Officer Comment

The 300 metres of Harris Road to which this application applies completes a haul route consisting of Main Roads and the western end of Harris Road which is in the City of Bunbury. The City of Bunbury has endorsed the application for their portion of Harris Road to the boundary and Main Roads WA has endorsed the application for roads within their control.

Due to the very low incremental cost calculated using the WALGA Guide, it is recommended that the Shire imposes the standard road safety fund amount of \$300.

Council Role - Review.Voting Requirements - Simple Majority.Change to Officer Recommendation

No Change. OR:

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council endorses the application by Wren Oil to operate RAV 4 Level 3 vehicle combinations on the western end of Harris Road, from the Shire of Dardanup border to the entrance of Wren Oil, subject to the following conditions:**



1. The Permit is valid for a twelve (12) month period, from 24 July 2017 to 24 July 2018.
2. Any damage to any Shire road as a result of the operations shall be repaired at the cost to Wren Oil.
3. The Shire receives a contribution of \$300 (exclusive of GST) to be paid to the Shire for the Road Safety Fund for all vehicles operating under this application.
4. A copy of the correspondence from the Shire of Dardanup endorsing the application is to be carried by all vehicles operating under this permit.

## 12.4 DEVELOPMENT SERVICES REPORT

12.4.1 Title: Proposed Road Names – Lot 503 Garvey Road, Dardanup West – WAPC 151949 (Priority Management)

Reporting Department: Engineering & Development Services

Reporting Officer: Mr Jake Whistler - Senior Planning Officer

Legislation: Land Administration Act 1997

Location Plan –



Road Name Plan –Background -

A request has been received from Priority Management seeking Council approval for the following road names to be applied within the Small Holding subdivision of Lot 503 Garvey Road, Dardanup West (WAPC 151949):

- Tweed Road; and
- Namoi Court

A full copy of the request and Road Name Plan dated 22 June 2017 is provided in (Appendix ORD: 12.4.1).

WAPC 151949 was conditionally approved by the Western Australian Planning Commission (WAPC) on 8 March 2016. The subdivision seeks to create 22 small holding lots of sizes ranging from 1.0ha to 2.7ha. Priority Management are the consultants acting on behalf of the developers of Lot 503 Garvey Road.

The road names 'Tweed' and 'Namoi' are listed on the Shire's Reserved Road Name register which identifies the origin of these names coming from New South Wales watercourses (rivers).

A preliminary review of the names with staff at the Geographic Names Committee (GNC) indicated that it may be suitable for use in the proposed location however, will be subject to a formal assessment by the GNC. It is noted that the developer provided alternative names to Council prior to selecting these names (Brookes, Wattle and Walnut) however, these names were deemed unacceptable by the GNC upon preliminary review.

In accordance with Section 26A of the *Land Administration Act 1997*, the Local Government is required to approve road name(s) on a plan of survey for a subdivision, prior to the GNC approving the names.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment -

The Shire currently has a register of road names that have been granted preliminary approval by the GNC for use within the Shire. The proposed road names of 'Tweed Road' and 'Namoi Court' being used within the subdivision of Lot 503 Garvey Road have received preliminary support from the GNC.

- *Officer Recommendation*

It is recommended that Council endorse the proposed road names in their proposed locations as per the provided 'Road Name Plan' dated 22 June 2017 and request approval of the road name by the GNC.

In the instance that Council do not support the proposed road names, it is suggested that Council provide alternative road names for the subject subdivisional area. This can then be verified by the developer for acceptability and then referred to GNC for approval.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council:**

1. **Approve the road names 'Tweed Road' and 'Namoi Court' in the locations identified in the 'Road Name Plan' dated 22 June 2017.**
2. **Advise the Geographic Names Committee of Council's Resolution and request formal approval of the road name.**

<b>12.5 DIRECTOR CORPORATE &amp; COMMUNITY SERVICES REPORT</b>
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12.5.1 Title: Adoption of 2017/18 Annual Budget

*Reporting Department: Corporate & Community Services*

*Reporting Officer: Mrs Natalie Hopkins – Acting Director  
Corporate & Community Services*

*Legislation: Local Government Act 1995*

Background -

On 30 June 2017 Council adopted the 2017/18 – 2020/21 Corporate Business Plan.

The 2017/18 Annual Budget has now been produced in accordance with provisions of the Local Government Act 1995 (with additional supplementary budget papers) and is provided under a separate cover.

Fees & Charges for 2017/18 (Appendix ORD: 12.5.1) were endorsed at the special meeting on 30 June 2017.

Legal Implications

s6.2 of the Local Government Act requires that:

*“Not later than 31st August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.”*

Note: The form & manner prescribed is detailed in Part 3 of the Local Government (Financial Management) Regulations 1996.

Each financial year, Council is to adopt a percentage or value, calculated in accordance with AASB (Australian Accounting Standards Board) 1031 (Consideration of materiality). This is to be used in determining material variances from the budget and reported monthly in the Statement of Financial Activity required under S6.4 LGA 1995.

AASB 1031 provides guidelines that an amount that is equal to or greater than 10% of the base amount may be presumed to be material unless there is a convincing argument to the contrary. It is therefore recommended that Council consider 10% variance of line items from the adopted budget as being material in nature. As some of line items are relatively small and a variance of 10% would not be material to the overall budget, it is recommended the 10% variance be reported where adopted budget line items that are equal to or greater than \$10,000.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications

This report will adopt the 2017/18 Annual Budget as required by the Local Government Act 1995.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment - None

Council Role - Legislative/Executive.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. **OR:**

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

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

1. **Adopts the 2017/18 Annual Budget**
2. **Sets the following Rates in the Dollar for 2017/18:**

**General Rate:**

UV = \$0.005760

GRV = \$0.092622

**Minimum Rate:**

UV = \$1,424

GRV = \$1,424

**Specified Area Rate – Bulk Waste Collection:**

Developed Residential GRV \$0.001489

**Specified Area Rate – Eaton Landscaping:**

Eaton & Millbridge Townsite properties

GRV \$0.002826

3. **Sets the following instalment options for payment of rates and service charges for the 2017/18 financial year:**
  - a) **One instalment (Regulation 64(1) Local Government (Financial Management) Regulations 1996);**
  - b) **Four (4) instalments (s6.45(1)(a) Local Government Act 1995), the administrative charge be \$39.00 per assessment;**

- c) **The rate of interest per instalment to be charged at the rate of 5.5% per annum (Regulation 68 Local Government (Financial Management) Regulations 1996);**
- d) **The due date for instalments;**
- |    |                 |   |                          |
|----|-----------------|---|--------------------------|
| 1. | <b>DUE DATE</b> | - | <b>20 September 2017</b> |
| 2. | <b>INST. 1</b>  | - | <b>20 September 2017</b> |
| 3. | <b>INST. 2</b>  | - | <b>22 November 2017</b>  |
| 4. | <b>INST. 3</b>  | - | <b>24 January 2018</b>   |
| 5. | <b>INST. 4</b>  | - | <b>28 March 2018</b>     |
4. **Sets an 11% per annum interest charge to be imposed on late payment of rates and charges (Regulation 70 Local Government (Financial Management) Regulations 1996) in 2017/18.**
5. **Sets reportable material budget variances per Reg 34(5) of the Local Government (Financial Management) Regulations 1996 as being 10% of Adopted Budget general ledger item, where the adopted budget general ledger is equal to, or greater than \$10,000.**
6. **Adopts the 2017/18 Fees & Charges.**
7. **Sets the due date for entry into the rates prize of \$1,500 as 4.00pm, 30 August 2017.**

<b>12.6 COMMUNITY SERVICES REPORTS</b>
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None.

**12.7 CORPORATE SERVICES REPORTS**

12.7.1 Title: Schedule of Paid Accounts as at 19 July 2017

*Reporting Department* Corporate & Community Services  
*Reporting Officer:* Mrs Teresa Morley – Accounts Payable Officer  
*Legislation:* Local Government Act 1995 (Financial Regulations)

Officer Comment

This is a schedule of 'paid accounts' - the accounts have been paid.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

No Change. **OR:**

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

**OFFICER RECOMMENDED RESOLUTION**

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

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24213	23/06/2017	Bunbury United Soccer Club Inc	Kidsport Recoup	TRUST	203.50
EFT24214	23/06/2017	Adam Formato	Precor Bench Press	MUNI	700.00
EFT24215	23/06/2017	AXIO Maintenance And Construction	Service To Grandstands Not Opening Correctly	MUNI	930.60
EFT24216	23/06/2017	Access Wellbeing Services	EAP Consultations	MUNI	759.00
EFT24217	23/06/2017	Alex Carter-Raftos	ERC Basketball Umpire 21/06/2017	MUNI	44.00
EFT24218	23/06/2017	All Aussie Truck And Bobcat Services	Truck And Bobcat Hire	MUNI	1,039.50
EFT24219	23/06/2017	Australind Tyre Service	Vehicle Tyres	MUNI	4,070.00
EFT24220	23/06/2017	Bell Fire Equipment Company Pty Limited	ERC - Repair To Damaged Fire Hose Cabinet Latch	MUNI	11.00
EFT24221	23/06/2017	Boyanup Botanical	Plants	MUNI	6,600.00
EFT24222	23/06/2017	Brandicoot	Web Services , Newsletter Subscription, Facebook & Twitter	MUNI	851.99
EFT24223	23/06/2017	Brody England	ERC Basketball Umpire 21/06/2017	MUNI	110.00
EFT24224	23/06/2017	Brownes Foods Operations Pty Limited	ERC - Cafe Stock	MUNI	157.38
EFT24225	23/06/2017	Bunbury City Motorcycles	Vehicle Maintenance	MUNI	942.06
EFT24226	23/06/2017	Bunbury Coffee Machines	ERC - Cafe Stock	MUNI	1,016.00
EFT24227	23/06/2017	Bunbury Machinery	Machine Hire	MUNI	899.98
EFT24228	23/06/2017	Bunnings Group Limited	Various Invoices	MUNI	278.20
EFT24229	23/06/2017	Carbone Brothers Pty Limited	Supply And Deliver Gravel	MUNI	3,231.86
EFT24230	23/06/2017	Chubb Fire & Security	Alarm Monitoring	MUNI	402.74
EFT24231	23/06/2017	Gateway Internet Services	Monthly Account For Point To Point Microwave Service - May	MUNI	2,068.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24232	23/06/2017	City Of Bunbury	Dog And Cat Pound Fees	MUNI	275.00
EFT24233	23/06/2017	Cleanaway Solid Waste Pty Ltd	Various Invoices	MUNI	4,744.49
EFT24234	23/06/2017	Courier Australia	Postage And Freight	MUNI	29.72
EFT24235	23/06/2017	Craven Foods	ERC - Cafe/Resale Stock	MUNI	285.43
EFT24236	23/06/2017	Daniel Stephen Jones	Refund Of Duplicate Dog Registration. Tag 1901414	MUNI	120.00
EFT24237	23/06/2017	Dardanup Rural Supplies	Various Invoices	MUNI	319.99
EFT24238	23/06/2017	Dean Davey	ERC Netball Umpire 20/06/2017	MUNI	103.00
EFT24239	23/06/2017	Desley Wilson	ERC Netball Umpire 20/06/2017	MUNI	154.00
EFT24240	23/06/2017	Donna Bastow	ERC Basketball Umpire 21/06/2017	MUNI	154.00
EFT24241	23/06/2017	Eaton Bowling & Social Club Incorporated	Venue Hire Fees- Looking Glass Event- A Night At The Races	MUNI	350.00
EFT24242	23/06/2017	Eaton Home Hardware & Garden	Various Invoices	MUNI	310.00
EFT24243	23/06/2017	Fire & Safety WA	Safety Work Wear	MUNI	858.00
EFT24244	23/06/2017	Fuji Xerox Australia Pty Limited	Photocopier Leasing	MUNI	536.80
EFT24245	23/06/2017	Gayle Narkle	ERC Netball Umpire 19/06/2017	MUNI	66.00
EFT24246	23/06/2017	Grace Records Management	Bin Exchange And Records Management For May 2017	MUNI	418.16
EFT24247	23/06/2017	Jason Carroll - Naturopath Centre	ERC - Cafe/Resale Stock	MUNI	639.10
EFT24248	23/06/2017	Jetline Kerbing Contractors	Albatross Crescent - Pram Ramps, As Per Quote 23/5/17.	MUNI	5,610.00
EFT24249	23/06/2017	Justine Eichner	ERC Basketball Umpire 21/06/2017	MUNI	88.00
EFT24250	23/06/2017	Kaitlin O'Dea	ERC Netball Umpire 19/06/2017	MUNI	67.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24251	23/06/2017	Kal Falcone	Reimbursement - Training In Perth	MUNI	54.20
EFT24252	23/06/2017	Kleenit Pty Ltd	Remove Graffiti From 2 Lavender Way, Eaton.	MUNI	275.00
EFT24253	23/06/2017	Kmart - 1235	Prizes- A Night At The Races Looking Glass Event	MUNI	250.00
EFT24254	23/06/2017	Living Springs	6 Water Bottles	MUNI	66.00
EFT24255	23/06/2017	Matthew Wilson	ERC Basketball Umpire 21/06/2017	MUNI	40.00
EFT24256	23/06/2017	Malatesta Road Paving & Hotmix	Various Invoices	MUNI	2,550.94
EFT24257	23/06/2017	Monitored Electronics	ERC - Monitoring Of Duress Alarm	MUNI	50.05
EFT24258	23/06/2017	Nayax	ERC - Monthly Service Fees Vending Machine May & June 2017	MUNI	19.25
EFT24259	23/06/2017	Nec It Solutions Australia	Sharepoint Infrastructure Support	MUNI	3,439.21
EFT24260	23/06/2017	Natasha Bowron	ERC Netball Umpire 20/06/2017	MUNI	67.50
EFT24261	23/06/2017	Nearmap Australia Pty Ltd	One Year Licence For Nearmap Images 2017 - 2018	MUNI	18,150.00
EFT24262	23/06/2017	Nites Electrical	Various Electrical Works Conducted 12, 13 June - Eaton Admin.	MUNI	646.30
EFT24263	23/06/2017	Novotel Vines Resort & Country Club	Overnight Accommodation And Meals For 2 Staff Members	MUNI	379.00
EFT24264	23/06/2017	PFD Food Services Pty Limited	ERC - Cafe/Resale Stock	MUNI	565.70
EFT24265	23/06/2017	Pages Mechanical Repairs	Vehicle Maintenance	MUNI	645.55
EFT24266	23/06/2017	Paige Vincent	ERC Basketball Umpire 21/06/2017	MUNI	88.00
EFT24267	23/06/2017	Performance With People Pty Ltd	Management & Leadership Course 2017 – C Muller	MUNI	1,086.26
EFT24268	23/06/2017	Plan-It Consulting	Recovery Exercise - Consultant Fees	MUNI	1,675.00
EFT24269	23/06/2017	Planex Sales Pty Ltd	Stationery	MUNI	81.39

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24270	23/06/2017	Qsic Pty Ltd	ERC - Fitness Centre Music Start Up System	MUNI	749.00
EFT24271	23/06/2017	Robert's Tilt Tray And Hiab	Relocate Items From Glen Huon Oval To Dardanup Gravel Pit	MUNI	660.00
EFT24272	23/06/2017	Reface Industries	Library Stationery	MUNI	172.54
EFT24273	23/06/2017	Ryan Baker	ERC Basketball Umpire 21/06/2017	MUNI	132.00
EFT24274	23/06/2017	Sos Office Equipment	Photocopier Meter Reading	MUNI	16.56
EFT24275	23/06/2017	Shine Services - Belinda Shine	EAP Consultations	MUNI	130.00
EFT24276	23/06/2017	Site Safe Temporary Fencing South West	Eaton Drive Extension - Hire Of Temporary Fence	MUNI	1,372.00
EFT24277	23/06/2017	Southern Cross Austereo	Brand Works Campaign For ERC 2016/2017	MUNI	2,079.00
EFT24278	23/06/2017	Sportspower Bunbury	1 X \$100 Sportspower Voucher For GF Frenzy Promo	MUNI	100.00
EFT24279	23/06/2017	Staples Australia Pty Limited	Stationery	MUNI	137.57
EFT24280	23/06/2017	Teny Puot	ERC Basketball Umpire 21/06/2017	MUNI	154.00
EFT24281	23/06/2017	Therese Price	ERC Netball Umpire 20/06/2017	MUNI	112.50
EFT24282	23/06/2017	Total Eden Pty Limited	Retic Repairs	MUNI	102.60
EFT24283	23/06/2017	Total Hygiene	Sanitary Disposal Service To Various Buildings	MUNI	3,069.00
EFT24284	23/06/2017	Tracy Tupaea	ERC Umpire	MUNI	88.00
EFT24285	23/06/2017	Tyrepower Bunbury	Vehicle Maintenance	MUNI	121.00
EFT24286	23/06/2017	Vanessa Black	ERC Netball Umpire 20/06/2017	MUNI	67.50
EFT24287	23/06/2017	Vogue Furniture	Office Furniture For Phil Anastasakis	MUNI	340.00
EFT24288	23/06/2017	WALGA	WALGA Policy Development & Procedure Writing – A Manning	MUNI	1,012.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24289	23/06/2017	Woodlands	Supply And Deliver Carbon Ultra - 20 Litre Containers	MUNI	1,144.00
EFT24290	23/06/2017	Woolworths Limited	Various Invoices	MUNI	149.70
EFT24291	23/06/2017	Wren Oil	Waste Oil Disposal	MUNI	16.50
EFT24292	23/06/2017	Xavier Cotton	ERC Basketball Umpire 21/06/2017	MUNI	66.00
EFT24293	29/06/2017	David Wells - Builder	Refund Of Kerb Bond Lot 314 Sandpits Road A10825	TRUST	630.00
EFT24294	29/06/2017	Eaton Junior Football Club	Kidsport Recoup	TRUST	230.00
EFT24295	29/06/2017	Hi Nrg Promotions	Refund Of Forshore Reserve Bond	TRUST	540.00
EFT24296	29/06/2017	Riding For The Disabled - Collie	Kidsport Recoup	TRUST	660.00
EFT24297	29/06/2017	Rosa Madigan	Refund Of Cage Hire Bond	TRUST	130.00
EFT24298	30/06/2017	A & L Printers Pty Limited	Design And Printing Of 2017-2018 Recycling Calendars X 6000,	MUNI	2,038.00
EFT24299	30/06/2017	Access Wellbeing Services	EAP Consultations	MUNI	550.00
EFT24300	30/06/2017	Alex Hotel	Overnight Accommodation For One Staff Member 29 June 2017	MUNI	196.00
EFT24301	30/06/2017	All Aussie Truck And Bobcat Services	Remove Tree Collie River Rd & Clean Up Sand On Pedretti Rd	MUNI	1,039.50
EFT24302	30/06/2017	Amity Signs And Industrial Products	Double Sided Reflective Symbolic Men At Work Signs	MUNI	1,002.10
EFT24303	30/06/2017	Artisan Paving	Supply/Installing-190x190 Federation Red Pavers Inc Prep Work	MUNI	1,991.00
EFT24304	30/06/2017	Aurecon Australia Pty Limited	Professional Services Rendered	MUNI	909.15
EFT24305	30/06/2017	Australind Glass	ERC - Repair To Cracked Window Near School Entry	MUNI	264.20
EFT24306	30/06/2017	Australind/Eaton Medical Centre	Flu Vaccination	MUNI	112.40
EFT24307	30/06/2017	Big W (Division Of Woolworths Limited)	Library Book Stock	MUNI	246.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24308	30/06/2017	Bolinda Publishing Pty Ltd	Library Book Stock	MUNI	909.46
EFT24309	30/06/2017	Boyanup Botanical	Plants	MUNI	212.00
EFT24310	30/06/2017	Brody England	ERC Basketball Umpire 28/06/2017	MUNI	132.00
EFT24311	30/06/2017	Brownes Foods Operations Pty Limited	ERC - Cafe/Resale Stock	MUNI	98.89
EFT24312	30/06/2017	Bullivants Pty Limited - Sling Rig	8mm 3m Legs Lifting Chains	MUNI	308.00
EFT24313	30/06/2017	Bunbury Auto One	Farewell Gift For Danny Taverner	MUNI	806.65
EFT24314	30/06/2017	Bunbury Bearings	Vehicle Maintenance	MUNI	278.30
EFT24315	30/06/2017	Bunbury City Motorcycles	Vehicle Maintenance	MUNI	300.00
EFT24316	30/06/2017	Bunbury Holden	Vehicle Maintenance	MUNI	299.30
EFT24317	30/06/2017	Bunbury Machinery	Machine Hire	MUNI	5,219.08
EFT24318	30/06/2017	Bunnings Group Limited	Various Invoices	MUNI	558.93
EFT24319	30/06/2017	CB Traffic Solutions	Traffic Management	MUNI	2,478.30
EFT24320	30/06/2017	Carbone Brothers Pty Limited	Gravel	MUNI	3,605.55
EFT24321	30/06/2017	Carmel Sutton	Library Workshop	MUNI	148.00
EFT24322	30/06/2017	Cleanaway Solid Waste Pty Ltd	Various Invoices	MUNI	4,983.77
EFT24323	30/06/2017	Coates Civil Consulting Pty Ltd	Construction Drawings/Schedule Of Quantities- 3 Intersections	MUNI	5,687.00
EFT24324	30/06/2017	Courier Australia	Postage And Freight	MUNI	106.25
EFT24325	30/06/2017	Craven Foods	ERC - Cafe/Resale Stock	MUNI	224.31
EFT24326	30/06/2017	DX Print Group Pty Ltd	Printing Of Hard Waste Collection Flyers - August 2017	MUNI	751.34

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24327	30/06/2017	Dardanup General Store	General Goods Purchased	MUNI	14.60
EFT24328	30/06/2017	Dardanup Rural Supplies	Various Invoices	MUNI	18.00
EFT24329	30/06/2017	Desley Wilson	ERC Netball Umpire 27/06/2017	MUNI	125.00
EFT24330	30/06/2017	Donna Bastow	ERC Basketball Umpire 28/06/2017	MUNI	154.00
EFT24331	30/06/2017	Earth 2 Ocean Communications	Install Uhf Radio	MUNI	2,015.75
EFT24332	30/06/2017	Evelyn Butchart	Lunch For Wa Rangers Association Meeting 21 June 2017	MUNI	320.00
EFT24333	30/06/2017	Forestvale Trees Pty Ltd	Trees	MUNI	1,320.00
EFT24334	30/06/2017	Fuji Xerox Australia Pty Limited	Photocopier Leasing	MUNI	2,620.20
EFT24335	30/06/2017	Fulton Hogan Industries Pty Limited	Town Site Road Maintenance	MUNI	196.99
EFT24336	30/06/2017	GHD Pty Limited	Banksia Rd Putrescible Landfill Site	MUNI	1,831.50
EFT24337	30/06/2017	Glanbia Performance Nutrition Pty Ltd	ERC - Cafe/Resale Stock	MUNI	250.34
EFT24338	30/06/2017	Gayle Narkle	ERC Netball Umpire 27/06/2017	MUNI	66.00
EFT24339	30/06/2017	Geographe Civil	500m Subsoil Drainage - Waterloo Road Inc.	MUNI	68,475.00
EFT24340	30/06/2017	Gilectrics Pty Ltd	Electrical Repairs To Bib/Protective Sleeves To Elect Outlets	MUNI	513.43
EFT24341	30/06/2017	Guardians Of Happiness	Library Workshop	MUNI	300.00
EFT24342	30/06/2017	Health Insurance Fund Of WA (HIF)	Payroll Deductions	MUNI	340.00
EFT24343	30/06/2017	Heatleys Sales Pty Limited	Safety Items	MUNI	1,378.41
EFT24344	30/06/2017	Holcim (Australia) Pty Limited	Various Invoices	MUNI	1,354.63
EFT24345	30/06/2017	Hynes Contracting	Various Invoices	MUNI	2,310.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24346	30/06/2017	IT Blackspot	Library Workshop	MUNI	300.00
EFT24347	30/06/2017	Insight Call Centre Services	After Hours Call Centre Service - May 2017	MUNI	463.32
EFT24348	30/06/2017	Jon Lennon Entertainment	Host /Entertainment- A Night At The Races Looking Glass Event	MUNI	800.00
EFT24349	30/06/2017	Julie Mary Webb	Rates Refund For A11476 Unit 43 97 Illawarra Drive	MUNI	903.69
EFT24350	30/06/2017	Jason Signmakers	900 Grab Rail - Oval Baseplate	MUNI	657.58
EFT24351	30/06/2017	Jim's Mowing	Mow Eaton Administration Turf	MUNI	66.00
EFT24352	30/06/2017	Jim's Test & Tag	Replace 'No Exit' Signs	MUNI	640.00
EFT24353	30/06/2017	June Keil	Library Workshop	MUNI	100.00
EFT24354	30/06/2017	Justine Eichner	ERC Basketball Umpire 28/06/2017	MUNI	154.00
EFT24355	30/06/2017	K & S Fencing	Repair Fencing	MUNI	770.00
EFT24356	30/06/2017	Kings Tree Care	Tree Clearing	MUNI	42,588.00
EFT24357	30/06/2017	Kmart - 1235	Wrapping Paper- Decorations- Night At The Races Event	MUNI	44.00
EFT24358	30/06/2017	Lauren Vincent	ERC Basketball Umpire 28/06/2017	MUNI	44.00
EFT24359	30/06/2017	Local Govt Professionals Australia WA	LGMA 2016 State Community Development Conference	MUNI	2,860.00
EFT24360	30/06/2017	Lonsdale Party Hire	Table Cloth Hire- A Night At The Races Looking Glass Event	MUNI	266.48
EFT24361	30/06/2017	Matt Alex Wilson	Crossover Rebate (Lot 1051) 34 Beaufort Loop Millbridge	MUNI	117.00
EFT24362	30/06/2017	MCG Architects Pty Ltd	Tender And Contract Management Services	MUNI	8,987.00
EFT24363	30/06/2017	Machinery West	Service Tractor. DA2833	MUNI	1,546.29

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24364	30/06/2017	Main Roads Western Australia	RPG-16-Swr SOD - Road Project Grant. Falcon Road.	MUNI	17,461.40
EFT24365	30/06/2017	Mainspray	Blackberry Control - Collie River RD	MUNI	302.50
EFT24366	30/06/2017	Marketforce	June Advertising	MUNI	7,375.25
EFT24367	30/06/2017	Michelle Pope - Oils With Mish	Library Workshop	MUNI	220.00
EFT24368	30/06/2017	Mulder Kampman Design	Contract Admin/Project Manager Services - New Shire Depot	MUNI	1,350.91
EFT24369	30/06/2017	Natalie Hopkins	Reimb Of Parking Costs While In Perth 25 And 26 May 2017	MUNI	34.00
EFT24370	30/06/2017	Nathan Ryder	Reimbursement For The Purchase Of New Phone Cover	MUNI	80.00
EFT24371	30/06/2017	Natural Born Killer Clothing	ERC - Uniform Samples	MUNI	350.00
EFT24372	30/06/2017	Nites Electrical	Site Power Upgrade. Western Power Application.	MUNI	673.20
EFT24373	30/06/2017	Paige Vincent	ERC Basketball Umpire 28/06/2017	MUNI	110.00
EFT24374	30/06/2017	Perkins WA Pty Ltd	Shire Works Depot Progress Invoice	MUNI	179,572.93
EFT24375	30/06/2017	Pete Lewis	Live Music Workshop - 16/6 Inv# 53217	MUNI	70.00
EFT24376	30/06/2017	Promote You	Ranger Uniform And Logo Embroidery	MUNI	519.20
EFT24377	30/06/2017	Raelene Tedd	ERC Netball Umpire 27/06/2017	MUNI	157.50
EFT24378	30/06/2017	Ryan Baker	ERC Basketball Umpire 28/06/2017	MUNI	110.00
EFT24379	30/06/2017	Stormie Duff	Rates Refund For A2397 5 Hibiscus Ct Eaton Wa 6232	MUNI	2,000.00
EFT24380	30/06/2017	Signs Plus	Magnetic Name Badges	MUNI	32.00
EFT24381	30/06/2017	Southern Lock & Security	Alarm Monitoring Softball And Football Buildings 25/5 - 30/6	MUNI	456.33
EFT24382	30/06/2017	Special Olympics South West	Refund For Overpayment On Debtor Account 22420	MUNI	175.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24383	30/06/2017	Spraymow Services	Application Of Herbicide Control Weeds Located At Offset Block.	MUNI	704.00
EFT24384	30/06/2017	St Aidan Wines	Council Chambers Wine Stock	MUNI	281.00
EFT24385	30/06/2017	Staples Australia Pty Limited	Stationery	MUNI	879.18
EFT24386	30/06/2017	State Wide Turf Services	Earthquake Oval To Ameliorate Drainage Concerns	MUNI	3,960.00
EFT24387	30/06/2017	Stewart & Heaton Clothing Co Pty Limited	BFB Clothing	MUNI	532.19
EFT24388	30/06/2017	Synergy	Electricity	MUNI	10,611.85
EFT24389	30/06/2017	T J Depiazzi & Sons	Supply And Delivery Of 80 Cubic Meters Of Pine Bark Mulch	MUNI	4,994.58
EFT24390	30/06/2017	Telstra	Telephone Accounts	MUNI	223.69
EFT24391	30/06/2017	Teny Puot	ERC Basketball Umpire 28/06/2017	MUNI	176.00
EFT24392	30/06/2017	The Workwear Group	Uniform	MUNI	375.72
EFT24393	30/06/2017	Therese Price	ERC Netball Umpire 27/06/2017	MUNI	150.00
EFT24394	30/06/2017	Timber Insight	P Jackson - Built Evolution Seminar - Perth - 7 April	MUNI	195.00
EFT24395	30/06/2017	Totally Workwear	Work Uniforms	MUNI	363.00
EFT24396	30/06/2017	Tracy Tupaea	ERC Netball Umpire 26/06/2017	MUNI	44.00
EFT24397	30/06/2017	Traffic Force	Traffic Control Depiazzi Rd.	MUNI	2,321.52
EFT24398	30/06/2017	Vanessa Black	ERC Netball Umpire 27/06/2017	MUNI	157.50
EFT24399	30/06/2017	Vogue Furniture	Office Furniture	MUNI	319.00
EFT24400	30/06/2017	WA Tower Service	Monthly Lease Tower Space For Wireless Connection - June17	MUNI	513.00
EFT24401	30/06/2017	Waterloo Nursery	Variegated Cast Iron Plant	MUNI	164.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24402	30/06/2017	Willoughby Contracting	Hire Of Drain Cleaning Machine	MUNI	2,552.55
EFT24403	30/06/2017	Woolworths Limited	3 X \$50 Wish Cards For Gf Frenzy Promo	MUNI	337.98
EFT24404	07/07/2017	Civilcon	Refund Of Kerb Deposit - B/L 2013140535	TRUST	620.00
EFT24405	07/07/2017	Hovey Management Pty Ltd	Refund Of Kerb Deposit - B/L2015160160	TRUST	630.00
EFT24406	07/07/2017	Keith Sadler	Refund Of Cage Hire Bond	TRUST	150.00
EFT24407	07/07/2017	New Horizon Enterprises	Refund Of Kerb Deposit - B/L 2014150461	TRUST	630.00
EFT24408	07/07/2017	Acte Pty Ltd - Trading As Ddls	EC-Council Security Training 19/06/2017	MUNI	4,950.00
EFT24409	07/07/2017	Anton Manning	Reimbursement While In Perth, Parking And Food	MUNI	107.40
EFT24410	07/07/2017	Australia Post.	Monthly Invoice For Mail And Postage - June 2017	MUNI	1,500.94
EFT24411	07/07/2017	Australian Taxation Office	PAYG - Pay Run: 30/06/2017	MUNI	66,562.00
EFT24412	07/07/2017	B & B Street Sweeping Pty Limited	Road Sweeping	MUNI	1,001.00
EFT24413	07/07/2017	BCL Group	Eaton Foreshore Stage 2 Car Park	MUNI	311,450.98
EFT24414	07/07/2017	Boyanup Botanical	Plants	MUNI	2,021.00
EFT24415	07/07/2017	Boyles Plumbing And Gas	Public Toilets Maintenance	MUNI	162.25
EFT24416	07/07/2017	Brandicoot	Web Services, Newsletter Subscription, Facebook /Twitter	MUNI	514.99
EFT24417	07/07/2017	Building Commission	June 2017 Reconciliation	MUNI	4,452.66
EFT24418	07/07/2017	Bunbury Auto One	Rear Led Light	MUNI	93.85
EFT24419	07/07/2017	Bunbury Bearings	Vehicle Maintenance	MUNI	408.10
EFT24420	07/07/2017	Bunbury Geographe Chamber Of Commerce	Donation - Bunbury Geographe Gift - 2017-18	MUNI	5,500.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24421	07/07/2017	Bunbury Machinery	Machine Hire	MUNI	224.99
EFT24422	07/07/2017	Bunbury Subaru	Vehicle Maintenance	MUNI	549.47
EFT24423	07/07/2017	Bunbury Ten Pin Bowl & Family Fun Centre	ERC - Excursion Vacation Care For 42 People	MUNI	336.00
EFT24424	07/07/2017	Bunnings Group Limited	Various Invoices	MUNI	157.09
EFT24425	07/07/2017	CB Traffic Solutions	Traffic Management – Stabilisation/ Drainage - Waterloo Road	MUNI	27,232.98
EFT24426	07/07/2017	Caltex Australia Petroleum Pty Limited	Fuel Account For June	MUNI	16,723.80
EFT24427	07/07/2017	City Of Bunbury	Various Invoices	MUNI	7,088.52
EFT24428	07/07/2017	Cleanaway	Various Invoices	MUNI	41,543.69
EFT24429	07/07/2017	Cleanaway Solid Waste Pty Ltd	Various Invoices	MUNI	15,905.77
EFT24430	07/07/2017	Coates Hire Limited	Hire Of Barricades June	MUNI	507.87
EFT24431	07/07/2017	Construction Training Fund : BCITF	Reconciliation June 2017	MUNI	3,680.52
EFT24432	07/07/2017	Courier Australia	Postage And Freight	MUNI	45.99
EFT24433	07/07/2017	Craven Foods	ERC - Cafe Stock Purchase	MUNI	513.94
EFT24434	07/07/2017	Creative In Nature	Library Workshop	MUNI	125.00
EFT24435	07/07/2017	Dapco Tyre & Auto Service	New Windscreen Wiper Blades For Ranger 2 Vehicle.	MUNI	20.00
EFT24436	07/07/2017	DX Print Group Pty Ltd	Business Cards	MUNI	360.00
EFT24437	07/07/2017	Dardanup Rural Supplies	Valve Box Replacement - 420 X 305 X 175mm	MUNI	27.50
EFT24438	07/07/2017	Dell Australia Pty Limited	Dell N2048p Switch As Per Quote 23171629	MUNI	3,091.00
EFT24439	07/07/2017	Evelyn Butchart	Catering	MUNI	969.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24440	07/07/2017	Filemaker International Inc	Filemaker Software Renewal 2017-2018	MUNI	1,135.00
EFT24441	07/07/2017	Fuji Xerox Australia Pty Limited	Photocopier Lease	MUNI	1,200.10
EFT24442	07/07/2017	G Cubed	Library Workshop	MUNI	479.00
EFT24443	07/07/2017	GCS Hire Pty Limited	Various Invoices	MUNI	1,113.76
EFT24444	07/07/2017	Geographe Civil	Pile Rd - Attending Emergency Situation, Tree Down Over Road.	MUNI	1,540.00
EFT24445	07/07/2017	Go Go On Hold	Message On Hold Service July To December	MUNI	414.00
EFT24446	07/07/2017	Grace Records Management	Bin Exchange And Records Management - June 2017	MUNI	459.28
EFT24447	07/07/2017	Hemsley Paterson	2017 Valuation - - New Depot And Eaton Sports Pavilions	MUNI	825.00
EFT24448	07/07/2017	Hynes Contracting	Pathway Renewal Works	MUNI	4,600.00
EFT24449	07/07/2017	It Vision Australia Pty Limited	It Vision Online Software Suite	MUNI	31,435.02
EFT24450	07/07/2017	It Vision User Group Incorporated	It Vision User Group Membership For 2017/2018	MUNI	715.00
EFT24451	07/07/2017	JP Group - CPSS Pty Ltd	Lease Of Transfer Station At Lot 81 Banksia Road, Dardanup	MUNI	1,888.33
EFT24452	07/07/2017	Kings Tree Care	Cockatoo Tube Installation Shier Reserve	MUNI	440.00
EFT24453	07/07/2017	Kingsteel	Weld Up Bracket. Sign Rack, Mower Deck.	MUNI	760.10
EFT24454	07/07/2017	Kmart - 1235	ERC - Supplies For Vacation Care	MUNI	133.25
EFT24455	07/07/2017	Lomax Media	Creation Of Shire Branded Youtube Channel	MUNI	170.50
EFT24456	07/07/2017	Landgate	Gross Rental Valuation	MUNI	700.64
EFT24457	07/07/2017	Landscape & Maintenance Solutions Pty Ltd	Mowing As Per Contract	MUNI	5,178.23
EFT24458	07/07/2017	Les Mills Asia Pacific	Monthly Music Licence Fees 01/07/2017-31-07-2017	MUNI	1,144.01

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24459	07/07/2017	Lets Go Fitness	Boxing Class Instruction	MUNI	413.00
EFT24460	07/07/2017	Links Modular Solutions	Software Maintenance And Support 01/07/2017 - 30/06/2018	MUNI	7,566.90
EFT24461	07/07/2017	Local Govt Professionals Australia WA	Introduction To Local Government - - A Baldock	MUNI	290.00
EFT24462	07/07/2017	MJB Industries Pty Limited	Various Invoices	MUNI	2,768.70
EFT24463	07/07/2017	Malatesta Road Paving & Hotmix	Road Maintenance	MUNI	400.00
EFT24464	07/07/2017	Mcleods Barristers & Solicitors	Legal Advice - Trust Funds	MUNI	2,276.88
EFT24465	07/07/2017	Moore Stephens (WA) Pty Ltd	Guidance And Advice As Required A/DC&Cs Role	MUNI	495.00
EFT24466	07/07/2017	NCM Plumbing & Gas	ERC - Replace Vandalised Basin Tap	MUNI	250.00
EFT24467	07/07/2017	Natural Area Consulting Managt Services	Herbicide Application To Control Grass Weeds	MUNI	5,933.50
EFT24468	07/07/2017	Nites Electrical	Lighting Maintenance Works Completed 26/06/2017.	MUNI	181.50
EFT24469	07/07/2017	P C Machinery	Industrial Cleaner	MUNI	605.00
EFT24470	07/07/2017	PFD Food Services Pty Limited	ERC - Stock For Resale	MUNI	866.00
EFT24471	07/07/2017	Phoenix Foundry	Row Letters On Garden Stakes	MUNI	1,160.50
EFT24472	07/07/2017	Perfect Landscapes	Mowing Contract	MUNI	8,107.00
EFT24473	07/07/2017	Peter Stampoultzis	Reimbursement - Paid For Vehicle Service Da9668	MUNI	299.95
EFT24474	07/07/2017	Phonographic Performance Co Of Australia	Group Fitness Music Licensing 01/08/2017 - 31/07/2018	MUNI	3,179.92
EFT24475	07/07/2017	Pollen Nation	Library Workshop	MUNI	382.00
EFT24476	07/07/2017	Professional Trapping Supplies	Reconya Sms750s Cameras With 16GB SD Card	MUNI	1,798.00
EFT24477	07/07/2017	SOS Office Equipment	Photocopier Meter Readings	MUNI	3,852.86

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24478	07/07/2017	Safecard Australia	Monitoring Fees For Safecard Devices	MUNI	440.00
EFT24479	07/07/2017	Schweppes Australia Pty Limited	ERC- Cafe Order	MUNI	869.05
EFT24480	07/07/2017	Southern's Water Technology	Supply And Install Water Meters To Ground Water Draw Points	MUNI	16,131.30
EFT24481	07/07/2017	Staples Australia Pty Limited	Stationery	MUNI	252.07
EFT24482	07/07/2017	State Law Publisher (Dept Premier & Cabinet)	Gazettal Notice For Amendment 192	MUNI	211.12
EFT24483	07/07/2017	Synergy	Electricity Accounts	MUNI	32,693.15
EFT24484	07/07/2017	T & V Fencing	Football Oval Fencing	MUNI	26,423.10
EFT24485	07/07/2017	The Knowledge Academy	Registration For Lean Six Sigma Green Belt For Mr S Mishra	MUNI	2,895.00
EFT24486	07/07/2017	Telstra	Telephone Accounts	MUNI	5,904.42
EFT24487	07/07/2017	Thinkwater Bunbury	P2 Cable Pit And Concrete Lid	MUNI	85.10
EFT24488	07/07/2017	Totally Workwear	Staff Uniform	MUNI	85.25
EFT24489	07/07/2017	Unisite Group Pty Ltd	Barbec Series 2 Double Accessible 15 Amp BBQ	MUNI	9,213.60
EFT24490	07/07/2017	Undercover SW	Laser Tag In The Library - 1/7 INV# IV0485	MUNI	500.00
EFT24491	07/07/2017	Veolia Environmental Services (Aust) Pty Ltd	Sweep Streets As Requested	MUNI	1,053.80
EFT24492	07/07/2017	Western Stabilisers	Subbase And Base Course Cement Stabilisation Waterloo Road	MUNI	26,348.96
EFT24493	07/07/2017	Water Corporation	Water Accounts	MUNI	151.80
EFT24494	07/07/2017	West Australian Mechanical Services Pty Ltd	Quarterly Air Con. Maintenance Schedule	MUNI	666.93
EFT24495	07/07/2017	West Australian Newspapers Limited	WA Newspaper & SW Times 29/06/2017 - 21/09/2017	MUNI	161.83
EFT24496	07/07/2017	Westbooks	Book Stock Eaton	MUNI	37.68

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24497	07/07/2017	Western Australian Treasury Corporation	Loan Repayment	MUNI	49,831.93
EFT24498	07/07/2017	Woolworths Limited	Various Invoices	MUNI	769.63
EFT24499	07/07/2017	Work Clobber	ERC - Uniform Ben Jordan	MUNI	363.56
44824	29/06/2017	Shire Of Dardanup - Please Pay Cash	Petty Cash - Eaton Admin Office	MUNI	161.50
44825	29/06/2017	Shire Of Dardanup - Please Pay Cash	Petty Cash - Eaton Library	MUNI	78.32
DD12867.1	23/06/2017	Westnet Pty Limited	Annual Charge For Home-5 Turbo Service	MUNI	1,779.29
DD12876.1	30/06/2017	WA Super	Payroll Deductions	MUNI	35,778.19
DD12876.2	30/06/2017	Hostplus	Superannuation Contributions	MUNI	259.47
DD12876.3	30/06/2017	Concept One	Superannuation Contributions	MUNI	218.51
DD12876.4	30/06/2017	The Universal Super Scheme	Superannuation Contributions	MUNI	96.90
DD12876.5	30/06/2017	loof Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	144.40
DD12876.6	30/06/2017	Rest Superannuation	Superannuation Contributions	MUNI	202.85
DD12876.7	30/06/2017	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	235.43
DD12876.8	30/06/2017	Australiansuper	Superannuation Contributions	MUNI	752.63
DD12876.9	30/06/2017	Burton Superannuation Fund	Superannuation Contributions	MUNI	218.51
DD12876.10	30/06/2017	ANZ Smart Choice Super	Superannuation Contributions	MUNI	308.17
DD12876.11	30/06/2017	Media Super	Superannuation Contributions	MUNI	198.92
DD12876.12	30/06/2017	Construction & Building Industry Super	Superannuation Contributions	MUNI	311.41
DD12876.13	30/06/2017	Amp Superannuation Savings Trust	Superannuation Contributions	MUNI	51.94

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
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**REPORT TOTALS**

**1,335,930.44**

EFT	24213 - 24499		1,295,134.00		
Muni	44824 -		239.82		
Cheque	44825				
Payroll			38,777.33		
BPAY			1,779.29		
<b>TOTAL</b>			<b>1,335,930.44</b>		

*CERTIFICATE OF Chief Executive Officer*

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



**MR MARK L CHESTER**  
*Chief Executive Officer*



**12.8 BUNBURY WELLINGTON GROUP OF COUNCILS MEETING – 12/06/17**

**MINUTES OF THE BUNBURY WELLINGTON GROUP OF COUNCIL MEETING HELD ON MONDAY 12 JUNE 2017, AT DONNYBROOK COMMUNITY LIBRARY, DONNYBROOK COMMENCING AT 3.00PM.**

Officer Comment

The minutes of the Bunbury Wellington Group of Councils meeting are attached (Appendix ORD: 12.8).

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the minutes of the Bunbury Wellington Group of Councils Meeting held 12 June 2017.**

**OFFICER RECOMMENDED RESOLUTION &**

**THAT Council receives the minutes and endorse the following recommendation from the minutes of the Bunbury Wellington Group of Councils Meeting held 12 June 2017 as follows:**

***BUNBURY WELLINGTON GROUP OF COUNCILS RESOLUTION***

1. *Endorse the two-pronged approach (Option 1) as the recommended proposal to the Department of Regional Development as it is felt that this provides for the best long term outcome for the whole of the South West and it is considered the most appropriate course of action, noting that some funding has already been incurred for the preferred site selection.*
2. *Agree a deputation of Elected Members urgently meet with the relevant Ministers to seek approval to retain the funding to allow for the project to continue and to preserve the funds for their intended purpose.*
3. *Approach the South West Development Commission to assist with the facilitation process and take over the administration of the grant funds.*

**12.9 OCCUPATIONAL SAFETY & HEALTH COMMITTEE – 28/06/17**

**MINUTES OF THE OCCUPATIONAL SAFETY & HEALTH COMMITTEE MEETING HELD ON WEDNESDAY 28 JUNE 2017, AT SHIRE OF DARDANUP EATON ADMINISTRATION BUILDING, COMMENCING AT 1.00PM.**

Officer Comment

The minutes of the Occupational Safety & Health Committee meeting are attached (Appendix ORD: 12.9).

**OFFICER RECOMMENDED RESOLUTION**

**THAT Council receives the minutes of the Occupational Safety & Health Committee meeting held 28 June 2017.**

<b>13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>
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13.1 Title: Local Law – Single Use Plastic Bag Ban

*Reporting Department: Elected Member*

*Reporting Officer: Cr. C N Boyce*

*Legislation: Local Government Act 1995*

Background -

At the meeting held 28 June 2017 an item was put to Council to consider putting in place a local law to ban single use plastic bags in the Shire of Dardanup. As advice had been received that the plastic bag ban issue had previously been discussed at the SW Zone of WALGA, Council deferred further discussion on the matter until that information could be brought back to Council.

Council resolved [176-17]:

*THAT Council defer the development of a Local Law to ban plastic bags to the Ordinary Council Meeting to be held on 19 July 2017.*

The below information was provided to Council at the 28 June meeting.

Background -

*At the meeting held 23 November 2016, a discussion paper was forwarded to Council by WALGA, through the Municipal Waste Advisory Council, requesting Council's comments and formal position on the matter. (Appendix ORD: 13.1).*

*The following resolution was made [299-16]:*

*THAT Council:*

1. *Advises WALGA that it supports a state-wide ban in line with the Australian Capital Territory, South Australia, Tasmania and the Northern Territory, that prohibits retailers from providing single-use, lightweight polyethylene plastic bags of 35 microns or less and lightweight plastic bags marked 'degradable', while continuing to allow the use of heavier department store plastic bags, compostable bags that comply with AS4736, barrier bags (e.g. fruit and vegetables), paper bags and green bags.*

2. *Advise WALGA that while supportive of a state-wide ban, is not supportive of any changes that will place enforcement responsibility on local government and subsequently results in a need for further resourcing at the Shire.*
3. *Provides a copy of this report to WALGA as feedback to the Discussion Paper – Plastic Bags – August 2016.*

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications -

- *Chief Executive Officer Comment*

*At this stage there are no budget implications. If a Local Law is proposed, the cost of governance and advertising will be covered by existing and future budget estimates.*

Budget – Whole of Life Cost None.

Council Policy Compliance - None.

Risk Assessment- Low.

Officer Comment

- *Elected Member Comment*

*That Council request that the Chief Executive Officer investigate a local law that declares our Shire plastic bag free. Also that we inform both the Minister for Local Government and the Minister for the Environment of our intent.*

*It has been quoted that Australians use 10 million plastic bags a day and it is critical that this trend be reversed. A number of other Councils have declared their intent and some investigation into different options, eg. banning single use bags; banning light weight bags; may be useful.*

*Also that in light of the recent 'War on Waste' series, that we provide some more detailed information on the website to assist in deciding what is recyclable and offer advice as to how to dispose of items that are not intended to be disposed of via general waste eg batteries, light globes, paints, oils etc.*

- *Chief Executive Officer Comment*

*The advice from WALGA is to use a model Local Law that has already been accepted by the Delegated Legislation Review Committee of State Parliament.*

*The Town of East Fremantle has proposed such a Local Law (their third attempt). It is recommended that Council monitor how the East Fremantle Local Law progresses to then be in a position to use their Local Law if it is successfully adopted.*

*In the meantime, it is further recommended that the Chief Executive Officer commence a community awareness campaign to raise the plastic bag issue so that when the time comes to advertise a Local Law the community will be informed.*

*At the state level we are advised that the Minister for the Environment has asked the Department of Environment Regulator to prepare a discussion paper on plastic bags. No timeframe has been announced in relation to this discussion.*

*A state level law banning plastic shopping bags will have greater effect.*

*If Council was to adopted such a Local Law, Council must be aware that the enforcement of that Law is an ongoing responsibility. This would require staff to inspect and issue warnings and infringements where plastic bags are still in use. Such procedure will test the power of the Local Law if penalties are defended in a court of law by the larger supermarket chains.*

*It is also recommended that Council write to the Minister for the Environment and the Minister for Local Government to highlight the Council's concerns and the need for a state wide ban on plastic shopping bags.*

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

*No Change. OR:*

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

#### **OFFICER RECOMMENDED RESOLUTION**

*THAT Council:*

- 1. Considers making a Local Law to ban the use of plastic shopping bags throughout the Shire.*
- 2. Monitors the progress of East Fremantle's Plastic Shopping Bag Local Law with the intent of using their Local Law if successfully adopted, to develop a new Shire of Dardanup Local Law.*
- 3. Directs the Chief Executive Officer to commence a community awareness campaign to raise the plastic bag issue so that when the time comes to advertise a Local Law the community will be informed.*
- 4. Directs the Chief Executive Officer to write to the Minister for the Environment and the Minister for Local Government to highlight Council's concerns and that Council supports a state wide ban on plastic shopping bags.*

Legal Implications - Local Law process.

Strategic Community Plan - None.

#### Environment

The reduction of use of single use plastic bags will have a significant positive impact on the environment.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment -

A copy of the minutes of the SW Zone WALGA meeting held 26 November 2016 are attached for information (Appendix ORD: 13.1A). The SW Zone resolved as follows:

*“That the South West Zone of WALGA advise the WA Local Government Association that it support the principle of a ban on one use, thin (supermarket) shopping bags, on the basis that a considered State-wide or National implementation and consultation plan is developed which covers issues such as community education, environmental alternatives and an equitable transition period.”*

Further to the SW Zone resolution, WALGA distributed a media release (Appendix ORD: 13.1B) on 6 July 2017 advising that WALGA is working towards a State Wide approach to reducing single use plastic bags:

*“In supporting a State-wide ban on plastic bags, Local Government is seeking to reduce litter on the land and in our rivers and ocean, reduce the plastic bag contamination in our composting and alternative waste treatment facilities and to engage the community in the waste avoidance discussion,”*

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Councillor Recommendation

No Change. **OR:**

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

## **COUNCILLOR RECOMMENDED RESOLUTION**

**THAT Council:**

1. **Write to WA Local Government Association [WALGA] advising that the Shire of Dardanup supports WALGA’s push for a State-wide ban on single use plastic bags.**
2. **Take no further action at this time on putting in place a Shire of Dardanup Local Law banning single use plastic bags until an assessment can be made on how state policy evolves on the matter.**
3. **Requests the Chief Executive Officer commence a community awareness campaign to raise the single use plastic bag issue so the community will be informed.**

4. Requests the Chief Executive Officer write to the Minister for the Environment and the Minister for Local Government to highlight Council's concerns and that Council supports a state wide ban on single use plastic shopping bags.

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

**15 PUBLIC QUESTION TIME**

**16 MATTERS BEHIND CLOSED DOORS**

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

Shire of Dardanup Standing Orders & Local Government Act 1995 Section 5.23 (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.

## OFFICER RECOMMENDED RESOLUTION

**THAT in accordance with the Local Government Act 1995, S 5.23 the Council go Behind Closed Doors to discuss a matter that has a commercial value to a person.**

16.1 Title: Glen Huon Oval Sports Pavilion – Reallocation of Reserve Funds 2016/17

Reporting Department: Corporate & Community Services

Reporting Officer: Mrs Natalie Hopkins – Acting Director  
Corporate & Community Services

Legislation: Local Government Act 1995

### REPORT UNDER SEPARATE COVER

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

## OFFICER RECOMMENDED RESOLUTION

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

Note: In accordance with Standing Order 5.2(6) the Presiding Officer, does not cause the motion passed by Council whilst behind closed doors to be read out.

**17 CLOSURE OF MEETING**

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday 9 August 2017, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

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