



CONFIRMED

MINUTES

ORDINARY MEETING

Held

22 November 2017

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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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

MINUTES OF THE SHIRE OF DARDANUP ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 22 NOVEMBER 2017, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member, Cr. M T Bennett declared the meeting open at 5.00pm, welcomed those in attendance and referred to the Disclaimer, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Peter Robinson	-	Deputy Shire President
Cr. Carmel Boyce	-	Elected Member
Cr. Tyrrell Gardiner	-	Elected Member

Cr. Luke Davies	-	Elected Member
Cr. James Lee	-	Elected Member
Cr. Patricia Perks	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Danny Harris	-	Elected Member [5.03pm]
Mr Mark Chester	-	Chief Executive Officer
Mr Luke Botica	-	Director Engineering & Development Services
Mr Phil Anastasakis	-	Director Corporate & Community Services
Mrs Cathy Lee	-	Manager Governance & HR
Mr Mick Saunders	-	Manager Assets
Mr Steve Potter	-	Manager Development Services
Ms Lee Holben	-	Manager Community Services
Mr Peter Stampoultzis	-	Manager Information Services

2.2 Apologies

None.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

None.

5 APPLICATIONS FOR LEAVE OF ABSENCE

None.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 Ordinary Meeting Held 1 November 2017****OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

295-17 MOVED - Cr. L Davies SECONDED - Cr. P S Robinson

THAT the Minutes of the Ordinary Meeting of Council held on 1 November 2017, be confirmed as true and correct subject to no corrections.

CARRIED
8/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**8.1 New Manager Community Services – Ms Lee Holben**

Shire President, Cr. M T Bennett asked Director Corporate & Community Services, Mr Phil Anastasakis to introduce the new Manager Community Services.

Mr Phil Anastasakis – I introduce Ms Lee Holben who has worked previously with the Shire of Merredin in Community Development. Lee has worked for Lotterywest in the past and both country and metro local governments.

Shire President, Cr. M T Bennett - Welcome Lee, we hope your time with us here is very enjoyable.

Note: Cr. D Harris joined the meeting [5.03pm]

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

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

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

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

Note: Shire President, Cr. M T Bennett advised that the meeting will go behind closed doors toward the end of the meeting to discuss matters that has a commercial value to a person and a contract entered into.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

Discussion:

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

Cr. J Lee declared an Impartiality Interest on item 12.1 as he is the Chair of the Glen Huon Primary School Board.

12 REPORTS OF OFFICERS AND COMMITTEES**SUSPENSION OF STANDING ORDERS****COUNCIL RESOLUTION**

296-17 MOVED - Cr. P S Robinson SECONDED - Cr. C N Boyce

THAT Council Suspend Standing Orders [5.04pm] in order to hear from Principal of Glen Huon Primary School, Ms Carolyn Nankervis regarding Item 12.1.

CARRIED
9/0

COUNCIL RESOLUTION

297-17 MOVED - Cr. C N Boyce SECONDED - Cr P Perks

THAT Council resume Standing Orders [5.31pm]. All those present prior to the adjournment were present following the adjournment.

CARRIED
9/0

RESUMPTION OF STANDING ORDERS

12.1 *Title: Request for Assistance with Earthworks for New Early Intervention Centre (Glen Huon Primary School)*

Reporting Department: Engineering & Development Services

Reporting Officer: Mr Luke Botica – Director Engineering & Development Services

Legislation: Local Government Act 1995

DECLARATION OF INTEREST

Cr. J Lee declared an Impartiality Interest in Item 12.1 as he is the Chair of the Glen Huon Primary School Board.

Background

Council is requested to consider a request from the Glen Huon Primary School (GHPS) for assistance with earthworks required to enable the construction for a new early intervention centre at the school site.

Shire staff recently met with representatives from the GHPS, Department of Treasury and the architect appointed to undertake the design and project management of the building construction. The architect has explored several locations at the School site for the new building and it was deemed that the wetland at the corner of Edith Cowan Avenue and Murdoch Crescent to be the most suitable.



A significant amount of earthworks will be required to remove the wetland and backfill the site with controlled fill. The Shire was supplied with a geotechnical report that provides recommendations regarding the earthworks required to make the site suitable for a building.

The GHPS has been provided \$1.5M by the State Government for the design and construction of the new building; however, when the funds were allocated, it was assumed that minimal earthworks would be required due to the school site being largely developed. However, the selection of the wetland site for the building now requires earthworks to be added to the project. The funds allocated to the project relate to the design, construction and fitout of the building and does not allow enough scope to include the additional earthworks.

GHPS has therefore requested the assistance of the Shire for the earthworks component of the project.

Legal Implications

The school being a state owned facility is exempt from having to seek development approval from the Shire.

The wetland is situated on the GHPS site, therefore is not a reserve.

Strategic Community Plan - None

Environment

Although referred to as a wetland, it is considered to be of little or no conservation value. The wetland is severely degraded, consisting of minimal natural vegetation and a significant infestation of *Typha orientalis* (a non-native rush). The GHPS considers the wetland as being of no value and a significant fire risk. The wetland is the remaining remnants of a larger wetland system, which had been removed to accommodate the development of the surrounding road network. It should be noted that the wetland does not form part of the local and district drainage system.

There is a moderate to low risk of acid sulfate soil. (Appendix ORD: 12.1).

Precedents - None.

Budget Implications

The requested earthworks has been estimated by Shire staff at a cost of \$89,250 excluding GST.

The estimation includes site survey, clearing of vegetation, supply and delivery of sand, filling and compaction, and levelling. The cost estimation also includes traffic management and an overall earthworks contingency of 20% to cover uncertainties and any potential variations.

GHPS have indicated that if necessary, they may be able to access GHPS finance reserves of \$20,000 as well GHPS P&C funds of \$5,000.

Whether the Shire fully or partly funds the earthworks, it will be unbudgeted expenditure under the 2017-2018 Budget.

Budget – Whole of Life Cost -

The works will form part of the development of the school site and will have no ongoing life cycle costs or liabilities for the Shire. It should be noted that if the Shire undertakes the earthworks, the works will be tested and verified by the project superintendent – when the earthworks are deemed compliant there will be no further liabilities for the Shire.

• *Chief Executive Officer Comment*

This request requires reference to Council's Policy not to support cost shifting. That is, the state or commonwealth government requiring local government to fund services and facilities that are the realm of state or commonwealth government.

This request is a variation of cost shifting as the request has come from the GHPS Principal as a result of the GHPS School Board and P & C wishing to complete a successful project with the \$1.5M allocation to the project. That is, the request has come from the School rather than the Education Department or the Department of Finance.

Council Policy Compliance - None.

Risk Assessment - High.

The requested earthworks, if undertaken by the Shire at its own cost, will be unbudgeted expenditure under the current budget. If there are no other savings in the current budget to offset the unbudgeted expenditure, the expenditure will affect the forecast end of year surplus. At this stage in the financial year, it is difficult to advise whether the forecast surplus will be sufficient to carry the unbudgeted works.

Officer Comment

Although the requested works, if undertaken by the Shire, would be considered a contribution from the Shire, it would not be strictly classified as in-kind works. Most in-kind works relate to situations where the Shire's plant, labour and existing material stocks are used. In this particular case, the Shire is not equipped to undertake the works and would need to engage contractors to assist with the works. This includes the provision of a wet hire excavator, haulage contractors and hired compaction equipment. Similarly, a surveyor and a traffic management contractor would also need to be sourced.

It should be noted that the Shire's construction workforce is fully committed to the 2017-2018 construction program, which also highlights the need to engage a contractor for the works.

GHPS have indicated that they are aiming for the centre to be open for the 2019 school year. In order for this timeframe to be achieved, GHPS has requested if Council could consider the matter as soon as possible with the intent to commence the project as soon as possible.

The establishment of an Early Intervention Centre at the GHPS is considered as being beneficial to the local community. Therefore, it is suggested that the Shire support the initiative. Based on advice that GHPS can access up to \$25,000 toward the earthworks, Council may wish to consider a contribution of up to \$65,000 for the requested earthworks.

It should be noted that the Department of Finance has advised that its preference is to receive funding only from the Shire, which will enable the earthworks to be managed through a contract administered by the Department of Finance.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

OFFICER RECOMMENDED RESOLUTION "A".

THAT Council, whilst being supportive of the project is unable to provide financial support for the project as:

1. The project is unbudgeted; and
2. The project is on State Government owned land.

OR

OFFICER RECOMMENDED RESOLUTION "B".

THAT Council, in regards to a request from the Glen Huon Primary School for assistance with the earthworks required for the construction of an Early Intervention Centre at the school:

1. Advises Glen Huon Primary School that the Shire of Dardanup is supportive of the establishment of an Early Intervention Centre at the school;
2. Acknowledges the advice of the School that the selected site for the new building and associated infrastructure is on the south western corner of the School site at the corner of Edith Cowan Avenue and Murdoch Crescent;
3. Provides assistance to the Glen Huon Primary School through the provision of funds for earthworks for the project; and
4. Approves unbudgeted expenditure of up to \$..... excluding GST, being the Shire's contribution for the works in Point 3 above.

By Absolute Majority

Discussion:

*Cr. J Lee – I would like to move option B, with the amount to be discussed.
Cr. L D Harris seconded the motion.*

Cr. J Lee – This project is a bit rushed. The background is that the school nominated two projects and in the end decided to put forward the Early Intervention Centre in the spirit of what is best for the community, not just the school. This facility will not be run by the school, it is an independent. It will be run separately. The School will look after basic administration and they will have this as an ongoing expense. This is a community project not a Glen Huon Primary School project. This is a windfall from an election promise that we have not seen the likes of in many years. I think it is a bit cheeky of the Dept of Finance and Planning to say that we take over. I note the Chief Executive Officer refers to cost shifting in his report. We do not want the government to do that to any shire. It is difficult to expect the school to dig in to their reserves to a tune of \$25K to \$30K for a community project.

In view of that, there is also the consideration that if the architects agree that this is the best location, as it was explained by the Principal the cheaper option is adjacent to Eaton Drive, but this is unsafe, Murdoch Crescent is the safer option. It would be a matter of them reassessing the initial site costs. It is possible to say that we may need more. On the other hand at a meeting of architects we were given a series of plans and layouts. That plan may not be set in concrete. We could request it be designed to suit whatever the budget earthworks. I would suggest that we make a contribution to the school taking into the account that they are digging into their reserves and representing their committee. A contribution of up to and no more than \$50K would be fair.

Cr P Perks – I think that \$50K is a reasonable amount but can we consider a self-supporting loan? We gave the Bowling Club a self-supporting loan to assist them. The other thing is that could we not approach the Shire of Harvey and ask them to contribute as a good will gesture.

Chief Executive Officer, Mr Mark Chester – A self-supporting loan for a school organisation is not appropriate. An organisation like a Bowling Club is different as it has a way of raising revenue. Schools would not even entertain that offer as the volunteers focus on raising funds for resources to help the operations of the school.

Cr J Dow – We could consider moving the tennis courts to the proposed site. I am sure it will cost more than \$80K for the earthworks.

Cr. D Harris – Technically we are guaranteeing up to \$50K, but part of that could be payment in kind. It may be \$10K for sand for example. Ms Nankervis can go away confidently with that the level of support.

Cr. M T Bennett – Are you suggesting that it be sand or carting?

Cr. D Harris – I would leave it open with that part of the motion and let the shire work through this with the school.

Cr. C N Boyce – I haven't seen that there has been a huge environmental assessment done on this. I do know that when one of the Cross brothers went onto another site and he found a duck there. He noted that it was a rare duck and would not continue on. What I would like to add to this is that the shire's environmental officer goes and has a look at the site.

Director Engineering & Development Services, Mr Luke Botica - With any contracted works, when the works happen, a part of the contract is to have someone there to deal with any wildlife that is encountered in that area. That could be written into the contract for whoever does the earthworks.

Cr. P S Robinson – Who is going to manage the appointments that will be held at this structure?

Cr. J Lee – The school will.

Cr. P S Robinson – Will there be a staff member?

Cr. J Lee – No.

Cr. P S Robinson – Who do these people report to?

Cr. J Lee – Their respective bodies. There are separate independent groups that will use the facilities.

Cr. P S Robinson – So their wages will not be paid for by the Education Department?

Cr. J Lee – It is not like chaplaincy where the Education Department contributes. All that is occurring is that we are providing the users a permanent venue.

Cr. P S Robinson – If the wages are paid for the Education Dept., it is clearly cost shifting. The Chief Executive Officer made comment in his report that this request was a variation of cost shifting; Could this be explained further?

Chief Executive Officer, Mr Mark Chester – Generally when we look at cost shifting it is when the state or federal government stops providing a service and hands the service to local government to do without any funding. In this circumstance the request for support is coming from the school itself. Eaton Drive is not a good site, even if the earthworks are minimal compared to the preferred site on Murdoch Crescent, in the interests of the community this is a better site but we need to help. It's not real cost shifting, it is a thin line but in my view it isn't cost shifting. Now, having the conversation and understanding as to how the site was accepted, the school was pushing for this not the government.

Cr. P S Robinson – at the bottom of the report on Page 7 of the agenda, there is a comment that the Department of Finance has advised that its “preference is to receive funding only from the Shire, which will enable the earthworks to be managed through a contract administered by the Department of Finance.” Can you explain that request?

Chief Executive Officer, Mr Mark Chester – They prefer that we would contribute to the funds rather than us having contractors, Council and a funder trying to run the project is not feasible. This is to not complicate things, I am sure the architect and builder would be on board with thinking that it is better to have one contractor working under the builder as the builder has to be confident that what they build is on a solid foundation as they have to guarantee the structure.

Cr. J Lee – As far as this project is concerned the thought of having this building placed in an unsuitable area is not an option.

Cr. T G Gardiner – I have an issue with the Dept of Finance getting a cheque for \$50K and the funds just being swallowed up. Does this motion, as it stands, say how we want the funds managed?

Chief Executive Officer, Mr Mark Chester - We could talk to the Dept of Finance as to how we release that funding. The resolution says up to a maximum of \$50K, but if there is another way to use in kind works we can say that. What we could say is that we will not part with the money until we are absolutely certain that those funds have been used. We will work through it with the department to guarantee that it goes into what it is allocated for.

Change to Officer Recommendation

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

Recommended resolution “B” was agreed to by Council as the preferred option because it is in the best interests of the community and the Murdoch Crescent site is safer.

COUNCIL RESOLUTION

299-17 MOVED - Cr. M T Bennett SECONDED - Cr. C N Boyce

THAT Council request the Chief Executive Officer to write to the Minister for Planning, Lands and Heritage requesting permission to use \$50K from the sale of lands to Citygate, to put toward the Glen Huon Primary School funding request for assistance with the earthworks required for the construction of an Early Intervention Centre at the Glen Huon Primary School.

CARRIED
9/0

12.2 ITEM WITHDRAWN - Title: Local Development Plan – Lot 50 Wandoo Way, Eaton – WAPC 352-16 (Parkridge Group Pty Ltd)

Reporting Department: Engineering & Development Services

Reporting Officer: Mrs Cecilia Muller – Principal Planning Officer

Legislation: Planning and Development Act 2005

Note: The Shire President, Cr. M T Bennett advised that this item has been withdrawn at the request of the proponent.

Location Plan



Background -

The Western Australian Planning Commission (WAPC) granted conditional approval to the survey-strata plan (WAPC 352-16) over Lot 50 Wandoo Way, Eaton in June 2016 to create 8 strata lots and a common property access way.

Condition No. 6 of WAPC 352-16 states the following:

6. *Local Development Plan(s) being prepared and approved for lots shown on the plan dated 12 April 2016 that address the following:*
 - a) *Orientation of dwellings - dwellings adjacent to Wandoo Way and Peninsula Lakes Drive to be orientated to achieve a suitable interface with the streetscape.*
 - b) *Location of parapet walls - dwelling garages to be co-located on adjoining strata- lot boundaries as appropriate.*
 - c) *Visitor parking.*
 - d) *Vehicle access.*
 - e) *Common property and internal vehicle/pedestrian access - construction details of common property area and provision for internal vehicle and pedestrian manoeuvrability and access.*
 - f) *Landscaping.*
 - g) *Lighting - lighting of the common property and vehicle access area.*
 - h) *Fencing - details of fencing along boundaries adjacent to Wandoo Way, Eaton Drive and Peninsula Lakes Drive to ensure a suitable interface with the public roads.*
 - i) *Waste receptacle pick-up area - the location, size and construction details for the bin collection area on the road verge of Wandoo Drive.*

to the satisfaction of the Western Australian Planning Commission.

The Local Government is the authority required to clear this condition.

To address Condition 6, Parkridge Group Pty Ltd has prepared the Local Development Plan (LDP) contained in (Appendix ORD: 12.2).

Lot 50 is zoned "Development" under Town Planning Scheme No. 3 (TPS3) and is 3855m² in area. The property abuts similarly zoned properties to the west, Wandoo Way to the north, Eaton Drive to the east and Peninsula Lakes Drive to the south. The developer has already commenced site works relevant to the subdivision.

The process for approving an LDP is dictated by the *Planning and Development (Local Planning Scheme) Regulations 2015* (Regulations). The Regulations provide for LDPs to be advertised prior to their approval by Council if they are likely to impact on neighbouring landowners. However, Sch. 2, Pt. 6, Cl. 50(3) of the Regulations states:

'Despite subclause (1) the local government may decide not to advertise a local development plan if the local government is satisfied that the plan is not likely to adversely affect any owners or occupiers within the area covered by the plan or an adjoining area'.

As the proposed LDP does not involve any variations under the R-Codes it is not expected to impact on any adjoining properties and therefore has not been advertised.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents

Since the Regulations came into effect in 2015, several LDP's have been considered and approved by Council however, none that specifically relate to a strata-subdivision development such as this.

Budget Implications - None.

Budget – Whole of Life Cost –

Maintenance of verge landscaping and the waste receptacle pick-up area on the verge as shown on the LDP will be the responsibility of the Shire.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

The proposed LDP will be assessed against each of the items identified in Condition 6 of WAPC 352-16.

- *Orientation of dwellings - dwellings adjacent to Wandoo Way and Peninsula Lakes Drive to be orientated to achieve a suitable interface with the streetscape.*

The proposed dwelling orientation as reflected in the LDP requires dwellings on Lot 1 and 8 to face north towards Wandoo Way which complies with the requirement of Condition 6.

With regards to Lots 4 and 5, access will be obtained from the internal communal access way and therefore it is likely the dwellings will face internally. However, a high standard of fencing combined with verge landscaping will ensure the development presents well to Peninsula Lakes Drive, whilst providing residents of Lots 4 and 5 with suitable privacy.

- *Location of parapet walls - dwelling garages to be co-located on adjoining strata- lot boundaries as appropriate.*

Co-location of garages on lots 3 and 4, and lots 5 and 6 as demonstrated on the LDP complies with the requirement of Condition 6. The location of the garages on the southern section of strata lots 1, 2, 7, and 8 allows landowners to make effective use of solar access in the dwelling design and is deemed acceptable for this reason.

➤ *Visitor Parking.*

Pursuant to the Residential Design Codes on-site visitors' car parking spaces for grouped dwelling developments are to be provided at a rate of one space for each four dwellings, or part thereof in excess of four dwellings, served by a common access. The two visitors' bays at the entrance to the development comply with the requirement of Condition 6.

➤ *Vehicle access*

The LDP demonstrates that all vehicles have sufficient space in the common property to reverse and manoeuvre in order to exit the common property in a forward gear. No vehicle access is permitted onto Eaton Drive or Peninsula Lakes Drive. The LDP complies with the requirement of Condition 6.

➤ *Common property and internal vehicle/pedestrian access - construction details of common property area and provision for internal vehicle and pedestrian manoeuvrability and access.*

The construction detail for the common property has been submitted to the Shire Engineering staff for assessment and approval. Condition No. 10 of WAPC 352-16 requires this access way to be constructed and drained prior to the clearance of the subdivision conditions. The LDP complies with the requirement of Condition 6.

➤ *Landscaping*

The areas intended to be landscaped by the developer are indicated on the LDP. A separate landscaping plan is to be submitted for further consideration and approval. Landscaping is to be installed prior to the subdivision clearance.

➤ *Lighting*

Lighting locations are identified on the LDP. Lighting will need to be installed along the common property at the identified locations prior to subdivision clearance.

➤ *Fencing - details of fencing along boundaries adjacent to Wandoo Way, Eaton Drive and Peninsula Lakes Drive to ensure a suitable interface with the public roads.*

The proposed screen wall elevations represent high quality feature fencing to be constructed along the boundaries of Lot 50. The LDP states the following:

- The fence abutting Wandoo Way is to be a maximum 1.2m high brick wall with piers and visually permeable infill up to 1.8m in height.
- Fence along Peninsula Lake Avenue to be a maximum 1.5m high Colorbond with brick piers and visually permeable infill up to 1.8m in height.
- New fence along Eaton Drive to match existing.

The LDP complies with the requirement of Condition 6 to ensure a suitable interface with public roads.

- *Waste receptacle pick-up area - the location, size and construction details for the bin collection area on the road verge of Wandoo Drive.*

The bin collection area is located on the verge along Wandoo Way. This area is 8m long and 0.5m wide and is required to be constructed prior to the clearance of the subdivision conditions. The LDP complies with the requirements of Condition 6.

Officers consider the LDP submitted is consistent with the requirements of Condition No. 6 of WAPC 352-16. The proposal does not include any Residential Design Code variations that officers consider would trigger a referral to adjoining landowners.

It is therefore recommended that Council determines that the LDP does not require advertising and approves the LDP pursuant to the requirements of the Regulations.

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. Pursuant to Schedule 2, Part 6, clause 50(3) of the *Planning and Development (Local Planning Scheme) Regulations 2015* determines that the Local Development Plan as contained in (Appendix ORD: 12.2) is unlikely to adversely affect any owners or occupiers within the area covered by the plans or an adjoining area and therefore does not require advertising.
2. Pursuant to Schedule 2, Part 6, clause 52(1)(a) of the *Planning and Development (Local Planning Scheme) Regulations 2015* approves the Local Development Plan as contained in (Appendix ORD: 12.2).
3. Pursuant to Schedule 2, Part 6, clause 55 of the *Planning and Development (Local Planning Scheme) Regulations 2015* publishes the approved Local Development Plan as contained in (Appendix ORD: 12.2) on the Shire's website.

Advice Notes:

- i) Prior to the clearance of Condition No. 6 of WAPC 352-16 the applicant is to demonstrate that all works associated with the LDP requirements as listed below have been completed to the satisfaction of the Shire of Dardanup:

- A landscaping plan is to be submitted and approved and landscaping established in accordance with the approved landscaping plan.
 - Lighting to be installed along the common property at the identified locations, serviced from a common meter.
 - All fencing along Wandoo Way, Peninsula Lakes Drive and Eaton Drive as indicated on the LDP is to be installed.
 - The bin collection area is to be constructed.
- ii) A Building Permit is required prior to the commencement of construction of the boundary fencing.

ITEM WITHDRAWN

12.3 Title: Social Media Policy Review

Reporting Department: Corporate & Community Services
Reporting Officer: Mrs Kristy Hitchens – Communications Officer - Media
Mr Phil Anastasakis – Director Corporate & Community Services
Legislation: Local Government Act 1995

Background

Following this year's review and assessment of policies, it has been established that some Council policies can be deleted and changed to 'Administrative Polices' or 'Administrative Procedures'.

Existing Council policies that have a procedure included within the policy wording are being updated to separate the procedure from the policy. A link to the procedure [or the administrative process] will be referenced in the Council policy for ease of reference.

Social Media Policy - CORP16 (Appendix ORD: 12.3A) was reviewed and assessed as part of a wider policy review process undertaken this year.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Current policy CORP16 to be replaced with new Council Policy CP026 – Social Media; and Procedure PR059 (Appendix ORD: 12.3B).

Risk Assessment - Low.

Officer Comment -

Social Media is a fast-changing environment and regular review of associated Council Policy needs to be conducted to ensure standards and expectations keep pace with community expectations.

Assessment of the previous Social Media Policy identified the need for more clarity around Council's expectations of social media use by staff and elected members – both in an official capacity representing the Shire of Dardanup and personal or private use.

Additional detail was also required around aims and objectives of Shire of Dardanup using social media for public communications.

Part of the function of the Chief Executive Officer under Section 5.41 of the Local Government Act 1995 is to manage the day to day operations of the local government. PR059 – Social Media outlines the administrative process of new Council Policy CP026.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Delete the Council policy 'CORP16 – Social Media' from the Council Policy Manual; and
2. Adopts new Council policy 'CP026 – Social Media' as follows:

CP026 - Title: Social Media

1. *RESPONSIBLE DIRECTORATE*

Corporate & Community Services

2. *PURPOSE OR OBJECTIVE*

This policy applies to Shire of Dardanup (including Eaton Recreation Centre & Shire of Dardanup Library Services) Employees (full-time, part-time, casual); Contractors; Elected Members AND Volunteers accessing Social Media for professional AND personal purposes whether via personal devices or those supplied by the Shire of Dardanup.

The Policy objective is to: -

- *Guide Shire of Dardanup (including Eaton Recreation Centre & Shire of Dardanup Library Services):*
 - *Employees;*
 - *Contractors;*
 - *Elected Members;*
 - *Volunteers;*

on Council's expectations in relation to the acceptable use of Social Media for professional AND personal purposes.

- *Promote responsible use of social media platforms within the organisation;*
- *Continued enhancement of communication and engagement with the community to improve overall satisfaction with the organisation;*
- *Define how Social Media will be used in an official capacity by employees of the Shire of Dardanup;*
- *Educate how conduct when using Social Media in a private/personal capacity can impact community perception of the organisation and responsibilities as an employee, elected member or associated person.*

The purpose of this policy is NOT to discourage or limit staff, elected members or other associated persons' usage of Social Media for personal expression or other online activities in their personal life and not associated with their employment or role as an elected member.

3. DEFINITIONS

Social Media:

"Websites and applications that enable users to create and share content or to participate in social networking" (Oxford Dictionary).

Social Media is a range of tools that enable people or organisations to:

- *Create their own content using words, pictures or videos*
- *Share that content with others to initiate discussion*
- *Receive feedback*

In 2017, some of the most widely-used examples of Social Media tools are Facebook, Instagram, YouTube, Snapchat and Twitter. Other examples include blogs, wikis, podcasts and online forums.

4. POLICY

4.1 Authorisation to update Social Media on behalf of the Shire of Dardanup

Speaking on behalf of the Local Government is the role of the Shire President. Only the Shire President has the authority to speak with the media on behalf of the Shire of Dardanup.

However, the Shire President has the power to delegate this authority to the Chief Executive Officer and the Chief Executive Officer likewise to other officers. This power is delegated to the Chief Executive Officer under delegation GD21. The Shire President may delegate approval to speak to the media to an elected member on an issue by issue basis.

As a result, the Chief Executive Officer has the authority to establish and terminate official Shire of Dardanup Social Media accounts or can delegate authority to the Director Corporate & Community Services to do so.

The Chief Executive Officer and Director Corporate & Community Services provide authority to selected Shire of Dardanup personnel who manage and moderate Shire of Dardanup Social Media activities.

Authorised personnel are outlined in the Social Media Procedure Document.

4.2 Elected Members

The following is in reference to elected members and social media:

- *Elected members are not authorised to make contributions (Facebook posts, YouTube clip uploads) to official Shire of Dardanup (including Eaton Recreation Centre and Library Services) Social Media channels however are permitted to engage with Shire activities on Social Media such as by comment, share, or 'Like' – provided this activity is in the best interests of the Local Government;*
- *This Policy does not prevent elected members from establishing their own personal Social Media sites or presence;*
- *Content posted by elected members shall comply with the Shire of Dardanup Code of Conduct;*
- *Elected member Social Media sites will have no official Shire of Dardanup standing;*
- *Shire of Dardanup resources will not be used in establishing or maintaining elected member Social Media sites;*
- *The views expressed and published by an elected member on Social Media sites shall be their personal opinion only and are not to represent the position of the Shire of Dardanup;*
- *The Shire of Dardanup accepts no responsibility arising from Social Media comments or postings made by elected members.*

Social Media Quick Guide

	<i>Post on behalf of Shire of Dardanup</i>	<i>Like</i>	<i>Comment</i>	<i>Share</i>
<i>Authorised Staff</i>	✓	✓	✓	✓
<i>Staff</i>	x	✓	✓	✓
<i>Contractor</i>	x	✓	✓	✓
<i>Elected Member</i>	x	✓	✓	✓
<i>Volunteer</i>	x	✓	✓	✓

4.3 *Social Media posts and contributions shall be based on the following principles:*

- (a) *Contributions are lawful*
 - *Officer contributions shall comply with Australian law*
 - *Officer contributions shall comply with the terms and conditions of the site provider*
 - *Officer contributions shall comply with copyright*
- (b) *Adherence to Shire Policies (including Code of Conduct)*
 - *Officer contributions shall comply with Council policies*
 - *Officer contributions shall comply with Council's Code of Conduct*

- (c) *Contributions are to be accurate and factual*
- (d) *Officers are to ensure published content, contributions and responses to questions from the public are:*
 - *Accurate*
 - *Factual*
 - *Apolitical*
 - *Impartial*
 - *Professional*
- (e) *Contributions are to represent the formal Council position*
- (f) *Officers are not to post personal views or opinions*
- (g) *Promotion of Commercial Enterprises*
 - *Private commercial enterprises are not to be promoted or endorsed unless in conjunction with the promotion of a Shire of Dardanup event/service/promotion*
- (h) *Photos and videos for official purposes*
 - *Photos or videos featuring members of the public must not be published to Social Media sites without written consent. In the case of a subject under 18 years of age, consent must be provided by a parent or guardian.*

4.4 *Responding to comments/queries by the public on Shire of Dardanup Social Media sites*

An Acceptable User Policy will be provided on all Shire of Dardanup (including Eaton Recreation Centre and Library Services) Social Media sites. Wording for the Acceptable User Policy is contained in the Social Media Procedures Document.

Staff members authorised to respond to comments, enquiries by members of the public on Shire of Dardanup Social Media sites should refer to Social Media Triage in the Social Media Procedures Document to guide appropriate responses.

4.5 *Using Social Media in a private or personal capacity*

Shire of Dardanup employees must be aware that any Social Media activity – either in an official capacity on behalf of the Shire of Dardanup or personal – will often be permanently available, traceable and able to be reproduced in other media (including print media).

Social Media profiles often identify the place of work of the individual using it. In any circumstance where an employee, contractor, volunteer or elected member is using Social Media outside the context of the workplace and can be identified as employed by or associated with the Shire of Dardanup, they are personally responsible for the content produced.

Under no circumstances is an employee, contractor, volunteer or elected member to damage the reputation of the Shire of Dardanup as a community leader. Any inappropriate postings or actions carried out on Social Media may result in disciplinary action or review of contractual relationships.

Employees using Social Media either for official or personal purposes during business hours or at Council facilities are held accountable for their Social Media activity. Only personal time can be spent on private social media activities.

An employee, contractor, volunteer or elected member is able to share links to items posted on official Shire of Dardanup Social Media sites or submit a 'Like' action or comment on an event, initiative and/or program, provided that it is in the best interests of the Local Government and aligned with Shire of Dardanup policy.

4.6 Statement of Disclaimer

The Shire of Dardanup will not and does not warrant the completeness or accuracy of public comments found on it's Social Media sites, nor its usefulness for any particular purpose. Nor will the Shire of Dardanup represent or warrant that the comments on the pages comply with the laws of any country outside Australia.

Views expressed by a participant, invitee, expert, guest or other person are not necessarily the views of the Shire of Dardanup.

The Shire of Dardanup accepts no responsibility arising from reliance by any person or party on any comment or information published on any Shire of Dardanup Social Media site. Further, the Shire of Dardanup does not guarantee the accuracy or currency of any comment published on a Shire of Dardanup Social Media site.

Links to external websites and users Social Media accounts are provided as a convenience to users and such sites and associated content are not under the control of the Shire of Dardanup. When links have been included, the content of these links does not and should not imply endorsement of that website, service or person by the Shire of Dardanup.

4.7 Variation

This policy may be cancelled or varied from time to time. All Shire of Dardanup elected members, employees and contractors will be notified of any variation to this policy by the normal communication method.

5. REFERENCE DOCUMENTS

- *Code of Conduct*
- *Electronic Mail and Internet Usage Policy*
- *The What, How and Why of Social Media: A Guide for Local Government, Howard Partners, 2013.*
- *Shire of Dardanup Social Media Policy 2013*

Discussion:

Cr. P R Perks – I would like to move a resolution to defer adopting this policy until Councillors have had a chance to workshop the policy. I believe it needs a workshop to ensure that there is no ambiguity in how we deal with people. I thought it was better that we go through this policy first rather than put it through.

Cr. M T Bennett - We have previously had this policy as a guideline so it has been used, it has just been brought through for adoption.

Cr P Perks – I feel this needs to have more time spent on it. It is something that we need to go through.

Chief Executive Officer, Mr Mark Chester - If you are going to defer it, Council should set a date for the workshop. At this time of year, it will be unlikely to be held until February.

- compliance monitoring, detection and control – pools, verge inspections;
- infrastructure monitoring – coastal monitoring;
- disaster mapping and management;
- fire detection and management – remote bushfire management; and
- event management.

Legal Implications

Compliance with:

- Civil Aviation Safety Regulations (CASA) – Part101;
- CASA Standard Operating Conditions for drones;
- Advice from McLeod’s lawyers;
- Privacy Act 1988 (Privacy Act);
- Freedom of Information Act 1992 (WA); and
- Law of Trespass, Surveillance Devices Act 1988 (WA).

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications -

Two options were considered in evaluating the procurement of the drone - buy or lease. The buy option is considered to be the more cost effective. Please refer to (Appendix ORD: 12.4A) for cost details. Details on hardware and references are available upon request.

Sufficient budget funds are allocated for IT Purchases in the Asset Management Plan General Ledger number 1432003. It is estimated that the cost to purchase the drone is \$3,000 plus \$3,630 for annual software licensing. An additional \$2,700 is allocated for initial CASA approved training.

Budget – Whole of Life Cost

There is an annual software licensing cost of \$3,630 to use the data received from the drone.

Council Policy Compliance

No Council Policies exist at this time for the use of drones, however this report includes the Use of Unmanned Aerial Vehicle (UAV) – Drone Policy.

An ‘Approval to Fly – Drone’ Procedure (Appendix ORD: 12.4B) has been created to work in conjunction with the new Policy, which is supported further by a ‘Safe Work Method Statement’.

Risk Assessment

There is a low level of risk associated with the use and application of the drone by Council officers, which is managed through the development of Policy, Procedures and a Safe Work Method Statement. These documents and guidelines have been

developed through an evaluation of the CASA regulations and guidelines and applied to the Shire of Dardanup's circumstances.

Officer Comment

- *Criteria To Operationalise*

In order for the Shire of Dardanup to safely and successfully use drone technology, it needs to:

1. Meet the CASA requirement for small UAV's;
2. Address Public Liability / Risk issues;
3. Address Privacy Issues; and
4. Develop an internal guide and procedure for staff.

Each of these points are discussed separately under their respective headings.

1. *CASA Requirements*

UAVs can be operated as either licenced or unlicensed vehicles by CASA. The model the Shire will follow is for very small UAVs (under 2 kgs), commercial and unlicensed.

This means that the Shire does not need to achieve 'Pilot' status to fly these devices. The Shire will commercially operate the drone(s) under the very small RPA (100g < 2kg) Remotely Piloted Aircraft [CASA](#) (RPA) [category](#), and this will not require an RPA Operator's Certificate (ReOC), or a Remote Pilot Licence (RePL).

The commercial /unlicensed model has quite simple compliance requirements. These are:

- must be registered before you fly the first time. CASA issue a registration number (ARN);
- Registration is valid for 24 months and must be renewed thereafter;
- Must not fly out-of-sight;
- No higher than 120m;
- Not closer than 30m to any person; not closer than 5.5kms from controlled space;
- Not to fly over crowds or emergency activities; and
- Respect privacy considerations.

CASA have kept this level of compliance simple as it fits the general hobbyist and the Shire's operations are commensurate with this level.

A CASA visual representation of the above compliance criteria is attached (Appendix ORD: 12.4C)

2. *Public Liability and Risk*

The areas of concern are those where the device has crashed and causes damage to property or person. This circumstance is no different to other assets the Shire operates where that asset is party to damage to property or person.

At present the insurance policies that the Shire holds with LGIS cover this operation. More specifically staff have requested clarification from LGIS and they have confirmed that the Shire policies will cover issues arising from failed Drones flights.

This advice is as follows:

“The LGIS Public Liability Scheme insurance now includes coverage for drones, effective 30/6/2017.

If the Shire is adhering to CASA regulations, then cover is granted, including small drones not requiring a pilot licence. The Shire would need to clarify/record that the operator is trained/competent to operate the drone.”

3. Privacy, Surveillance

At present the State of WA does not have a Privacy Act. Those States without an Act, generally adhere to the 13 Australian Privacy Principles (APPs) as contained in the Privacy Act 1998 (Commonwealth). They also generally refer to the Commonwealth Act as a basis for giving some direction on Privacy issues.

When reviewing the APPs it is clear that they focus on *information about* the person. Hence there are many statements about the appropriate use of information collected about people.

What is not clear is what privacy standards apply to the person themselves. Hence the Surveillance Act has some bearing on what the Shire should consider when capturing images of persons.

A good overview of privacy and surveillance points is covered in the McLeods LG Legal Update – *Drones – Flying within the law McLeod’s* – (Appendix ORD 12.4D).

In summary, between the two Acts these points are reasonably clear:

- It is not in the interest of the Shire to casually fly over private property;
- If by chance images of persons are captured on private property these should not be released externally before being reviewed;
- When it is necessary to fly over private property, permission should be sought from the owners;
- Image captured in public spaces are considered to be acceptable; and
- Privacy and Surveillance Acts are presently satisfied if the Shire operates within the CASA standards for our type of flight. (ie Commercial - Unlicensed).

No doubt, Law and Regulation may develop as this technology is deployed, however at present, there appears to be no legal or practical impediment to the use of UAVs if the Shire shows due diligence and the existing standards are properly applied.

4. Guides and Procedures

Best practice suggests we need documented Policy and Procedures to demonstrate we have become informed and are able to deploy a technology within acceptable legal and community standards.

Attached are:

- Draft Policy – Use of Unmanned Aerial Vehicle (UAV) – Drone; and
- Procedure – Drone Use and Operation. This procedure includes -
 - o A 'Drone Approval' form.
 - o A Safe Work Method Statement.

- *Media Release*

The Council should consider making public aware of that fact that it is about to deploy a Drone and that it meets all the required CASA standards. It should also consider the benefit of advising the public via its web site of any proposed flights.

The Council is easily able to cater for the above within existing resources.

Council Role - Legislative

Voting Requirements - Simple Majority

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

301-17 MOVED - Cr. P S Robinson SECONDED - Cr. C N Boyce

THAT Council adopts Council policy 'CP043- Use of Unmanned Aerial Vehicle (UAV) – Drone' as follows:

CP043 - Title: Use Of Unmanned Aerial Vehicle (UAV) - Drone

1. *RESPONSIBLE DIRECTORATE*

Corporate & Community Services

2. *PURPOSE OR OBJECTIVE*

The objective of this policy is to provide the Shire of Dardanup employees with a framework which guides the use of drone technology so that it complies with all the relevant safety and statutory requirements, whilst meeting the business requirements of the Shire in an effective and ease of use manner.

This policy outlines the approval process required to operate a drone and the associated check list that will be used by any authorized Council officer. This will guide and regulate the use of drone(s) in order to ensure compliance with CASA regulation as other legislative and safety requirements.

3. *REFERENCE DOCUMENTS*

*CASA Standard Operating Conditions
Civil Aviation Safety Regulations (CASA) – Part101,
The Privacy Act 1988 (Privacy Act)
Law of trespass, Surveillance Devices Act 1988 (WA)*

4. *POLICY*

This Policy requires operators to be familiar with the general requirements applicable to Drone use. Operators must have been trained by the in-house trainer.

4.1 Approvals

- *The CEO and Directors are to approve all drone capture campaigns and must be reasonably assured that any flight undertaken meets the standards outlined in the CASA Standard Operating Guide for very small RPA (100g < 2kg) remotely piloted aircraft, commercial flying with no license category, as modified from time to time.*
- *Any request to fly the Drone for a purpose other than mapping is discretionary, and must be authorized by the CEO or respective Director of the section concerned.*
- *In areas where there is a high possibility of concern regarding public privacy, consideration should be given to advising those affected before Drone flight.*
- *Drones flights should only be undertaken by an operator who has had the appropriate training.*
- *The survey requirements for each of these requests shall be assessed on a case by case based on regulatory and statutory compliance check lists which are linked to a risk log.*

4.2 Framework for Drone Flight.

The Shire of Dardanup will enable Council employees to fly Drones within the framework described by CASA. The Council will adhere to the current CASA practice, as modified from time to time.

A current standard is summarised as follows;

- *Will ONLY fly a very small (100g < 2kg) remotely piloted aircraft (RPA) commercially and unlicensed.*
- *Must be registered before you fly the first time. CASA issue a registration number (ARN).*
- *Registration is valid for 24 months and must be renewed thereafter.*
- *Must not fly out-of-sight.*
- *No higher than 120m*
- *Not closer than 30m to any person; not closer than 5.5kms from controlled space.*
- *Not to fly over crowds or emergency activities.*
- *Respect privacy considerations.*

4.3 Custodian

The custodian for the Drone equipment is the Senior Geographical Information Systems (GIS) Officer. This Officer is responsible for maintaining awareness of the CASA regulations and any other related compliance issues that affect Drone flights and is to ensure that Council officers are aware of their responsibilities when approving Drone flight.

4.4 Drone Operators

Shire of Dardanup officers assigned to fly a drone must have prior training. Training is performed by the Senior GIS officer.

Operators must obtain written approval in accordance with this Policy and complete the Form 'DRN01 – Approval to Fly - Drone' prior to any drone flights occurring.

An acceptable drone use guide will be made available to any officers intending to operate the drone. Where possible the flight restrictions will be pre-configured on the flight planning software.

Autonomous flying will be the preferred method of flying, using the approved flight planning and capture software.

4.5 Information Privacy - Drone Data Use

The Shire will in its best endeavour apply the Australian Privacy Principles (APPs) in the management of the data retrieved from Drone flights.

Drone data acquired by the Shire of Dardanup is intended solely for the purposes of Shire of Dardanup business operational needs and the data recording acquired is owned by the Shire of Dardanup and is subject to the Shire's Information Management Policy.

Any acquired drone data of a personal nature will be handled according to the APP standards. The Shire must not collect and store personal information where that information has no relevant use to the data collected.

Data will be post processed, edited and redacted and filtered for any inadvertent collected personal information where necessary.

5. SUPPORTING POLICIES, GUIDELINES AND PROCEDURES

[Information Management Policy.](#)

[Records Management Guidelines](#)

[Protection of Corporate Records Guidelines](#)

[Privacy of Client and Employee Information Guidelines.](#)

[Safe Operation of a Drone - Safe Work Method Statement –OSH031](#)

6. DEFINITIONS AND ABBREVIATIONS

<i>Term</i>	<i>Meaning</i>
<i>CASA</i>	<i>Civil Aviation Safety Australia</i>
<i>CASR</i>	<i>Civil Aviation Safety Regulations</i>
<i>Drone</i>	<i>'Drone', in a technological context, is an unmanned aircraft. This term is used interchangeably with 'remotely piloted aircraft'</i>
<i>DoP</i>	<i>Shire of Dardanup Drone Operating Procedures</i>
<i>RPA</i>	<i>'Remotely piloted aircraft' is the common term used to reference an unmanned aircraft. This term is used interchangeably with 'drone'.</i>
<i>UAV</i>	<i>Unmanned Aerial Vehicle - term used interchangeably with 'drone'</i>
<i>GIS</i>	<i>Geographic Information Systems</i>
<i>VLOS</i>	<i>Visual line of sight</i>

CARRIED
8/0

Note: Manager Information Services, Mr Peter Stampoultzis left the meeting [6.07pm].

12.5 Title: Australia Day WA Community Citizen of the Year Award 2017

Reporting Department: Corporate & Community Services

Reporting Officer: Mrs Melanie Serra, Culture & Community Services Officer

Mr Phil Anastasakis, Director Corporate & Community Services

Legislation: Local Government Act 1995

Background

Nominations for the Australia Day WA Community Citizen of the Year Award closed on 31 October 2017. Awards are presented on 26 January 2018 at the Eaton Foreshore Australia Day Breakfast. All residents within the Shire of Dardanup are eligible to nominate.

There are four award categories:

- Citizen of the Year Award;
- Youth Citizen of the Year Award;
- Senior Citizen of the Year Award; and
- Active Citizenship (Group or Event) of the Year Award.

The following is the Selection Criteria for the awards:

Recipients will have been judged to have shown –

- Significant contribution to the local community;
- Demonstrated leadership on a community issue resulting in the enhancement of community life;
- A significant initiative which has brought about positive change and added value to community life; and
- Inspiring qualities as a role model for the community.

The following is the Eligibility Criteria for the awards:

- Nominees should reside or work principally within the local authority making the award;
- Awards may be granted posthumously in recognition of recent achievements;
- Groups of people or couples will not normally be eligible except when meeting the criteria for a community group;
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative;
- Unsuccessful nominees may be nominated in future years;
- Nominations must be apolitical in their nature and should not in any way bring the awards program or local government area into disrepute; and
- Sitting members of State, Federal and Local Government are not eligible.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents

The Australia Day WA Community Citizen of the Year Awards is presented each year on Australia Day. The nominations for 2016 resulted in seven nominations being received for three out of the four categories.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

Nominations for the Australia Day WA Community Citizen of the Year Awards were advertised through the following mediums;

- Shire of Dardanup Website and Facebook page;
- Community Radio;
- Dardanup Times;
- Posters distributed throughout the Shire at various locations;
- Letters to various Sporting and Community Clubs within the Shire (80 letters in total); and
- Eaton Community College was contacted in order to encourage Youth Citizen nominations

The number of nominations received are outlined below with full details of the nominations included in a Confidential document provided under separate cover to Elected Members only

Award category and Nominations:

Citizen of the Year:

- 2 nominations

Youth Citizen of the Year:

- 1 nomination

Senior Citizen of the Year:

- No nominations received

Active Citizenship (Group or Event) of the Year:

- No nominations received

During Ordinary Council meeting on 14 December 2016, the below resolution was passed [Resolution 342-16]:

'That Council impose an embargo on the media for the above item until after the awards are presented at the Australia Day WA Community Citizen of the Year Awards being 26 January 2017'.

The award winners shall remain confidential, as per Resolution [342-16] for the award ceremony on Australia Day, 26 January 2018.

To assist with the confidential assessment and consideration of nominations received in future years, it is proposed that Council establish an Australia Day Working Group to consider applications received for the various award categories, and through the Officer's Report recommend award recipients.

This process will provide the appropriate forum for a confidential and detailed discussion and consideration of all of the nominations received, before a recommendation is made on an award recipient. This forum will also provide an opportunity for Councillors to contribute to the planning and promotion of the awards.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority.

Discussion:

Cr. P S Robinson – I support the nomination of Chris Ruland as he has made ongoing community contribution.

Note: Cr P Perks returned to the room [6.08pm].

Cr. J Dow – Can I ask how the nominees are chosen?

Director Corporate & Community Services, Mr Phil Anastasakis – I refer you to Manager Community Services, Ms Lee Holben who will advise you of more information. Ms Holben read aloud the nominations to give background on each of the applicants.

Councillors discussed ways of having more nominees put forward for this award.

Cr. C N Boyce nominated Mandy Shepherd; and Cr. D Harris nominated Julie Hazelden, for the Citizen of the Year Award.

Council voted on the two nominees by a show of hands and resolved as follows:

Change to Officer Recommendation

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

Nominees names inserted into the resolution by vote of Council.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

302-17 MOVED - Cr. P S Robinson SECONDED - Cr. C N Boyce

THAT Council:

1. **Endorse the following as recipients of the Australia Day WA Community Citizen of the Year Awards to be presented on Australia day:**

AWARD	NOMINEE
Citizen of the Year Award	Julie Hazelden
Youth Citizen of the Year Award	Chris Ruland

2. **Establish an Australia Day Working Group to discuss and consider nominations received under the Australia Day Award categories, and to annually recommend Award recipients.**
3. **Form an Australia Day Working Group to discuss and consider nominations received under the Australia Day Award categories, and to annually recommend Award recipients made up of the Manager Community Services and three Councillors, being:**
 - **Cr. P S Robinson;**
 - **Cr. Cr P Perks;**
 - **Cr. M T Bennett; and**
 - **Cr. J Lee**

and relevant staff as required to advise the group.

4. **Impose an embargo on the media for the above item until after the awards are presented at the Australia Day WA Community Citizen of the Year Awards being 26 January 2018.**

CARRIED
9/0

12.6 Title: Monthly Statement of Financial Activity

Reporting Department: Corporate & Community Services
Reporting Officer: Mrs Natalie Hopkins – Manager Financial Services
Legislation: Local Government (Financial Management) Regulations 1996

Background -

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. Financial report

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial reports — s. 6.4

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

(1A) *In this regulation —*

committed assets *means revenue unspent but set aside under the annual budget for a specific purpose.*

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

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

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

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications -

The financial activity statement comprises of budget estimates, actual expenditure, revenues and income to the end of the month, to which the statement relates to. Material Variances are included in the Variance Report.

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

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

Statement of Financial Activity

The Statement of Financial Activity is attached after the Officer recommendation. The first Statement of Financial Activity report outlines the results from operating activities. It shows revenue and expenditure by statutory program, comparing actual

results for the period with the annual adopted budget, the amended budget and the year to date budget. Future monthly financial reports will incorporate an additional column representing the forecast revenue or expenditure to the 30 June 2018, together with an additional Statement of Financial Activity produced by Nature and Type.

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

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

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

Key Financial Performance Areas

- *Cash & Investments*

As at reporting date, Council has a reconciled Municipal Fund balance of \$5.62m. In addition to the cash at bank, Council has invested \$500,000 in a 3 month term deposit.

The Reserve Account has a reconciled balance of \$3.99m. Additionally, Council has several Reserve Fund investments totalling \$12.5m details of which are included in the Statement of Investments section of this report. Investment of surplus funds is dependent on cash flow forecasts at time of investment and is based on the Council's Investment Policy.

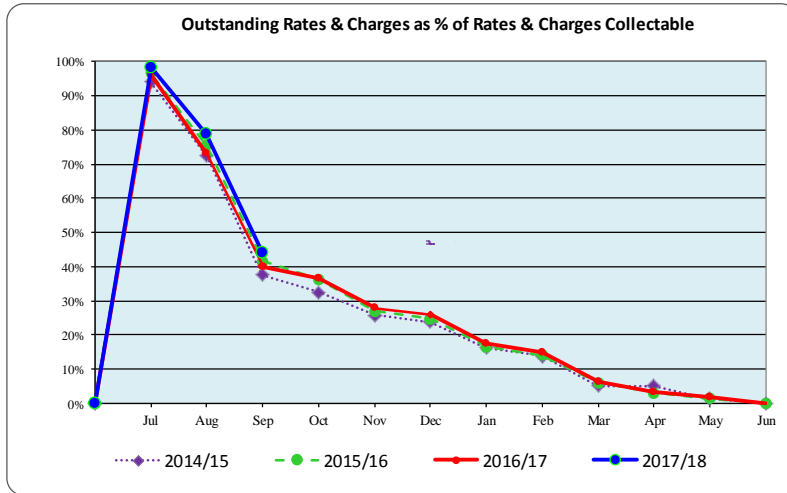
- *Interest Income*

Municipal Fund Interest Income of \$5,815 has been recognised against an adopted budget of \$105,000 for the 2017/18 financial year.

Year to date actual interest for the Reserve Account is \$6,418 with total interest forecast at \$260,000 for the 2017/18 financial year. Interest is credited to the bank account quarterly, and at maturity of term deposit investments.

- *Rates & Charges Outstanding*

As at reporting date, total Outstanding Rates & Charges is \$6,163,945 for the 2017/18 financial year. This equates to 44.2% of rates and charges collectable. It is the objective of management to achieve less than 4% of rates and charges outstanding as at 30 June. Rates were raised on the 25 July 2017, which is reflected in the below graph.

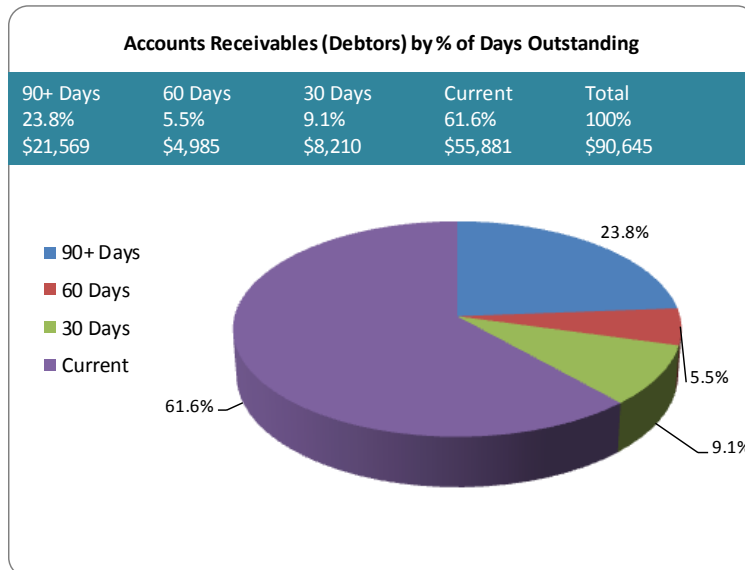


- *Accounts Receivables Outstanding (non-rates)*

As at reporting date the total outstanding Accounts Receivables (Debtors) amounts to \$90,645.

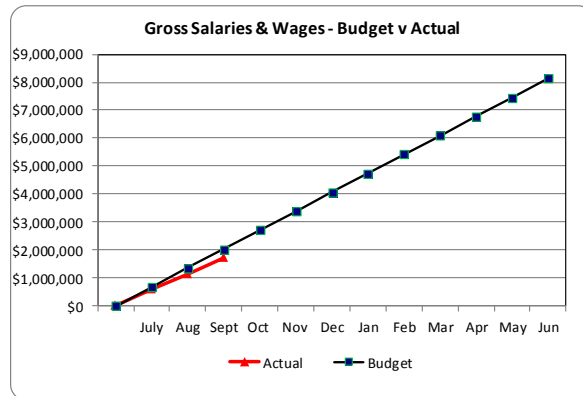
A review of the debt collection process and agency has occurred over the last few months. An assessment of the overall cost to Council, debt recovery process and costs incurred for rate payers and debtors was undertaken to ensure that debt collection times and costs were minimised, and the debt collection process was undertaken in the most efficient manner possible.

The review has sought to improve the amount and number of debtors, while minimising costs to Council and debtors. This review has resulted in the recent appointment of CS Legal as Council’s new debt collection agency, and refined internal debt collection procedures. Council staff will continue to monitor this process over the coming months to ensure it meets the anticipated outcomes and improvements.



• *Salaries and Wages*

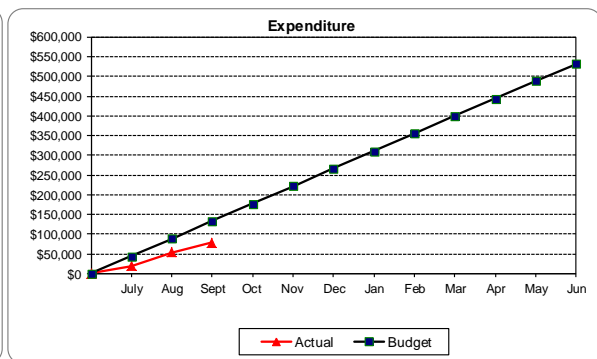
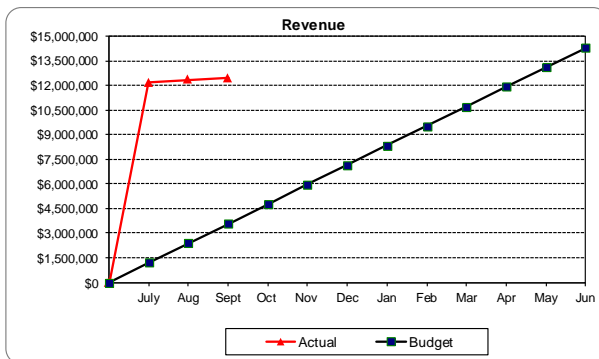
As at reporting date, Total Gross Salaries and Wages expenditure is \$1,730,956 against an adopted annual budget of \$8,128,663 for the 2017/18 financial year.



• *Budget Variances*

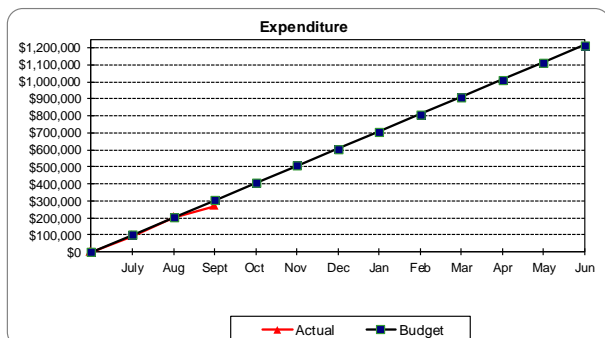
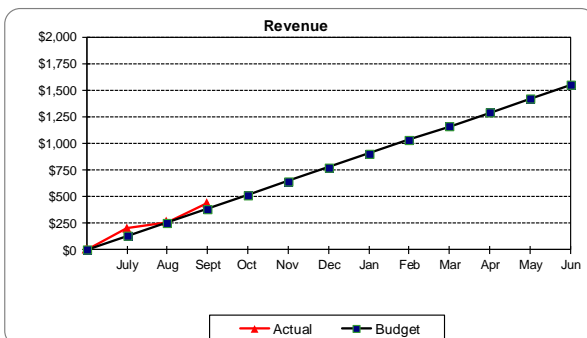
As at reporting date, the end of year surplus for 2016/17 is estimated at \$435,319. The surplus is expected to be verified mid-December after Council’s audit processes are finalised.

General Purpose Funding



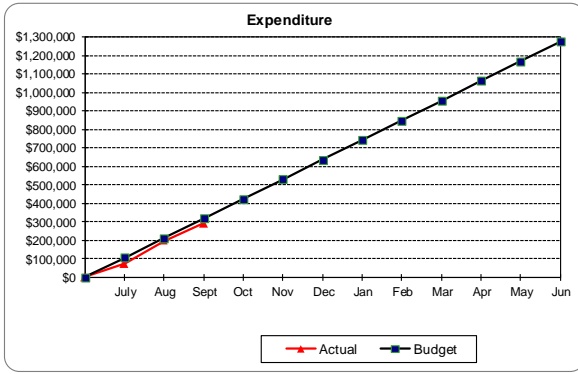
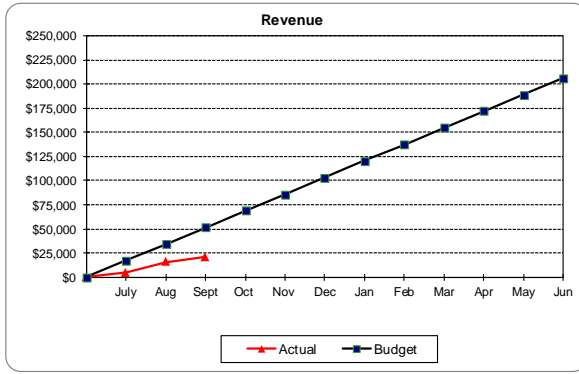
General Rates of \$11,786,888 were levied on the 25 July 2017. Specified Area Rates levied at this time include \$110,033 for Bulk Waste Collection and \$231,389 for Eaton Landscaping. Existing budgeting for rates income is based on an annualised monthly average, however examination of this process to more closely reflect actual rates income is occurring.

Governance



There are no forecast material variances from the adopted budget.

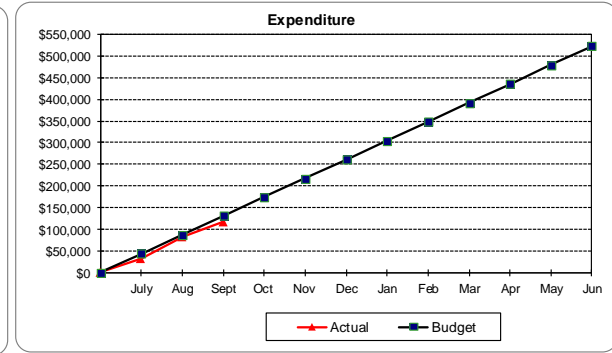
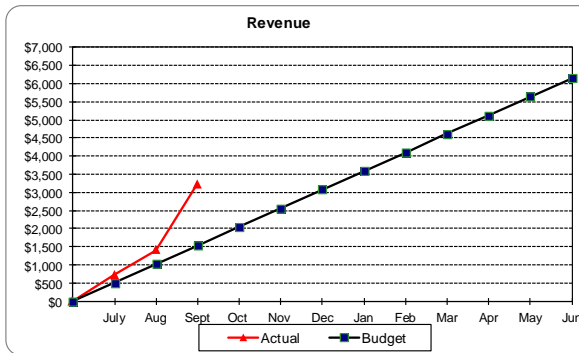
Law, Order & Public Safety



As at reporting date, Council has received combined dog and cat registration revenue of \$7,617 against an adopted budget of \$64,000 for the 2017/18 financial year.

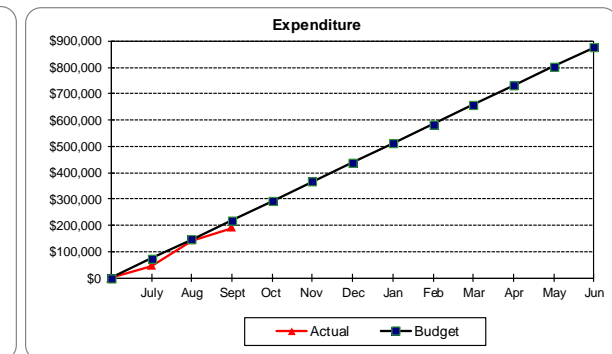
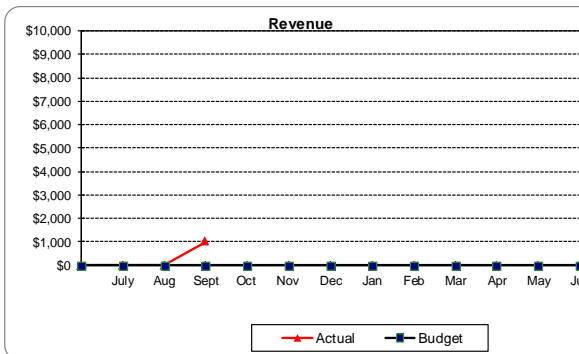
Council has also received \$14,274 additional grant funding from DFES for various plant and equipment purchases for several bushfire brigades.

Health



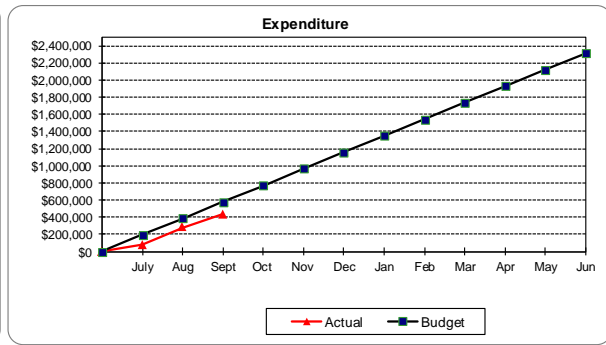
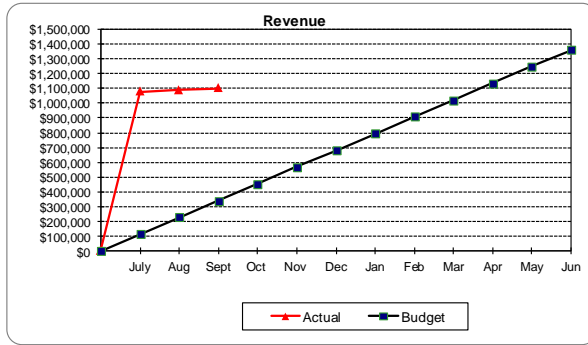
There are no forecast material variances from the adopted budget.

Education & Welfare



Above budget revenue is a result of Council staff obtaining a community event grant for 2017 WA Seniors Week.

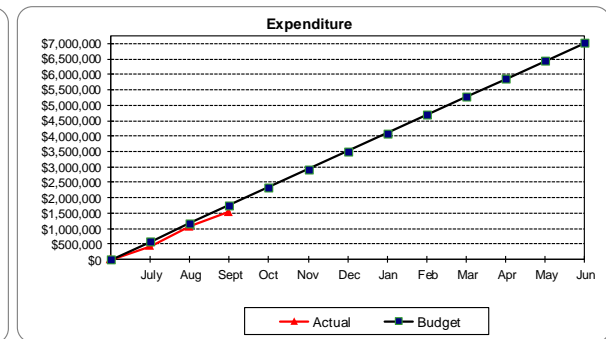
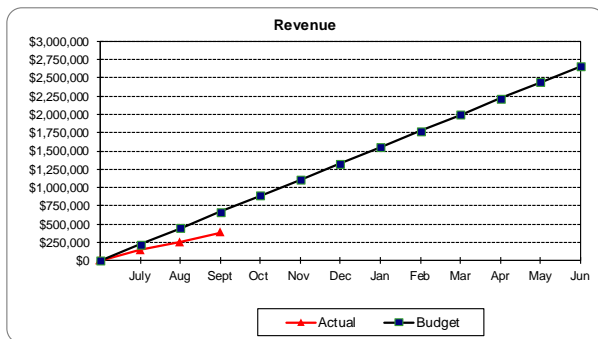
Community Amenities



As at reporting date, Domestic Refuse and Recycling charges of \$1,070,282 have been levied for the 2017/18 financial year. Existing budgeting for refuse income is based on an annualised monthly average, however examination of this process to more closely reflect actual charges raised is occurring.

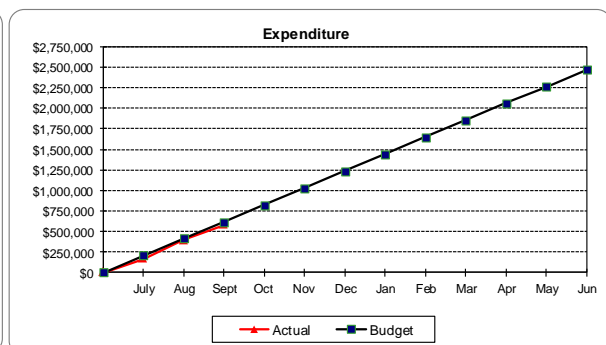
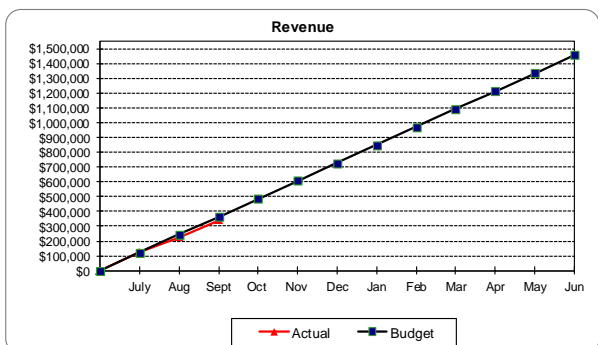
There are no forecast material variances from the adopted budget.

Recreation & Culture



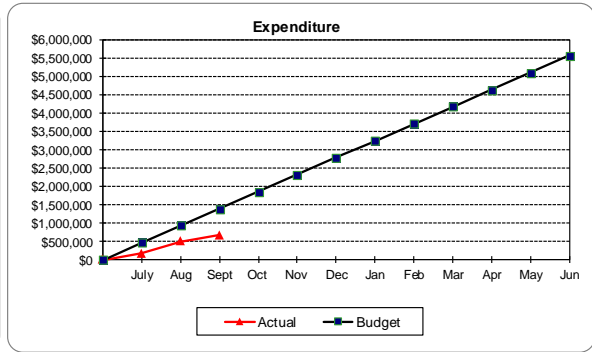
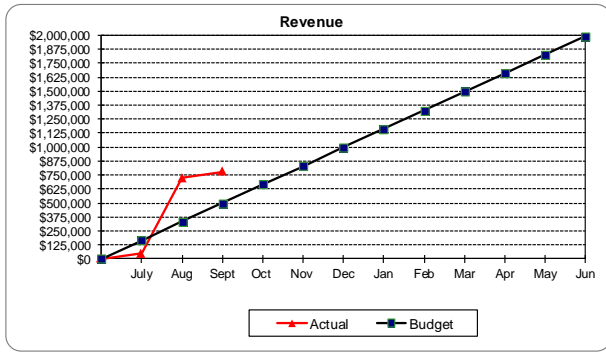
There are no forecast material variances from the adopted budget.

Eaton Recreation Centre



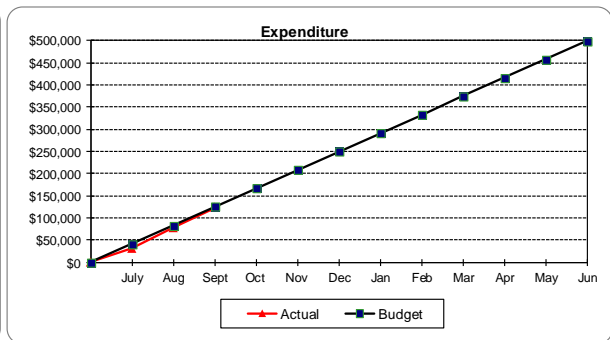
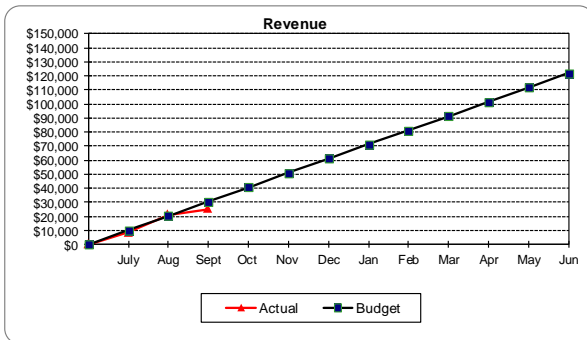
There are no forecast material variances from the adopted budget.

Transport



There are no forecast material variances from the adopted budget. Existing budgeting for grants income is based on an annualised monthly average, however the timing of when grants are received can cause monthly spikes.

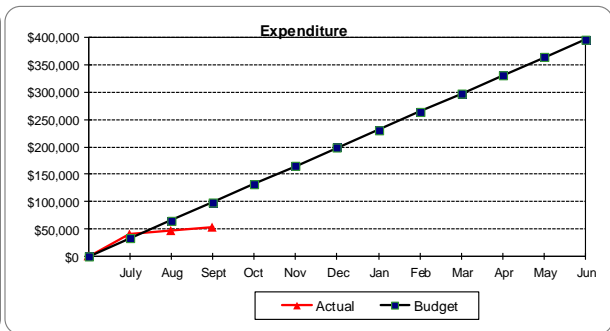
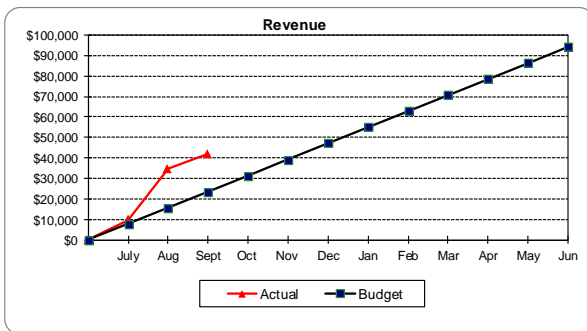
Economic Services



As at reporting date building licence revenue received is \$22,023 against an adopted annual budget of \$110,000.

There are no forecast material variances from the adopted budget.

Other Property & Services



There are no forecast material variances from the adopted budget.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

303-17 MOVED - Cr. T G Gardiner SECONDED - Cr. J Lee

THAT the Monthly Statement of Financial Activity for the period ended 30 September 2017 be adopted.

CARRIED
9/0

12.7 Title: Schedule of Paid Accounts as at 22 November 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.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

304-17 MOVED - Cr. T G Gardiner SECONDED - Cr P Perks

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

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT25977	26/10/2017	Carmel Boyce	Return Of Councillor Nomination Fee	TRUST	80.00
EFT25978	26/10/2017	Gregory James Homer	Return Of Councillor Nomination Fee	TRUST	80.00
EFT25979	26/10/2017	Janice Dow	Return Of Councillor Nomination Fee	TRUST	80.00
EFT25980	26/10/2017	Luke Davies	Return Of Councillor Nomination Fee	TRUST	80.00
EFT25981	26/10/2017	Michael Bennett	Return Of Councillor Nomination Fee	TRUST	80.00
EFT25982	26/10/2017	Phillip Shelton Downes	Refund Council Nomination Fee	TRUST	80.00
EFT25983	26/10/2017	Tyrrell Gardiner	Return Of Councillor Nomination Fee	TRUST	80.00
EFT25984	26/10/2017	Albany Harbourside Apartments And Houses	Accommodation - National Local Roads & Transport Congress 2017 -	MUNI	358.00
EFT25985	26/10/2017	Alex Carter-Raftos	ERC Basketball Umpire 25/10/2017	MUNI	88.00
EFT25986	26/10/2017	Amity Signs	Rural Street Numbering Signs	MUNI	21.45
EFT25987	26/10/2017	Angela Winter	Epipen Awareness And Allergy Awareness - October 2017	MUNI	155.00
EFT25988	26/10/2017	Axio Maintenance And Construction	ERC - Repair Group Fitness Back Of Stage Wall	MUNI	1,210.00
EFT25989	26/10/2017	B & B Street Sweeping Pty Ltd	Sweep Eaton Drive	MUNI	572.00
EFT25990	26/10/2017	Belinda Lowe	ERC Netball Umpire 24/10/2017	MUNI	44.00
EFT25991	26/10/2017	Boyles Plumbing And Gas	Repairs To Pratt Rd Stand Pipe	MUNI	115.50
EFT25992	26/10/2017	Bunbury Subaru	12,500 Service - Subaru Outback - DA004	MUNI	299.95
EFT25993	26/10/2017	Bunnings Group Limited	Retic Repairs And Depot Items	MUNI	373.37
EFT25994	26/10/2017	Cape Shades Pty Ltd	Supply And Install Shade Sails	MUNI	10,680.00
EFT25995	26/10/2017	Catherine Ann Bordessa	Refund Of Development Application. Application Not Required	MUNI	295.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT25996	26/10/2017	Gateway Internet Services	Monthly Acct - Point To Point Microwave Service – Sept 2017	MUNI	2,893.00
EFT25997	26/10/2017	Cleanaway	Waste Disposal. Street And Park Bins	MUNI	41,506.82
EFT25998	26/10/2017	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Collection	MUNI	5,474.68
EFT25999	26/10/2017	Courier Australia	Postage And Freight	MUNI	90.57
EFT26000	26/10/2017	Damon Thompson	ERC Basketball Umpire 25/10/2017	MUNI	22.00
EFT26001	26/10/2017	Dardanup Rural Supplies	Parts For Road Signs	MUNI	12.50
EFT26002	26/10/2017	Dayle Schroeder	2017/2018 Personal Development Grant	MUNI	400.00
EFT26003	26/10/2017	Desley Wilson	ERC Netball Umpire 23/10/2017	MUNI	176.00
EFT26004	26/10/2017	Donna Bastow	ERC Basketball Umpire 25/10/2017	MUNI	176.00
EFT26005	26/10/2017	Donna Bullen	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	170.03
EFT26006	26/10/2017	Eaton Home Hardware & Garden	Quick Set Cement Bags	MUNI	232.50
EFT26007	26/10/2017	Elliott's Small Engines	Tom Saul Chain Saw Chaps	MUNI	199.00
EFT26008	26/10/2017	Elliotts Irrigation Pty Ltd	Iron Filter Service September 2017	MUNI	279.40
EFT26009	26/10/2017	Evelyn Butchart	Lunch Packs - Wellington Mill Burn (15/10/17)	MUNI	300.00
EFT26010	26/10/2017	Exteria	Glen Huon Playground Equipment	MUNI	40,256.70
EFT26011	26/10/2017	GHD Pty Ltd	Eaton Foreshore - Irrigation Water Supply Options Study	MUNI	1,980.00
EFT26012	26/10/2017	Hays Tree Lopping	Remove Trees At Lot 11 Joshua Creek Road	MUNI	3,300.00
EFT26013	26/10/2017	Heatleys	Hi Vis Shirts Darren Hare	MUNI	271.15
EFT26014	26/10/2017	Holcim Australia Pty Ltd	5 Metres Stabilised Sand	MUNI	1,259.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26015	26/10/2017	Insight Call Centre Services	After Hours Call Centre Service - September 2017	MUNI	525.53
EFT26016	26/10/2017	It Vision Australia Pty Ltd	Install/Configure WA Govt General Disposal SchDA2015-001 Update	MUNI	742.50
EFT26017	26/10/2017	Jake Whistler	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	69.95
EFT26018	26/10/2017	JCW Electrical Pty Ltd	Repair 2 X Exit Lights	MUNI	294.25
EFT26019	26/10/2017	Justine Eichner	ERC Basketball Umpire 25/10/2017	MUNI	110.00
EFT26020	26/10/2017	Kaitlyn O'dea	ERC Netball Umpire 24/10/2017	MUNI	67.50
EFT26021	26/10/2017	Karyn Rowe	ERC Netball Umpire 23/10/2017	MUNI	157.50
EFT26022	26/10/2017	Kenny Pomare	ERC Basketball Umpire 25/10/2017	MUNI	132.00
EFT26023	26/10/2017	Kmart	ERC - Shower Curtains	MUNI	90.00
EFT26024	26/10/2017	Local Government Supervisors Ass of WA Inc	2017/2018 Membership Fee For Barry Cox	MUNI	55.00
EFT26025	26/10/2017	Madeline Black	ERC Netball Umpire 24/10/2017	MUNI	45.00
EFT26026	26/10/2017	Matthew Wilson	ERC Basketball Umpire 25/10/2017	MUNI	66.00
EFT26027	26/10/2017	Mckayhla Pomare	ERC Basketball Umpire 25/10/2017	MUNI	22.00
EFT26028	26/10/2017	Natasha Bowron	ERC Netball Umpire 24/10/2017	MUNI	67.50
EFT26029	26/10/2017	National Road Congress	Reg- National Local Roads & Transport Congress 2017 - Cr Bennett	MUNI	990.00
EFT26030	26/10/2017	Nayax	Monthly Service For Vending Machine	MUNI	17.79
EFT26031	26/10/2017	Nicola Tyrrell	Yoga Instructor At Eaton Recreation Centre	MUNI	110.00
EFT26032	26/10/2017	Nites Electrical	Eaton Office - Rear Transportable - Rel Duress Alarm Button & GPO.	MUNI	264.00
EFT26033	26/10/2017	Norman Robert Carlisle	Rates Refund For Assessment A3168 11 Pecan Lane Eaton WA 6232	MUNI	788.62

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26034	26/10/2017	P E Civil	Site Preparation For New Turf. Softball Diamonds And Surrounds	MUNI	4,867.50
EFT26035	26/10/2017	Paige Vincent	ERC Basketball Umpire 25/10/2017	MUNI	22.00
EFT26036	26/10/2017	PFI Cleaning Supplies	ERC - Cleaning Supplies	MUNI	39.95
EFT26037	26/10/2017	Philharmonic South West Inc	2017/18 Grant - Music Director & Purchase For Ferg Valley Music Trail	MUNI	990.00
EFT26038	26/10/2017	Promote You	Embroidery On Uniform	MUNI	53.90
EFT26039	26/10/2017	Raelene Tedd	ERC Netball Umpire 23/10/2017	MUNI	90.00
EFT26040	26/10/2017	Ryan Baker	ERC Basketball Umpire 25/10/2017	MUNI	154.00
EFT26041	26/10/2017	Site Safe Temporary Fencing South West	Eaton Drive Extension - Hire Of Temporary Fence	MUNI	1,372.00
EFT26042	26/10/2017	Solargain	ERC - Repair To Chromogen Sola Hot Water Unit	MUNI	550.00
EFT26043	26/10/2017	Southern's Water Technology	Bore Pump Flow And Pressure Test	MUNI	1,182.78
EFT26044	26/10/2017	Steann Pty Ltd	Bi-Annual Bulk Green Waste Collection. 2/10/17 To 6/10/17	MUNI	22,997.68
EFT26045	26/10/2017	Stewart And Heaton Clothing Company Pty Ltd	BFB Safety Wear	MUNI	496.55
EFT26046	26/10/2017	Synergy	Electricity Account	MUNI	8,143.40
EFT26047	26/10/2017	Telstra	Telephone Accounts	MUNI	5,330.24
EFT26048	26/10/2017	Tony Thornhill	ERC Basketball Umpire 25/10/2017	MUNI	66.00
EFT26049	26/10/2017	Vanessa Black	ERC Netball Umpire 23/10/2017	MUNI	112.50
EFT26050	26/10/2017	Vitalis Chifamba	Reimbursement For Parking While In Perth 19/10/2017	MUNI	30.00
EFT26051	26/10/2017	WA Library Supplies	Book Boxes	MUNI	98.75
EFT26052	26/10/2017	WA Tower Service	Monthly Lease Of Tower Space For Wireless Connection - Oct 2017	MUNI	513.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26053	26/10/2017	Woolworths Ltd	Items For Training Course	MUNI	103.00
EFT26054	26/10/2017	Work Clobber	Safety Work Wear	MUNI	51.30
EFT26055	03/11/2017	21 Graphic Design Pty Ltd	Advert Design - Calendar Of Events - Eaton Community Lib Oct & Nov	MUNI	297.00
EFT26056	03/11/2017	Ad Sanders & DJ Simpson	Crossover Rebate (Lot1168) 67 Hazelgrove Crescent, Millbridge	MUNI	302.00
EFT26057	03/11/2017	Alex Carter-Raftos	ERC Basketball Umpire 01/11/2017	MUNI	132.00
EFT26058	03/11/2017	Alinta	Quarterly Invoice For Gas Supply At Eaton Recreation Centre	MUNI	343.50
EFT26059	03/11/2017	All Aussie Truck And Bobcat Services	Bull & Barrel Preparation. Various Other Bobcat Hire	MUNI	7,315.00
EFT26060	03/11/2017	Amity Signs	Safety Signs And Equipment	MUNI	515.90
EFT26061	03/11/2017	Australian Tax Office	PAYG Pay Run 03/11/2017	MUNI	64,096.00
EFT26062	03/11/2017	Australind/Eaton Medical Centre	Pre-Employment Medical For Bjarne Richards General Hand - Works	MUNI	195.00
EFT26063	03/11/2017	AXIO Maintenance And Construction	Repairs To Dardanup Hall Toilet Door And Lock	MUNI	660.00
EFT26064	03/11/2017	B Watts Panel & Paint Repairs	Minor Repair To Vehicle	MUNI	1,050.00
EFT26065	03/11/2017	Badgers Embroidery	Event Staff- High Vis Safety Vests - Culture And Community Services	MUNI	66.00
EFT26066	03/11/2017	Big W	Book Stock	MUNI	233.50
EFT26067	03/11/2017	Brent & Katherine Waddell	Crossover Rebate - (Lot 1085) 2 Primrose Vista, Millbridge	MUNI	244.00
EFT26068	03/11/2017	Brownes Foods Operations Pty Ltd	ERC - Cafe/Resale Stock	MUNI	261.86
EFT26069	03/11/2017	Bubble Soccer South West	Amusements- Spring Out Festival 2017	MUNI	1,200.00
EFT26070	03/11/2017	Bullivants Pty Ltd - Sling Rig	Test And Repair Lifting Chains And Equipment.	MUNI	1,676.27
EFT26071	03/11/2017	Bunbury Auto One	Martin Pelusey Depot - Miscellaneous Equipment.	MUNI	194.80

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26072	03/11/2017	Bunbury Holden	DA613 - Holden Captiva - Repairs And 105,000km Service	MUNI	2,243.93
EFT26073	03/11/2017	Bunbury Machinery	Service - New Holland Tractor -Da 9781	MUNI	1,037.96
EFT26074	03/11/2017	Bunnings Group Limited	Replace Tools From Theft.	MUNI	3,339.52
EFT26075	03/11/2017	Cape Shades Pty Ltd	Install 2 X Shelters	MUNI	5,280.00
EFT26076	03/11/2017	Carbone Brothers Pty Ltd	Supply And Deliver Gravel @ \$18/Tonne - Depiazzi Road	MUNI	14,092.40
EFT26077	03/11/2017	Carmel Boyce	Councillors Meeting Fee & Expenses Reimbursement Claim 20/07/2017 - 19/10/2017	MUNI	3,000.00
EFT26078	03/11/2017	Catherine Ann Bordessa	Rates Refund For 44 Gascoyne Circle Millbridge	MUNI	795.25
EFT26079	03/11/2017	CB Traffic Solutions	Traffic Management For Depiazzi Road.	MUNI	14,517.80
EFT26080	03/11/2017	Child Support Agency	Employee Payroll Deduction	MUNI	73.63
EFT26081	03/11/2017	Civilcon	Redesign Layout Of Transportable	MUNI	3,040.40
EFT26082	03/11/2017	Cleanaway	New Residential Bins Orders And Repairs	MUNI	1,862.17
EFT26083	03/11/2017	Cleanaway Solid Waste Pty Ltd	Landfill Waste	MUNI	8,651.19
EFT26084	03/11/2017	Coates Hire Ltd	Hire Of Barricades October.	MUNI	386.69
EFT26085	03/11/2017	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe/Resale Stock	MUNI	262.61
EFT26086	03/11/2017	Courier Australia	Postage And Freight	MUNI	152.25
EFT26087	03/11/2017	Craven Foods	ERC - Cafe/Resale Stock	MUNI	607.43
EFT26088	03/11/2017	Damien Brian Billi	Refund Of Request Of Building Plans - Not Owner Of Property	MUNI	41.00
EFT26089	03/11/2017	Dardanup Garage And Service Station	Fix Bitumen Tank & Fittings.	MUNI	673.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26090	03/11/2017	Dardanup General Store	General Goods Purchased 03/10 - 24/10/2017	MUNI	29.25
EFT26091	03/11/2017	Dardanup Rural Supplies	Rapid Set For Gates And Grab Rails.	MUNI	153.50
EFT26092	03/11/2017	Desley Wilson	ERC Netball Umpire 31/10/2017	MUNI	66.00
EFT26093	03/11/2017	DFES	2017/18 ESL In Accordance With The Fire & Emergency Ser Act 1998	MUNI	4,158.59
EFT26094	03/11/2017	Donna Bastow	ERC Basketball Umpire 01/11/2017	MUNI	154.00
EFT26095	03/11/2017	Eaton Community Pharmacy	ERC - Reception Stock Purchases	MUNI	1,192.94
EFT26096	03/11/2017	Eaton Home Hardware & Garden	Dyna Bolts For Grab Rail Instillation.	MUNI	54.00
EFT26097	03/11/2017	Eaton Laser	Council Meeting Name Plaque - Janice Dow	MUNI	30.00
EFT26098	03/11/2017	Eaton Senior Citizens Incorporated	Grant Purpose - Bowling Mats	MUNI	2,200.00
EFT26099	03/11/2017	Elmarie Mienie	Refund For The Registration Of Coco From Unsterilised To Sterilised	MUNI	77.50
EFT26100	03/11/2017	Emma Woolans	ERC Netball Umpire 30/10/2017	MUNI	88.00
EFT26101	03/11/2017	Erin Hutchins	Meals - Perth - Conference	MUNI	78.40
EFT26102	03/11/2017	Esri Australia	Introduction To ARCGIS Pro For GIS Professionals (10.4) - Perth -	MUNI	1,628.00
EFT26103	03/11/2017	Fit2work	Monthly Invoice For Australian Employee Police Checks	MUNI	76.78
EFT26104	03/11/2017	Flex Fitness Equipment	Dumbbells And Medicine Ball	MUNI	159.95
EFT26105	03/11/2017	Freerun X5	Free Run Interactive Demonstrations & Performance- Spring Out 2017	MUNI	500.00
EFT26106	03/11/2017	Fuji Xerox Australia Pty Ltd	Photocopier Lease Agreement	MUNI	212.30
EFT26107	03/11/2017	Fulton Hogan Industries WA	Town Site Road Maintenance	MUNI	393.98
EFT26108	03/11/2017	Glanbia Performance Nutrition Pty Ltd	ERC - Cafe/Resale Stock	MUNI	528.04

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26109	03/11/2017	Go Electrical Contracting	ERC - Replace Blown Fluoro Light Fixture To Membership Office	MUNI	298.10
EFT26110	03/11/2017	Guardians Of Happiness	Cupcake Workshop - 23/10 Inv: 0903	MUNI	300.00
EFT26111	03/11/2017	Health Insurance Fund Of WA	Payroll Deductions	MUNI	333.45
EFT26112	03/11/2017	Heatleys	Nitrile Black Gloves	MUNI	619.87
EFT26113	03/11/2017	IPWEA - Wa Division	IPWEA Annual Country Conference Registration - Craig Browne	MUNI	1,989.00
EFT26114	03/11/2017	IVC Computer Services	Billion 8900x-R3 NBN Modem As Per Quote	MUNI	590.00
EFT26115	03/11/2017	J & P Group Pty Limited	20' Sea Container. Delivery Depot On Martin Pelusey Rd.	MUNI	2,750.00
EFT26116	03/11/2017	Janine Marie Godly	Rates Refund For 31 Woodbine Ridge Eaton WA 6232	MUNI	113.06
EFT26117	03/11/2017	Jason Carroll Naturopath	ERC - Cafe/Resale Stock	MUNI	662.20
EFT26118	03/11/2017	Jason Signmakers	Standard Traffic Grab Rail - 900mm - Yellow With Reflective	MUNI	2,927.10
EFT26119	03/11/2017	Jim's Test And Tag	Test And Tags - Waterloo Hall	MUNI	916.30
EFT26120	03/11/2017	Justine Eichner	ERC Basketball Umpire 01/11/2017	MUNI	132.00
EFT26121	03/11/2017	Kal Falcone	Train Ticket To Attend Great Bunbury Bike Plan 26 Oct 2017	MUNI	12.60
EFT26122	03/11/2017	Karyn Rowe	ERC Netball Umpire 30/10/2017	MUNI	157.50
EFT26123	03/11/2017	Kenny Pomare	ERC Basketball Umpire 01/11/2017	MUNI	110.00
EFT26124	03/11/2017	Kings Tree Care	Remove Jacaranda & Grind Stump. cnr Lusitano And Salers Close	MUNI	1,012.00
EFT26125	03/11/2017	Kmart	Lawn Games- Spring Out Event 2017	MUNI	98.00
EFT26126	03/11/2017	Kristine Jane King	Rates Refund For 58 Peppermint Way Eaton WA 6232	MUNI	395.00
EFT26127	03/11/2017	Kyle Jones	ERC Basketball Umpire 01/11/2017	MUNI	132.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26128	03/11/2017	Landscape And Maintenance Solutions Pty Ltd	Mowing Contract	MUNI	10,481.24
EFT26129	03/11/2017	Lauren Vincent	ERC Basketball Umpire 01/11/2017	MUNI	22.00
EFT26130	03/11/2017	LGIS WA	Wage Adjustment For Period 30/6/16 To 30/06/17	MUNI	3,278.50
EFT26131	03/11/2017	Local Government Compliance Incorporated	Enrol x 2 Officers "Enforcement Options In Health & Building Matters	MUNI	250.00
EFT26132	03/11/2017	Lonsdale Party Hire	Table Chair And Umbrella Hire- Spring Out Event 2017	MUNI	614.55
EFT26133	03/11/2017	Luke Botica	Train Ticket To Attend Great Bunbury Bike Plan - 26 Oct 2017	MUNI	14.60
EFT26134	03/11/2017	M & L Hutchinson	Rates Refund For 11 Golding Cres Picton East WA 6229	MUNI	263.52
EFT26135	03/11/2017	Madeline Black	ERC Netball Umpire 31/10/2017	MUNI	67.50
EFT26136	03/11/2017	Malatesta Road Paving And Hotmix	Road Maintenance	MUNI	400.00
EFT26137	03/11/2017	Mantrac	Slash/ Mulch Fallen Branches Firebreak At Hale Reserve	MUNI	396.00
EFT26138	03/11/2017	Matthew Wilson	ERC Basketball Umpire 01/11/2017	MUNI	66.00
EFT26139	03/11/2017	Natural Area Consulting Management Services	Control Cape Tulip Around Keenan Road West Dardanup	MUNI	495.00
EFT26140	03/11/2017	Nites Electrical	Eaton Skate Park - Emergency Repairs To Area Lighting Pole.	MUNI	1,102.86
EFT26141	03/11/2017	NSCO Consulting	Audit Osh Gap Assessment	MUNI	2,574.00
EFT26142	03/11/2017	O'Brien Glass Industries Limited	Replace Damaged Back Window To Vehicle	MUNI	385.00
EFT26143	03/11/2017	Onsite Rental Group	Banksia Rd Transfer Station - Hire Of 6x3 Portable Building	MUNI	494.87
EFT26144	03/11/2017	P E Civil	Box Out - Remove Spoil And Install Mulch Romney Way	MUNI	3,102.00
EFT26145	03/11/2017	Paul Shawyer & Jessica Perry	Crossover Rebate (Lot 1016) 6 Glenelg Drive, Millbridge (A11163)	MUNI	244.00
EFT26146	03/11/2017	Perfect Landscapes	Mowing Contract	MUNI	9,636.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26147	03/11/2017	Peter Stampoultzis	Purchase Domain Name - Onelibrary.Org.Au	MUNI	34.95
EFT26148	03/11/2017	PFD Food Services Pty Ltd	ERC - Cafe/Resale Stock	MUNI	1,260.45
EFT26149	03/11/2017	PFI Cleaning Supplies	Cleaning Supplies	MUNI	139.75
EFT26150	03/11/2017	Picton Tyre Centre Pty Ltd	Replace 4 Rear Tyres On Parks And Environment Truck.	MUNI	1,780.00
EFT26151	03/11/2017	Prestige Products	Cleaning Supplies For ERC - Cafe/Resale Stock	MUNI	775.50
EFT26152	03/11/2017	Prime Supplies	Rubber Anti Fatigue Mats	MUNI	325.18
EFT26153	03/11/2017	Qmani Pty Ltd	SMS Monthly Charge 01 Oct 2017 To 31 Oct 2017	MUNI	82.50
EFT26154	03/11/2017	Radrock Adventures	Kids Amusements- Spring Out 2017	MUNI	4,840.00
EFT26155	03/11/2017	Raelene Tedd	ERC Netball Umpire 30/10/2017	MUNI	90.00
EFT26156	03/11/2017	River Valley Primary School	2017 - 2018 Allocated Budget Funding.	MUNI	150.00
EFT26157	03/11/2017	Ryan Baker	ERC Basketball Umpire 01/11/2017	MUNI	132.00
EFT26158	03/11/2017	S Mousavi & E Moradi	Crossover Rebate (Lot 1064) 5 Primrose Vista, Millbridge (A11436)	MUNI	244.00
EFT26159	03/11/2017	Safetcard Australia	Monitoring Fees For Safetcards	MUNI	264.00
EFT26160	03/11/2017	Sam Stubbs	Train Ticket To Attend Great Bunbury Bike Plan 26 Oct 2017	MUNI	12.60
EFT26161	03/11/2017	Schweppes Australia Pty Ltd	ERC - Cafe/Resale Stock	MUNI	273.78
EFT26162	03/11/2017	Signs Plus	Magnetic Name Badges	MUNI	160.00
EFT26163	03/11/2017	Simient Pty Ltd	Lanteria - Services To Configure Hr System	MUNI	6,400.63
EFT26164	03/11/2017	Snaggolf WA	Looking Glass Event Oct 2017- Spring Out Festival Amusements	MUNI	360.00
EFT26165	03/11/2017	Sos Office Equipment	Photocopier Meter Reading	MUNI	2,227.79

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26166	03/11/2017	Southern Lock And Security	7x #9 Padlocks Lofthouse Park	MUNI	872.20
EFT26167	03/11/2017	Sphere Legal	Debt Recovery Charges 2017/18	MUNI	35.00
EFT26168	03/11/2017	State Wide Turf Services	Mobilisation Glen Huon Oval And Softball Fields	MUNI	8,537.66
EFT26169	03/11/2017	Stella Robinson Lewis	Rates Refund For Assessment A2844 15 Palomino Cl Eaton Wa 6232	MUNI	778.67
EFT26170	03/11/2017	Steve Potter	Meals - Perth - Emergency Management Conference	MUNI	67.10
EFT26171	03/11/2017	Survcon	Banksia Rd Land Resumption, As Per Quotation Dated 13/01/2017.	MUNI	4,893.40
EFT26172	03/11/2017	Surveying South	Survey - Depiazzi Road	MUNI	2,524.50
EFT26173	03/11/2017	Suzanne Jayne Rickards	Rates Refund For Assessment A10910 Unit 12 76 Blue Wren Dr	MUNI	775.87
EFT26174	03/11/2017	Synergy	Electricity Accounts	MUNI	5,447.70
EFT26175	03/11/2017	T J Depiazzi & Sons	Supply And Deliver 180m3 Of Playground Sand @\$54.01/M3	MUNI	7,129.32
EFT26176	03/11/2017	Terrywhite Chemmart Eaton	ERC - First Aid Supplies	MUNI	62.27
EFT26177	03/11/2017	The Workwear Group	Office Wear Uniform	MUNI	141.70
EFT26178	03/11/2017	Therese Price	ERC Netball Umpire 31/10/2017	MUNI	67.50
EFT26179	03/11/2017	Thinkwater Bunbury	Glen Huon Oval - Irrigation Works For Softball Pavilion,	MUNI	42,912.08
EFT26180	03/11/2017	Tomasz And Marta Widzynski	Crossover Rebate (Lot 1003) 5 Lila Way, Millbridge	MUNI	223.00
EFT26181	03/11/2017	Tony Thornhill	ERC Basketball Umpire 01/11/2017	MUNI	88.00
EFT26182	03/11/2017	Tracey Maisey	Refreshments For Council Meeting	MUNI	44.00
EFT26183	03/11/2017	Tracey Tupaea	ERC Netball Umpire 31/10/2017	MUNI	66.00
EFT26184	03/11/2017	Traffic Force	Traffic Control For Controlled Burn - Wellington Mill Road	MUNI	885.72

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26185	03/11/2017	Undercover Sw	Kids Games- Spring Out Festival 2017	MUNI	650.00
EFT26186	03/11/2017	Vanessa Black	ERC Netball Umpire 30/10/2017	MUNI	157.50
EFT26187	03/11/2017	West Australian Mechanical Services Pty Ltd	Quarterly Air Con. Maintenance Schedule	MUNI	443.85
EFT26188	03/11/2017	Winc Australia Pty Ltd	Stationery Order	MUNI	532.09
EFT26189	03/11/2017	Woodlands	Searle's Penetrative Granular Wetting Agent - Includes Delivery	MUNI	1,420.65
EFT26190	03/11/2017	Woolworths Ltd	ERC - Cafe Stock	MUNI	537.58
EFT26191	03/11/2017	Xtreme Bounce Party Hire	Kids Amusements- Spring Out Festival	MUNI	2,105.00
EFT26192	03/11/2017	Zipform Pty Ltd	2017/18 Rates 2nd Instalment Notices - Print Insert And Dispatch.	MUNI	3,522.48
EFT26193	03/11/2017	Australind Basketball Association	Kidsport Recoup - Page, Ayiesha	TRUST	170.00
EFT26194	03/11/2017	BGC Residential Pty Limited	Refund Of Kerb Deposit - B/L 2015160422 Lot 56 Mitchell Way	TRUST	1,260.00
EFT26195	03/11/2017	City Of Bunbury Surf Life Saving Club	Kisport Recoup - Congdon Family	TRUST	258.50
EFT26196	03/11/2017	Eaton Basketball Association	Kidsport Recoup - Thorburn Jason	TRUST	30.00
EFT26197	03/11/2017	Hi Nrg Promotions	Key Bond Refund - Richie Howlett - Hi Nrg Promotions	TRUST	40.00
EFT26198	03/11/2017	Michelle Gay	Key Bond Refund - Michelle Gay	TRUST	40.00
EFT26199	07/11/2017	Gb Retail Pty Ltd T/A Freedom Bunbury	6 White Chairs And 1 Table. Casual Meeting Area Transportable	MUNI	1,813.00
EFT26295	10/11/2017	A L And R G Stone	Refund Of Cage Hire Bond	TRUST	150.00
EFT26296	10/11/2017	Eaton Basketball Association	Kidsport Recoup - Bell	TRUST	145.00
EFT26297	10/11/2017	Jennifer Drennan	Refund Of Cage Hire Bond	TRUST	150.00
EFT26298	10/11/2017	Kenneth Raymond Lowth	Refund Of Council Nomination Fee	TRUST	80.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26299	10/11/2017	Alex Carter-Raftos	ERC Basketball Umpire 08/11/2017	MUNI	132.00
EFT26300	10/11/2017	All Aussie Truck And Bobcat Services	Slashing Rural Sealed Roads	MUNI	1,870.00
EFT26301	10/11/2017	Andrea Carew-Reid	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	176.97
EFT26302	10/11/2017	Ardross Estates (Sa) Pty Ltd	Rates Refund For Lot 9534 Australind By-Pass Millbridge 6232	MUNI	642.20
EFT26303	10/11/2017	Battery All Types	New Charger For Battery On Tipper Trailer.	MUNI	125.00
EFT26304	10/11/2017	Ben Gregory	ReimbFor Parking Costs At Mandurah Train Station 26/10/2017	MUNI	14.60
EFT26305	10/11/2017	Big W	Office Supplies - Demountable Building	MUNI	41.00
EFT26306	10/11/2017	Brandicoot	Use Of Web Services/Support, Newsletter Sub, Facebook And Twitter	MUNI	286.99
EFT26307	10/11/2017	Bruce Mapstone	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	213.96
EFT26308	10/11/2017	Bunbury Face Painting And Entertainment	Kids Activities- Spring Out Festival 2017	MUNI	940.50
EFT26309	10/11/2017	Bunnings Group Limited	Bolts & Clips For Signs.	MUNI	320.95
EFT26310	10/11/2017	Caltex Australia Petroleum Pty Ltd	Fuel Account For October	MUNI	15,742.50
EFT26311	10/11/2017	Cape Shades Pty Ltd	Supply 5 Custom Manufactured 'Monotec 270' Shade Sails	MUNI	4,272.00
EFT26312	10/11/2017	Carbone Brothers Pty Ltd	Supply And Deliver Gravel @ \$18/Tonne - Depiazzi Road	MUNI	88,918.00
EFT26313	10/11/2017	Gateway Internet Services	Monthly Account For Point To Point Microwave Service – Oct 17	MUNI	2,893.00
EFT26314	10/11/2017	City Of Bunbury	Pound Fees For October 2017	MUNI	594.00
EFT26315	10/11/2017	Cleanaway	Waste Removal Contract	MUNI	42,255.63
EFT26316	10/11/2017	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Collection	MUNI	5,854.04
EFT26317	10/11/2017	Coastal Flooring (WA)	ERC - Annual Court & Group Fitness Room Reseal. - Booking Fee	MUNI	489.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26318	10/11/2017	Codee-Lee Down	Live Music In The Library - October	MUNI	150.00
EFT26319	10/11/2017	Courier Australia	Postage And Freight	MUNI	21.24
EFT26320	10/11/2017	Craig Browne	Parking - Mandurah Train Stat. Inspt Of Safe Active Street Projects	MUNI	12.60
EFT26321	10/11/2017	Crust Gourmet Pizza	Pizzas For Election Night 21/10/17	MUNI	315.00
EFT26322	10/11/2017	Caroline Mears	Seniors Celebration Day - Yoga Workshop Inv# 1	MUNI	50.00
EFT26323	10/11/2017	Coalcliff Pty Ltd	Hire Of Tractor Broom For Works On Depiazzi Rd.	MUNI	2,139.50
EFT26324	10/11/2017	Damon Thompson	ERC Basketball Umpire 08/11/2017	MUNI	110.00
EFT26325	10/11/2017	Dardanup Garage & Service Station	Remove Abandoned Vehicle BSN 968q From Lofthouse Drive	MUNI	121.00
EFT26326	10/11/2017	Data #3 Limited	SQL Server 2017 STD Core Licensing	MUNI	6,015.35
EFT26327	10/11/2017	Desley Wilson	ERC Netball Umpire 07/11/2017	MUNI	132.00
EFT26328	10/11/2017	Donna Bastow	ERC Basketball Umpire 08/11/2017	MUNI	154.00
EFT26329	10/11/2017	Earth 2 Ocean Communications	Replace Worn Two Way Ariels DA588	MUNI	371.75
EFT26330	10/11/2017	Eaton Home Hardware & Garden	Rope For Fire Banners	MUNI	12.26
EFT26331	10/11/2017	Eaton Pet Vet	Vet Fees And Cat Voucher Recoups	MUNI	692.14
EFT26332	10/11/2017	Eaton Trophies	ERC - Plaques And Engraving For Trophies	MUNI	90.00
EFT26333	10/11/2017	Eaton Vet Clinic	Desexing Voucher Invoice 1/221157	MUNI	35.00
EFT26334	10/11/2017	Forestvale Trees Pty Ltd	Supply Pyrus Calleryana Bradford In 90 Litre Containers	MUNI	594.00
EFT26335	10/11/2017	Fresh Floral Studio	Flowers For Birth Of Baby - Nany Leon Sanchez	MUNI	130.00
EFT26336	10/11/2017	G Cubed	Warhammer Workshops – October Inv# 31st October 2017	MUNI	397.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26337	10/11/2017	GCS Hire Pty Ltd	Hire Of Steel Drum Roller October.	MUNI	5,183.20
EFT26338	10/11/2017	Go Electrical Contracting	ERC - Repla Fluoro Tubes With Led As Per Plan	MUNI	3,672.35
EFT26339	10/11/2017	Government Of WA - Central Regional TAFE	Conduct Prosecutions Workshop 26-27 Oct 17 - Hamish James	MUNI	172.81
EFT26340	10/11/2017	Grace Records Management	Bin Exchange And Records Management For October	MUNI	586.22
EFT26341	10/11/2017	Heatleys	Safety Spec Flyer Black Frm Polarised	MUNI	777.30
EFT26342	10/11/2017	Hitachi Construction Machinery Aust Pty Ltd	Repair Hoses On DA873	MUNI	963.46
EFT26343	10/11/2017	Holcim Australia Pty Ltd	Deliver Stabilised Sand To Depiazzi Rd Works 5 Cubes.	MUNI	1,287.00
EFT26344	10/11/2017	Hospice Of Mother Tara	Meditation Workshops – July to October And Seniors Celebration Day	MUNI	600.00
EFT26345	10/11/2017	IPWEA - WA Division	IPWEA Annual Country Meeting For Luke Botica	MUNI	800.00
EFT26346	10/11/2017	It Vision Australia Pty Ltd	Synergy Security Report - Consultancy Service	MUNI	726.00
EFT26347	10/11/2017	Jo Jingles South West	Early Learning Programs - November	MUNI	2,160.00
EFT26348	10/11/2017	Justine Eichner	ERC Basketball Umpire 08/11/2017	MUNI	132.00
EFT26349	10/11/2017	Karyn Rowe	ERC Netball Umpire 07/11/2017	MUNI	67.50
EFT26350	10/11/2017	Kelly Pardoe	ERC Netball Umpire 07/11/2017	MUNI	22.50
EFT26351	10/11/2017	Kyle Jones	ERC Basketball Umpire 08/11/2017	MUNI	154.00
EFT26352	10/11/2017	Landgate	Gross Rental Valuation	MUNI	957.34
EFT26353	10/11/2017	Les Mills Asia Pacific	Monthly Music Licence Fees - November 2017	MUNI	1,176.01
EFT26354	10/11/2017	Madeline Black	ERC Netball Umpire 06/11/2017	MUNI	45.00
EFT26355	10/11/2017	Malatesta Road Paving And Hotmix	Hotmix Of Driveway.	MUNI	1,368.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26356	10/11/2017	Marketforce	Public Notice - 2017-18 Fire Prevention Order - SW Times - 12 Oct	MUNI	3,945.84
EFT26357	10/11/2017	Mick Saunders	Reimb For Parking Costs At Mandurah Train Station 26/10/2017	MUNI	12.60
EFT26358	10/11/2017	Marie Wilkinson	Tree Of Life Workshop - 8/11	MUNI	215.00
EFT26359	10/11/2017	Melanie Serra	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	75.00
EFT26360	10/11/2017	NEC It Solutions Australia	Tardis Security Project	MUNI	2,667.50
EFT26361	10/11/2017	Nicola Tyrrell	Yoga Instructor At Eaton Recreation Centre	MUNI	110.00
EFT26362	10/11/2017	Nightguard Security Service	Security Alarm Monitoring Service For Eaton Admin Centre	MUNI	90.20
EFT26363	10/11/2017	Natalie Hopkins	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	220.15
EFT26364	10/11/2017	Our Community Pty Ltd	Annual Membership To Our Community	MUNI	400.00
EFT26365	10/11/2017	Paul Lavings Bridge Books And Supplies	Purchase Of A Paul Lavings Bridge Book For Eaton Book Stock	MUNI	26.36
EFT26366	10/11/2017	Peter Stampoultzis	Reimbursement For The Purchase Of Power Adapter	MUNI	69.00
EFT26367	10/11/2017	Pollen Nation	Seniors Celebration Day - Flower Arranging Workshop	MUNI	395.00
EFT26368	10/11/2017	Prime Supplies	Sqwincher Qwik Stiks Mixed Flavours (50)	MUNI	692.25
EFT26369	10/11/2017	QSIC Pty Ltd	ERC - Fitness Music	MUNI	132.00
EFT26370	10/11/2017	Raelene Tedd	ERC Netball Umpire 07/11/2017	MUNI	67.50
EFT26371	10/11/2017	Raeco International Pty Ltd	Depot Stock Items	MUNI	120.97
EFT26372	10/11/2017	Sam Stubbs	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	152.00
EFT26373	10/11/2017	Shineservices - Robin Shine	EAP Consultations	MUNI	650.00
EFT26374	10/11/2017	SOS Office Equipment	Photocopier Meter Readings	MUNI	125.60

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT26375	10/11/2017	Southern Lock And Security	1 X Home Safe.	MUNI	500.00
EFT26376	10/11/2017	Susan Ann Clark	Rates Refund For Lot 8 South Western Hwy Waterloo WA 6236	MUNI	599.04
EFT26377	10/11/2017	Synergy	Electricity Accounts	MUNI	29,074.60
EFT26378	10/11/2017	Spoonspery	Entertainment- Seniors Celebration Day	MUNI	396.00
EFT26379	10/11/2017	T-Quip	Decal Warning & Pedal Stickers 5 Toro Groundmaster 360	MUNI	100.80
EFT26380	10/11/2017	Taylor Bello	ERC Basketball Umpire 08/11/2017	MUNI	22.00
EFT26381	10/11/2017	Telstra	Telephone Accounts	MUNI	31.49
EFT26382	10/11/2017	The Workwear Group	Office Wear Uniform	MUNI	355.36
EFT26383	10/11/2017	Therese Price	ERC Netball Umpire 06/11/2017	MUNI	90.00
EFT26384	10/11/2017	Tracey Tupaea	ERC Netball Umpire 06/11/2017	MUNI	88.00
EFT26385	10/11/2017	Trinity On Hampden	3 X Nights Accommodation For ANHM Conference - Steve Potter	MUNI	780.00
EFT26386	10/11/2017	Vanessa Black	ERC Netball Umpire 06/11/2017	MUNI	112.50
EFT26387	10/11/2017	Vanguard Logistics Services Pty Ltd	GI Jones Ability Whirl - Glen Huon Playground. Customs Fees etc,	MUNI	2,770.60
EFT26388	10/11/2017	Visimax Safety Products	Permit Books - Bush Fire Permit	MUNI	241.75
EFT26389	10/11/2017	Water Corporation	Water Accounts	MUNI	2,473.35
EFT26390	10/11/2017	Winc Australia Pty Ltd	Stationery	MUNI	394.59
EFT26391	10/11/2017	Woolworths Ltd	Small Items Purchased - In Lieu Of Petty Cash	MUNI	35.98
EFT26392	10/11/2017	Work Clobber	Ladies S/Blue L/Up S/Cap Boot Blk Size 6 Alice Baldock	MUNI	145.81
EFT26393	10/11/2017	Xavier Cotton	ERC Basketball Umpire 08/11/2017	MUNI	110.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
44836	09/11/2017	Commissioner Of State Revenue	Refund Of ESL Rebates Claimed In Error 21/09/2017	MUNI	125.59
DD13190.1	09/11/2017	Curtin University	CME204 Building Services, Study Period 4, 2017/2018 -Craig Browne	MUNI	2,280.36
DD13170.1	03/11/2017	WA Super	Superannuation Contributions	MUNI	36,219.98
DD13170.2	03/11/2017	MLC Super Fund	Superannuation Contributions	MUNI	324.42
DD13170.3	03/11/2017	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	150.81
DD13170.4	03/11/2017	Rest Superannuation	Superannuation Contributions	MUNI	177.16
DD13170.5	03/11/2017	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	276.34
DD13170.6	03/11/2017	Australiansuper	Superannuation Contributions	MUNI	845.18
DD13170.7	03/11/2017	Burton Superannuation Fund	Superannuation Contributions	MUNI	256.61
DD13170.8	03/11/2017	Anz Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	316.22
DD13170.9	03/11/2017	Media Super	Superannuation Contributions	MUNI	234.23
DD13170.10	03/11/2017	Construction & Building Industry Super	Superannuation Contributions	MUNI	340.89
DD13170.11	03/11/2017	Hostplus	Superannuation Contributions	MUNI	272.01

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
REPORT TOTALS			<i>CERTIFICATE OF Chief Executive Officer</i>		760,804.65
EFT	25977 - 26393		<i>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.</i>		718,984.85
Muni	44836 -			125.59	
Cheque	44836				
Payroll				39,413.85	
BPAY				2,280.36	
TOTAL					760,804.65



MR MARK L CHESTER
Chief Executive Officer

CARRIED
9/0

12.8 Bushfire Advisory Committee Meeting Minutes Held 31/10/17**MINUTES OF THE BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON TUESDAY 31 OCTOBER 2017, AT SHIRE OF DARDANUP EATON ADMINISTRATION BUILDING, COMMENCING AT 7.00PM.**Officer Comment

The minutes of the Bush Fire Advisory Committee meeting are attached (Appendix ORD: 12.8).

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

305-17 MOVED - Cr. P S Robinson SECONDED - Cr P Perks

THAT Council receives the minutes of the Bush Fire Advisory Committee meeting held 31 October 2017.

CARRIED
9/0

Change to Officer Recommendation - No Change.

BUSH FIRE ADVISORY COMMITTEE & COUNCIL RESOLUTION

306-17 MOVED - Cr. P S Robinson SECONDED - Cr P Perks

THAT Council grant the following firebreak exemption/variations commencing from the 2017/18 firebreak season: -

	Applicant	Property	Assessment	Fire Season Expiry
1	Sarah Rees	35 Meadow Lane, Dardanup West	A8059	2020/21
2	Barry Garvey & Patrick Garvey	Lot 9002 & 401 Padbury Road, Dardanup West	A3620	2020/21
3	Lynn & John Eizzele	68 Bailey Loop, Dardanup West	A4319	2020/21
4	Rob Allen	17 Venn Road, Dardanup West	A8001	2020/21
5	Robert Hebb	Lot 74 Harold Douglass Drive, Dardanup West	A4192	2020/21
6	Tom Beard	Lot 75 Harold Douglas Drive, Dardanup West	A4193	2020/21

CARRIED
9/0

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

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

None.

15 PUBLIC QUESTION TIME

None.

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 & COUNCIL RESOLUTION

307-17 MOVED - Cr. P S Robinson SECONDED - Cr. J Lee

THAT in accordance with the Local Government Act 1995, S 5.23 the Council go Behind Closed Doors [6.25pm] to discuss a matter that has a commercial value to a person and a contract entered into.

CARRIED
9/0

Note: Manager Community Services, Ms Lee Holben left the meeting [6.25pm].

16.1 Title: Pavilions Project Report

Reporting Department: Engineering & Development Services

Reporting Officer: Mr James Reilly – Project Development Engineer

Mr Mick Saunders – Manager Assets

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.

Discussion:

Cr. C N Boyce moved the officer recommended resolution and Cr. P R Perks seconded the motion.

Cr. D Harris – I would like to foreshadow an amendment to the motion as there are parts of this that I oppose vigorously. I don't support the motion, the interest and the \$265,000 should be transferred back to the Eaton Boomers Football Club. I will foreshadow a motion opposing it.

AMENDMENT RESOLUTION

MOTION MOVED - Cr. L D Harris SECONDED - Cr. P S Robinson
LOST

THAT Part 2. of the resolution be amended to read:

- 2. Transfers the Eaton Boomers Football Club Trust Funds \$267,025.37, to the Municipal Fund; and all interest be transferred back to the Eaton Boomers Football Club.**

MOTION LOST
3/6

Note: As the amended motion was lost, the question before the meeting was the original officer recommended resolution that was put by Cr. C N Boyce. The Shire President put the motion as follows:

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

308-17 MOVED - Cr. C N Boyce SECONDED - Cr P Perks

THAT Council:

- 1. Receive the Pavilions Project Report;**
- 2. Transfers the Eaton Boomers Football Club Trust Funds \$267,025.37, plus interest, to the Municipal Fund; and**
- 3. Transfers \$37,315.96 from the Administration/Library Project budget to the Eaton Sports Pavilions budget.**

CARRIED
8/1

FOR THE MOTION	AGAINST THE MOTION
CR. M T BENNETT	CR. L D HARRIS
CR. P S ROBINSON	
CR. J DOW	
CR. L DAVIES	
CR. P R PERKS	
CR. C N BOYCE	
CR. T G GARDINER	
CR. J LEE	

Discussion:

Cr. L D Harris advised that he would like to put a motion that has the Council return the \$265,000 Capital Trust Funds returned to the Eaton Boomers Football Club.

Shire President, Cr. M T Bennett called for a seconder. There was no response.

3. **Authorises the Chief Executive Officer to arrange payment of Shire of Harvey Invoice No. 27247 of \$2,292,000 plus GST from the 2017-2018 allocation for Shire Project Job No. J12117.**

CARRIED

9/0

By Absolute Majority

Discussion:

Shire President, Cr. M T Bennett advised that he would like to move a resolution to have the Shire of Dardanup and Shire of Harvey Joint Town Planning Scheme No. 1 committee members meet prior to 25 December 2017.

COUNCIL RESOLUTION

310-17 MOVED - Cr. M T Bennett SECONDED - Cr. C N Boyce

That a meeting of the Shire of Harvey and Shire of Dardanup Joint Town Planning Scheme No. 1 be arranged to follow up on the scheme contributions and the shared cost report, prior to 25 December 2017.

CARRIED

9/0

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

311-17 MOVED - Cr. P S Robinson SECONDED - Cr. C N Boyce

THAT Council return from Behind Closed Doors [7.04pm].

CARRIED

9/0

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 13 December 2017, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 7.04pm.


Shire of Dardanup

CONFIRMATION OF MINUTES

“As the person presiding at the meeting at which these minutes were confirmed on 13 December 2017, I certify that these minutes have been confirmed as a true and accurate record of proceedings.

DocuSigned by:

C8639D26FBD24E0...

DocuSigned by:

C8639D26FBD24E0...

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