



MINUTES

ORDINARY MEETING

Held

27 June 2018

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 27 JUNE 2018, 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, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

Emergency Procedure

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

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

2.1 Attendance

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

Cr. Tyrrell Gardiner	-	Elected Member
Cr. Luke Davies	-	Elected Member
Cr. James Lee	-	Elected Member
Cr. Janice Dow	-	Elected Member
Cr. Patricia Perks	-	Elected Member
Mr Mark Chester	-	Chief Executive Officer
Mr Phil Anastasakis	-	Director Corporate & Community Services
Mr Luke Botica	-	Director Engineering & Development Services
Ms Cathy Lee	-	Manager Governance & HR
Mrs Gaylene Godfrey	-	PA to Chief Executive Officer & Shire President
Mr Steve Potter	-	Manager Development Services
Mrs Natalie Hopkins	-	Manager Financial Services
Ms Lee Holben	-	Manager Community Services

2.2 Apologies

None.

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

3.1 Mr David Birch – Questions Asked at 30 May 2018 OCM In Relation to the Application for Development Approval (TPS3 and GBRs) – Lot 2 Banksia Road, Crooked Brook

Background

Shire President, Cr. M T Bennett took the following questions on notice:

Question 1. - Original Conditions of Approval

Have the Conditions of Approval with regard to B Class trucks movements for Lot 2 Banksia Road been changed from the original conditions; And if so, Why?

- *Manager Development Services – Mr Steve Potter, Response*

Of relevance to the question, Condition 2 of the 1999 approval stated the following:

“Access to the site is to be by a route negotiated with Council (Ferguson Road, Depiazzi Road & Banksia Road) but shall not be via Dillon Road or Crooked Brook Road; Developer shall contribute to the upgrading of any access route, as required.”

Similarly, Condition 3 (iii) of the 2005 SAT decision states:

“Access to the site is to be via Ferguson Road, Depiazzi Road, Banksia Road but shall not be via Dillon Road or Crooked Brook Road.”

Officers are unaware of any non-compliance with the above conditions, however will continue to monitor the situation.

Question 2. - Water Testing

DWER have advised that they do not audit any water testings from this Banksia Road site, due to a lack of funding. Is the Shire aware of this?

- *Manager Development Services – Mr Steve Potter, Response*

Despite the fact that DWER do not personally undertake water monitoring, the applicant is required to submit an annual report with water monitoring results contained within it which is subsequently assessed by DWER. Officers understand this monitoring forms a condition of the DWER licence granted to the site and is undertaken by suitably qualified environmental consultants on behalf of the licence holder.

4 PUBLIC QUESTION TIME

4.1 Mr David Birch – Follow-Up Questions from Item 3.1 – Questions Asked at 30 May 2018 OCM In Relation to the Application for Development Approval (TPS3 and GBRS) – Lot 2 Banksia Road, Crooked Brook

Mr Birch read aloud the following:

Firstly I would like to acknowledge and thank Officer Steve Potter for following up a complaint we made in relation to a breach of license conditions in allowing a large amount of litter from the Cleanaway site being blown into the adjoining Dardanup Conservation Park. The Shire's response was far greater than from the licensing authority DWER and DBCA the park managers.

My questions relate to 'Item 3 Response to Public Question Time'.

Question 1 – To whom do we report non-compliance of road use conditions and what actions can be taken.

Shire President, Cr. M T Bennett advised that any non-compliance of road use conditions should be reported directly to the Shire and would be dealt with as a breach of the approval conditions.

Mr Birch read aloud the following in regard to the response for Question 2:

Question 2 – Given that the majority of submissions on the site uses have been related to the fear of ground water contamination are Council satisfied with annual assessing by the license authorities of the monitoring results?

Shire President, Cr. M T Bennett advised that Council were satisfied that the water monitoring was being undertaken in accordance with the conditions of the licence as they had employed an independent party in GHD to undertake the assessments.

Mr Birch read aloud the following in regard to the response for Question 3:

Question 3 - Would not a quarterly checking and assessment of the monitoring results be a far better safeguard for concerned residents?

Shire President, Cr. M T Bennett asked that Mr Birch put his request for quarterly testing of the groundwater in writing for Council to consider.

Mr Birch asked:

Are there any triggers in place that would alert the Shire if the quality of the groundwater was falling to unacceptable levels?

Shire President, Cr. M T Bennett advised that the landfill has been operating for 18 years and there has been no indication of any issues. Cr. M T Bennett asked staff if the Shire was provided a copy of the GHD Report.

Manager Development Services, Mr Steve Potter advised that Cleanaway are preparing a website with all the water monitoring results that will be made available to the public, although this information will be highly technical. He advised that the approval the Shire issue is for land use only. The day to day operational conditions are administered by DWER.

Cr. P S Robinson asked if a baseline of acceptable levels will be made available?

Shire President, Cr. M T Bennett advised that they were available online as set by the World Health Organisation.

5 APPLICATIONS FOR LEAVE OF ABSENCE

None.

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**7.1 Ordinary Meeting Held 30 May 2018****OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

196-18 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

THAT the Minutes of the Ordinary Meeting of Council held on 30 May 2018, be confirmed as true and correct subject to no corrections.

CARRIED
8/0

7.2 Special Meeting Held 20 June 2018**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

197-18 MOVED - Cr. T G Gardiner SECONDED - Cr. C N Boyce

THAT the Minutes of the Special Meeting of Council held on 20 June 2018, be confirmed as true and correct subject to no corrections.

CARRIED
8/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

None.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

9.1 Title: Recruitment Process - Chief Executive Officer

Reporting Department: Executive

Reporting Officer: Ms Cathy Lee – Manager Governance & HR

Legislation: Local Government Act 1995

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 a matter affecting an employee or employees.

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.

Shire President, Cr. M T Bennett declared an Impartiality Interest in Item 12.17 as he is a patron of the Eaton Bowling Club.

There were no further Declarations of Interest made.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 *Title: Dardanup Aeromodellers Society – Lease Agreement – Part Lot 4579 Panizza Road Dardanup*

Reporting Department: Executive

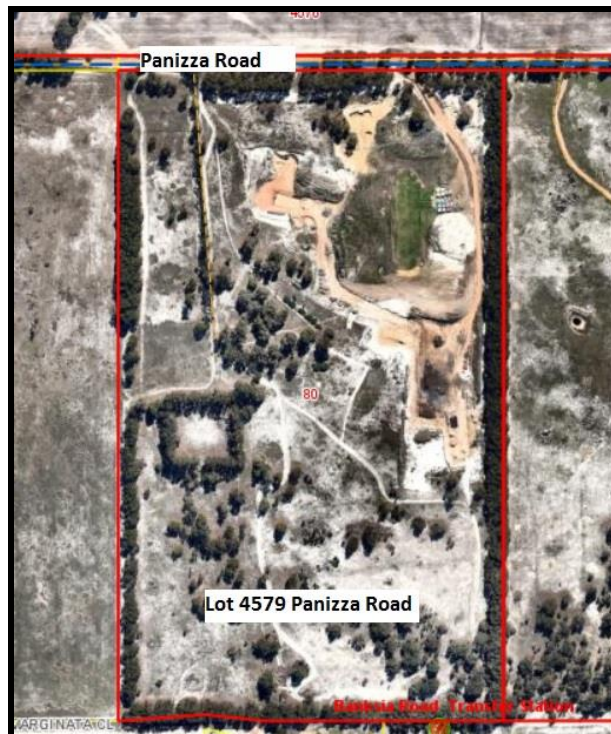
Reporting Officer: Mrs Donna Bailye – Executive Governance Officer

Legislation: Local Government Act 1995

Overview

Council is requested to approve the renewal of the lease of the north-eastern portion of Lot 4579 Panizza Road Dardanup (unused portion of the Shire sand and gravel pit site) to the Dardanup Aeromodellers Society.

Location Plan



Background

In accordance with its Agreement with Council, the Dardanup Aeromodellers Society have requested to renew their lease with the Shire for the north-eastern portion of Lot 4579.

The Dardanup Aeromodellers Society approached the Shire in late 2007 for assistance in locating a suitable model aircraft flying site within the Shire. Negotiations were undertaken and Lot 4579 Panizza Road Dardanup was identified as the most suitable site. This lot is owned by the Shire and contains the Shire's sand and gravel resource, which is quarried from time to time. The Shire also uses parts of the site for the stockpiling of vegetation cleared from roadworks and its processing into woodchip for use in landscaping works.

In January 2008 the Shire entered into an Agreement for a period of five years with the Aeromodellers Society for the use of an area in the middle of Lot 4579. The site plan from the 2008 Agreement is provided (Appendix ORD:12.1). A condition of the Agreement provided for the relocation of the site should the Shire wish to expand its quarrying operations at the Gravel Pit site.

In October 2012 negotiations were initiated for the renewal of the lease, together with the relocation of the site to its current location as provided in the plan above. The new location required a change to the internal road layout, which provided new access to the site and the removal of trees to allow for the new flight path. The removal of the trees was approved by the Department of Environment and Conservation.

A new lease agreement was entered into from June 2013 expiring in June 2018.

Legal Implications

Leasing of Council property falls under Section 3.58 of the Local Government Act “Disposing of Property”.

3.58. Disposing of property

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —*
- (a) *the highest bidder at public auction; or*
 - (b) *the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.*
- (3) *A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —*
- (a) *it gives local public notice of the proposed disposition —*
 - (i) *describing the property concerned; and*
 - (ii) *giving details of the proposed disposition; and*
 - (iii) *inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;*
- and*
- (b) *it considers any submissions made to it before the date specified in the notice and, if its decision is made by the Council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.*
- (4) *The details of a proposed disposition that are required by subsection (3)(a)(ii) include —*
- (a) *the names of all other parties concerned; and*
 - (b) *the consideration to be received by the local government for the disposition; and*
 - (c) *the market value of the disposition —*
 - (i) *as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or*
 - (ii) *as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.*

The advertising of the disposal of property is not required under the Functions and General Regulations 1996 Section 30 (2)(b)(i).

30. Dispositions of property to which section 3.58 of Act does not apply

- (2) *A disposition of land is an exempt disposition if —*
- (b) *the land is disposed of to a body, whether incorporated or not —*

- (i) *the objects of which are of a charitable, benevolent, religious, cultural, educational, recreational, sporting or other like nature; and*

Strategic Community Plan

Outcome 3.2.1 of the Strategic Community Plan.

Environment - None.

Precedents - None.

An agreement has been in place with the Dardanup Aeromodellers Society since 2008. The term of the lease is for a five year period. The current agreement commenced in June 2013 and expires in June 2018.

Budget Implications -

The Dardanup Aeromodellers Society has a peppercorn rental with the Shire.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Reputation – Medium – public criticism could result if Council chose not to renew the lease and required the Dardanup Aeromodellers Society to vacate the site. This could be worse if an alternative site was not found.

Environment – Low – the Dardanup Aeromodellers Society have already undertaken some clearing of trees to make the current site suitable for their operations.

Financial – Low – the Dardanup Aeromodellers Society have already invested a significant amount of time and funds into the site, and are generally considered as having the means to being self-sufficient with minimal to no requirement for financial input from the Shire.

Operational – Low – the Shire and the Dardanup Aeromodellers Society can co-exist on the lot with minimal risk if the boundaries of their lease are well defined and understood. It is understood that most events occur on weekends usually at times when the Shire is not operating at the site.

Health – High – there is machinery, material stockpiles and a dam on the lot, which can pose a safety risk if not protected. It is suggested that the risk can be reduced to Low if the lease area is fenced and all patrons contained within the boundaries.

Officer Comment

An audit of the current location was undertaken as part of the lease renewal process and it has been identified that planning approvals are required for the structures currently in place. This will be undertaken as retrospective approvals and the Planning Department is currently negotiating with the club.

All other matters pertaining to the current agreement have been met and it is proposed that the Council authorise the renewal of the lease to the Dardanup Aeromodellers Society for a further period of five years with the condition that outstanding Planning Approvals are negotiated and finalised.

- *Director Engineering & Development Services Comment*

The Dardanup Aeromodellers Society have invested a considerable amount of time and resources in establishing their facilities at the site and should be commended on their efforts. The existing site is highly suitable for the flying of model aircraft, being situated in a relatively sparsely populated area, which provides for minimal risk of property damage or injury should a model aircraft stray.

The Aeromodellers should have little to no impact on the Shire's operations at the site providing that they are contained within their lease area. However, an inspection and assessment of the site by Shire staff has recommended that a fence be installed around the lease area to manage the risk associated with possible access to material stockpile areas, quarried areas and excavations at the site. A rural type fence would suffice, serving the purpose of demarcating the boundaries and preventing Aeromodellers and spectators from wandering to other areas on the site reducing this to a low risk. It should be noted that should a model aircraft land or crash outside of this area, it will be necessary for someone to collect the aircraft. Under such circumstances, the Shire would expect that a designated person of the Dardanup Aeromodellers Society would be allowed outside of the lease area to retrieve the aircraft – this can be specified in the lease agreement.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

1. Approve the renewal of the lease to the Dardanup Aeromodellers Society, located at Lot 4579 Panizza Road, Dardanup for a period of five years with a peppercorn rental, subject to:
 - a) Obtaining all necessary planning approvals, to be commenced immediately and finalised within six months of the approval to renew the lease;
 - b) Fencing of the lease area boundary (excluding the internal roadway) within three months of the approval to renew the lease.
2. Authorise the Chief Executive Officer and Shire President to negotiate and execute the new lease agreement for the Dardanup Aeromodellers Society.

Note: The following information was provided to elected members prior to the commencement of the meeting:

FURTHER INFORMATION

Manager Development Services Comment

An email has been received from Mr Kerry Forsyth of the Aeromodellers Society requesting that Council consider an alternative to the proposed part 1b) that reads as follows:

- b) Fencing of the lease area boundary (excluding the internal roadway) within three months of the approval to renew the lease.*

The email request regarding the fencing is as follows:

I would like to propose the following as an alternative to the fencing requirement;

- The boundaries of the lease area to be marked with a series of posts to be of a highly visible type with signage advising that the area beyond the posts is RESTRICTED ACCESS. This will allow the Shire to access all areas at all times. The only request the Club would make is that heavy machinery is not driven across the main landing strip.*
- The club to erect a sign at the clubhouse describing the lease area and indicating the access beyond the designated area is restricted.*
- Only designated officers of the club are to access the area outside the lease area and must wear hi-vis vests during this activity.*

*Mr Kerry Forsyth
Secretary/Treasurer
Dardanup Aeromodellers Society (inc.)*

Officers have no objection to this proposal. The resolution has been amended below to remove part b) and replace with new parts b), c) and d).

Change to Officer Recommendation

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

- The resolution was changed to reflect the request made by the proponent. Council agreed to the change.

THAT Council:

- CARRIED
8/0

12.2 Title: WA Local Government Association – Review of the WALGA Waste Levy Policy Statement 2009

Reporting Department: Executive

Reporting Officer: Mr Mark L Chester – Chief Executive Officer

Legislation: Local Government Act 1995

Overview

WALGA have requested that Local Governments provide feedback on the WALGA Waste Levy Policy Statement.

The officer report recommends that the Waste Avoidance and Resource Recovery Levy (the Levy) not be applied to non-metropolitan Local Governments. A number of recommendations are suggested for Council to consider on the basis that the Levy does exist in the metropolitan area and there does not seem to be an appetite to remove the Levy and there is a high probability that the Levy will soon apply to country Local Governments.

If the Levy is to continue it is recommended that the larger proportion is used for the original intent of the Levy, to encourage strategies to divert waste from landfill.

Background

WALGA is currently reviewing its policy statement on the Waste Levy, a discussion paper has been prepared and is attached at (Appendix ORD: 12.2) for review.

Please note that the correspondence requests submissions be provided by the 25 May 2018, however the closing date for submissions has now been extended to the 29 June 2018.

Legal Implications - None.

Strategic Community Plan

Outcome 2.1.3 of the Strategic Community Plan.

Environment

The Waste Avoidance and Resource Recovery Levy (the Levy) applies to the metropolitan area, raised to fund strategic waste management initiatives.

Precedents

Council responds to WALGA policy development from time to time.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

WALGA is seeking member feedback on a review of the discussion paper relating to the Levy.

The discussion paper outlines that the Levy is not being applied to the functions that it was originally designed to fund. Local Government has been consistent with the view that the Levy should only be used to fund strategic waste management initiatives.

Only 25% of funds collected are allocated to the Waste Avoidance and Resource Recovery Account. The balance is allocated to funding the operations of the Department of Water and Environmental Regulation (consolidated revenue). As defined in the discussion paper, the 25% still equates to a considerable sum of money that has been available for strategic initiatives, in the order of \$117 million in Levy and interest payments from 2008 to 2016. Of this sum, \$98 million was distributed, leaving \$30 million unexpended.

Since 2016, a great deal of the funds collected have been allocated to the DWER, full details of the funding model and how the funds are distributed are included in the discussion paper.

The effectiveness of the Levy in re-directing waste away from landfill is not very clear. Statistics show that 900,000 tonnes of waste per year is diverted from landfill however, there is no information to identify where these tonnages ended up, it is either illegally dumped, stockpiled or used as fill, or sent to landfill sites outside the metropolitan area.

Locally it is well known that the Cleanaway Pty Ltd facility at Banksia Road Dardanup receives waste from several metropolitan local government districts.

WALGA through the Municipal Waste Advisory Council is seeking local government feedback on the review of the Waste Levy Policy Statement.

The key issues for comment are:

1. Basis for Local Government Support for the Levy;
2. Application of the Levy to waste generated in the non-metropolitan area;
3. Rationale for the Levy;
4. Differential Levies;
5. Basis for Setting Levy Rates;
6. Administration of the Levy;
7. Funding Scope; and
8. New Section: Regulation of the Levy

1. Basis for Local Government Support for the Levy

Current Policy - Conditional support for Waste Levy

Continuing Local Government support for the Levy is subject to the provision (on an ongoing basis) of robust evidence, made available to the public, demonstrating the Levy is achieving its broad objectives, and on a number of conditions regarding the Levy's operation and the application of Levy funds.

A. Support for a Levy that is hypothecated to strategic waste management activities: Local Government strongly opposes the application of the Levy to non-waste management related activities, such as funding State Government core activities. Local Government supports funds from the Levy being applied to strategic waste management activities.

It is recommended that Council support the continuation of the Levy only on the basis that the Levy is applied to the original intention and purpose, to create and implement waste minimization strategies; including resource recovery, re-use and the potential of waste to energy to divert waste from landfill.

2. Application of the Levy to waste generated in the non-metropolitan area.

Current Policy - There is no support for the Levy to be applied to licensed landfills outside the metropolitan area.

Application of the Levy to licensed landfills outside the metropolitan area would prove to be a significant logistical and financial impost on Local Government landfill operators and potentially have severe environmental impacts. Levy application in these areas could increase the frequency of illegal dumping and provide a disincentive to the regionalisation of landfills.

It is recommended that Council support Policy two, that application of the Levy to non-metropolitan Local Governments is not supported.

Evidence provided in the discussion paper clearly establishes that the DWER has been unable to identify how effective the Levy has been or where all of the waste diverted from landfill has gone.

Expanding the coverage of the Levy to non-metropolitan local governments is effectively an increase in the rates and charges for ratepayers with no evidence to give assurance that the funds collected will lead to environmental benefits. The Levy ought to be used to create incentives for the sustainable management and use of waste or to consolidate waste landfills to become regional facilities. Regional facilities would benefit from the economies of scale, thus reducing operating costs and increasing available resources for investing in new technology and or processing that will tackle the ever growing problem of waste management.

Statistical data provided in the discussion paper suggests that large sums of the Levy are directed to consolidated revenue. The introduction of the Levy to the country areas will clearly be a new tax on the population to increase the revenue of the state government rather than being a resource to change the behaviour of the community in relation to waste management.

The Levy should provide the opportunity for developing waste to energy, an initiative that can be beneficial to the broader community providing the emissions are managed to a level that does not adversely affect air quality and the environment generally.

It is recommended that Council consider suggesting to WALGA that should the government insist that the Levy be applied to non-metropolitan Local Governments that prior to collecting the Levy, the government provide the opportunity for the development of a waste strategy that: -

- a) requires the establishment of regional landfill facilities;
- b) require the DWER to assist Local Governments to identify the most advantageous groupings of Local Governments;
- c) requires the Local Governments to work with DWER to consult with the affected communities to win community support for the identified most suitable locations;
- d) require the regional facility to be designed to transition to a waste to energy facility; and
- e) require the state government to mandate that the waste to energy initiative be supported by Western Power in order that energy generated can be connected to the grid.

Note, page 10 of the discussion paper suggests that the Levy would raise \$17,466,000 from non-metropolitan Local Governments. This level of revenue, even if only a portion was invested in waste to energy, could fund a series of power plants in the more highly populated areas, over a number of years.

It should be noted that waste to energy is recommended as the objective to be attained because recycling/re-use of waste is problematic and is controlled by the export of the waste to China. This can still occur with the ultimate aim of waste to energy as waste as a commodity may increase in value if there is less of it to sell, thus the demand may increase. However, if there is no demand or intermittent gluts the waste can be used in a more valuable way rather than burying it in the ground.

3. Rationale for the Levy

Current Policy – Rationale for the Waste Levy

A clear rationale for the Levy is essential for assessing the appropriateness of all policy decisions which relate to the Levy, such as how it is charged, the rate applied and where the money is spent.

Primarily for raising strategic funds: The primary rationale for the Levy is that it provides a means of generating secure funding for strategic activities in waste management. For the purposes of the Levy, appropriate strategic activities must be identified by a current State Waste Strategy.

Alternative rationale/s: Where State Government identifies an alternative rationale for the Levy, Local Government will only support the alternative rationale to the extent it agrees that the alternative rationale is valid.

State Government rationale/s to be clarified and supported: State Government must clearly state, explain, justify and publicly communicate the rationale/s for applying the Levy, particularly if the State Government intends to apply the Levy to non-metropolitan regions.

It is recommended that the policy position as stated be supported.

An issue for review is that the State Waste Strategy is currently being reviewed; there is no clear strategy for waste management for Western Australia, particularly not in the country areas.

As the State Waste Strategy is under review, that Strategy and the review of the Levy should be linked so that the community is clear on what is proposed and how the initiatives are to be resourced, especially if it is the community through the direct Levy that will be paying the additional tax to fund associated strategies.

4. Differential Levies

Current Policy – Differential Levies

Local Government supports the use of different levy rates between putrescible and inert wastes and considers that other distinctions might be considered such as commercial vs domestic, vs contaminated (including Hazardous waste).

Differential Levy for residual waste resulting from resource recovery facilities: Local Government supports the application of a reduced Levy to residual waste produced by facilities whose primary purpose is resource recovery. This is consistent with the Levy rationale for supporting strategic waste activities; whilst maintaining an economic driver to reduce residual waste.

It is recommended that the policy be amended to state that the levy applies to all equally. The case for this position is that the current arrangements are that even though the non-metropolitan area pays no Levy, grants are still available to country Local Governments from the Levy fund, therefore even though not all contribute all can benefit. In addition, the Levy being the same for all provides equity and fairness as the entire population benefits from initiatives that protect and sustain the environment no matter where the initiative is implemented.

The more of the Levy that is collected the more the revenue is available to provide incentives to develop new safe ways to manage waste.

5. Basis for Setting Levy Rates

Current Policy – Basis for Setting Levy Rates

Consistent with its views regarding the appropriate rationale for the Waste Levy, Local Government considers that the rate of the Waste Levy should be set by reference to a well-defined set of criteria. The criteria which Local Government would support are:

Capacity to fund the State Waste Strategy

Capacity to achieve stated objectives

Capacity to pay the Levy

It is recommended that a five year rolling schedule for the Levy be applied to enable Local Governments to incorporate changes in their Corporate Business Plans and to allow medium to long term strategies to be developed by DWER.

6. Administration of the Levy

Current Policy - Administration by Dedicated Waste Agency

Consistent with MWAC's Position Paper on Preferred Structures for Waste Management in Western Australia (Sept 2001), Local Government support for the Levy is predicated on the funds raised being administered by an independent statutory body.

Due to the review of the policy and that there is uncertainty about future changes to legislation in relation to waste management WALGA recommend that this part of the policy statement be removed, refer page 13 of the discussion paper.

Until the state waste strategy is finalised support or otherwise of an independent statutory body is unknown.

The Levy collected is currently funding DWER as the controlling agency in charge of the environment and waste management; the creation of an independent statutory body will create another resource hungry agency that will divert Levy funds away from strategic initiatives and innovation.

It is recommended that a new statutory body to administer waste management in Western Australia not be supported.

7. *Funding Scope*

Current Policy – Funding Scope

The scope of activities and projects able to be funded through the Waste Levy must recognise differences in regional priorities. Such recognition should include acknowledgement that activities of high priority in urban areas may justifiably be ascribed secondary priority in many rural and regional rural areas.

It is recommended that the Policy reflect that the projects and organisations to be funded by the Levy have a focus on waste management that includes the creation and implementation of waste minimisations strategies, alternative environmentally friendly sustainable alternative uses for waste and that funding agreements include the whole of life costs of infrastructure and legitimate operation costs. (refer page 14 of the discussion paper)

8. *New Section: Regulation of the Levy*

NEW Policy Position: Regulation of the Levy

Without effective regulation, the Levy's ability to raise funds and act as an economic instrument to reduce waste to landfill is negated. The Levy needs to be supported by a comprehensive regulatory regime for both licenced premises and other sites undertaking waste management activities.

It is recommended that this new section of the policy be supported. Application of the Levy requires the support of legislation. How and where the Levy is applied should be defined in regulations so that everyone is aware of the legal requirements and how they are affected as a business and individually.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Discussion:

*Cr. C N Boyce moved the resolution and Cr. P S Robinson seconded.
Shire President, Cr. M T Bennett advised that he would like to see the levy applied to non-metropolitan regional areas phased in over five years, starting*

in 2020. Hoping that this may encourage others to think about waste to energy rather than putting it in the ground.

Cr. C N Boyce would like to see the levy used for education. She would not support a levy in a regional area unless the funds were being used for educational and not operational purposes.

Shire President, Cr. M T Bennett advised that from reading the documentation it appears that the levy is paid by the local government from which the rubbish is generated.

Council discussed the addition of Part 3 to recommend that the levy be phased in over 5 years from 2020 for regional local governments (providing these funds are used to go toward education.).

The mover and the seconder agreed that this be included in the resolution and Part 3 was added to the motion.

Change to Officer Recommendation

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

- *By introducing the Levy to non-metropoliatn local governments in regional areas, phased in over five years starting in 2020 might encourage others to think about waste to energy.*

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

199-18 MOVED - Cr. C N Boyce SECONDED - Cr. P S Robinson

THAT Council:

1. Receives the WA Local Government Association discussion paper on the Review of the WALGA Waste Levy Policy Statement 2009.

2. Adopts the officer recommendations per the report as follows:

a) Basis for Local Government Support for the Levy

Current Policy - Conditional support for Waste Levy

Continuing Local Government support for the Levy is subject to the provision (on an ongoing basis) of robust evidence, made available to the public, demonstrating the Levy is achieving its broad objectives, and on a number of conditions regarding the Levy's operation and the application of Levy funds.

A. Support for a Levy that is hypothecated to strategic waste management activities: Local Government strongly opposes the application of the Levy to non-waste management related activities, such as funding State Government core activities.

Local Government supports funds from the Levy being applied to strategic waste management activities.

Recommendation: Support the continuation of the Levy only on the basis that the Levy is applied to the original intention and purpose, to create and implement waste minimization strategies; including, resource recovery, re-use and the potential for waste to energy to divert waste from landfill.

b) Application of the Levy to waste generated in the non-metropolitan area.

Current Policy - There is no support for the Levy to be applied to licensed landfills outside the metropolitan area.

Application of the Levy to licensed landfills outside the metropolitan area would prove to be a significant logistical and financial impost on Local Government landfill operators and potentially have severe environmental impacts. Levy application in these areas could increase the frequency of illegal dumping and provide a disincentive to the regionalisation of landfills.

Recommendation: Support Policy 2, that application of the Levy to non-metropolitan Local Governments is not supported.

Advise WALGA that should the government insist that the Levy be applied to non-metropolitan Local Governments that prior to collecting the Levy, the government provide the opportunity for the development of a waste strategy that:

- i) require the establishment of regional landfill facilities;
- ii) require the DWER to assist Local Governments identify the most advantageous groupings of Local Governments;
- iii) require the Local Governments to work with DWER to consult with the affected communities to win community support for the identified most suitable locations;
- iv) require the regional facility to be designed to transition to a waste to energy facility;
- v) require the state government to mandate that the waste to energy initiative to be supported by Western Power in order that energy generated can be connected to the grid.
- vi) the landfill levy be applied to the local government from where the waste is generated, not applied on the basis of where the landfill/waste management facility is located.

c) Rationale for the Levy

Current Policy – Rationale for the Waste Levy

A clear rationale for the Levy is essential for assessing the appropriateness of all policy decisions which relate to the Levy, such as how it is charged, the rate applied and where the money is spent.

Primarily for raising strategic funds: The primary rationale for the Levy is that it provides a means of generating secure funding for strategic activities in waste management. For the purposes of the Levy, appropriate strategic activities must be identified by a current State Waste Strategy.

Alternative rationale/s: Where State Government identifies an alternative rationale for the Levy, Local Government will only support the alternative rationale to the extent it agrees that the alternative rationale is valid.

State Government rationale/s to be clarified and supported: State Government must clearly state, explain, justify and publicly communicate the rationale/s for applying the Levy, particularly if the State Government intends to apply the Levy to non-metropolitan regions.

Recommendation: That the policy position as stated be supported.

d) Differential Levies

Current Policy – Differential Levies

Local Government supports the use of different levy rates between putrescible and inert wastes and considers that other distinctions might be considered such as commercial vs domestic, vs contaminated (including Hazardous waste).

Differential Levy for residual waste resulting from resource recovery facilities: Local Government supports the application of a reduced Levy to residual waste produced by facilities whose primary purpose is resource recovery. This is consistent with the Levy rationale for supporting strategic waste activities; whilst maintaining an economic driver to reduce residual waste.

Recommendation: That the policy be amended to state that the levy applies to all equally.

e) Basis for Setting Levy Rates

Current Policy – Basis for Setting Levy Rates

Consistent with its views regarding the appropriate rationale for the Waste Levy, Local Government considers that the rate of the Waste Levy should be set by reference to a well-defined

set of criteria. The criteria which Local Government would support are:

*Capacity to fund the State Waste Strategy
Capacity to achieve stated objectives
Capacity to pay the Levy*

Recommendation: That a five year rolling schedule for the Levy be applied to enable Local Governments to incorporate changes in their Corporate Business Plans and to allow medium to long term strategies to be developed by DWER.

f) Administration of the Levy

Current Policy - Administration by Dedicated Waste Agency Consistent with MWAC's Position Paper on Preferred Structures for Waste Management in Western Australia (Sept 2001), Local Government support for the Levy is predicated on the funds raised being administered by an independent statutory body.

Recommendation: That this part of the policy statement be removed, refer page 13 of the discussion paper; and

That a new statutory body to administer waste management in Western Australia not be supported.

g) Funding Scope

*Current Policy – Funding Scope
The scope of activities and projects able to be funded through the Waste Levy must recognise differences in regional priorities. Such recognition should include acknowledgement that activities of high priority in urban areas may justifiably be ascribed secondary priority in many rural and regional rural areas.*

Recommendation: That the Policy reflect that the projects and organisations to be funded by the Levy have a focus on waste management that includes the creation and implementation of waste minimizations strategies, alternative environmentally friendly sustainable alternative uses for waste and that funding agreements include the whole of life costs of infrastructure and legitimate operation costs.

h) New Section: Regulation of the Levy

*NEW Policy Position: Regulation of the Levy
Without effective regulation, the Levy's ability to raise funds and act as an economic instrument to reduce waste to landfill is negated. The Levy needs to be supported by a*

comprehensive regulatory regime for both licenced premises and other sites undertaking waste management activities.

Recommendation: That this new section of the policy be supported. Application of the Levy requires the support of legislation. How and where the Levy is applied should be defined in regulations so that everyone is aware of the legal requirements and how they are affected as a business and individually.

3. **Recommend that the levy be phased in over 5 years from 2020 for regional local governments (providing these funds are used to go toward education).**

CARRIED

8/0

12.3

Title: Regional Waste Facilities – Strategic Solutions

Reporting Department: Executive

Reporting Officer: Mr Mark L Chester – Chief Executive Officer

Legislation: Local Government Act 1995

Overview

This report is to bring Council up to date with discussions between the Chief Executive Officers of South West Local Governments in relation to regional waste facilities and to recommend that Council continue to participate in the discussions including providing financial support for the appointment of a Project Officer to gather the information required to conduct a Market Sounding Exercise (calling for expressions of interest) to identify waste management options including Waste to Energy, on a regional and/or sub regional basis.

Background

The investigation into establishing a regional waste management facility has been ongoing for a number of years.

At the Ordinary meeting of Council on the 23 September 2015 Council adopted resolution [264-15]:

THAT Council:

- 1. Receives the report titled Regional Waste Management Strategy (July 2015) prepared by Talis Consultants (Confidential Document);*
- 2. Supports the Regional Waste Management Strategy recommendations with an addition requirement for the consultants to investigate existing waste to an energy facilities to assess the capital operating cost and the tonnages required to provide a viable Waste to Energy Facility;*
- 3. Continue working towards developing a South West Regional Waste Management System, in collaboration with the other local government authorities, including participating and contributing to further studies to assess strategic options, waste to energy development opportunities, regional site alternatives and establish an appropriate governance model; and*
- 4. Authorise the Chief Executive Officer to negotiate a cost sharing arrangement with other participant local government authorities with expenditure on the Shire of Dardanup portion of the project required in 2015-2016 financial year to be sourced from the Shire's consultancy budget allocation.*
- 5. Request the Chief Executive Officer undertake research of what waste to energy facilities are currently in use; including meeting with the providers.*

The Bunbury Wellington Group of Councils (BWGC) (the City of Bunbury and the Shires of Boyup Brook, Capel, Collie, Dardanup, Donnybrook-Balingup, and Harvey), has been working with the other South West Local Governments (Shires of Augusta - Margaret River, Bridgetown-Greenbushes, Busselton, Manjimup and Nannup), for over three years to identify a regional waste management facility.

Prior to 2014, funding was secured by the BWGC from the Country Local Government Fund (Royalties for Regions) to purchase a site and commence development.

During 2014 the Shire of Dardanup offered up the Shire Banksia Road site (formerly Lot 1 Banksia Road, now Lot 81, since the sale and subdivision to sell part of the site to the Water Corporation) as a potential regional site however, through the process the Shire placed the land on the open market and it was subsequently purchased by CPSS Pty Ltd (Lot 81). As the grant funds were not used on Banksia Road or any other property or waste management initiative the new state government elected in 2017 required the funds to be returned.

Interest from the funds held were used with contributions from the twelve local governments to appoint the Talis Group to investigate possible sites for a regional waste management facility, including a landfill, to cater for the waste needs of the South West Region.

Talis identified several sites, the priority being a reserve on Goodwood Road located in the Shire of Capel.

Subsequently an environmental impact assessment was undertaken and the Shire of Capel commenced a process to acquire the land for the facility, including advertising the project seeking community submissions.

The environmental assessment identified a number of impediments to developing the site including rare and endangered species of flora and fauna. The community objected to the proposal in the strongest possible terms and as a result the Shire withdrew the application.

The process also re-affirmed that the state government is not supportive of landfill sites being established within the Swan Coastal Plain. This position makes it very difficult for local government to identify a site and to win the support of the community and the government agencies within the Swan Coastal Plain.

Of the 12 local governments in the south west, the Shire of Capel and the Shire of Dardanup do not own and operate a waste landfill facility. The Shire of Harvey has its own facility and is a partner with the City of Bunbury in the Bunbury Harvey Regional Council facility at Stanley Road, located in the Shire of Harvey; all other local governments have at least one landfill site.

Each local government has reassessed their waste needs and the majority on the coastal strip will require an alternative facility within the next ten to twenty years.

In keeping with the desire to reduce the number of facilities and to have the community benefit from the economies of scale the local governments are maintaining a close liaison on the matter.

On the 28 May 2018, each of the Chief Executive Officers, with a number of officers involved in waste management, met at the Shire of Capel to further discuss the issue of waste management.

The meeting heard a presentation from Talis on the concept of testing the market on what waste management opportunities were available, and a further presentation

from a waste to energy company InRim on their technology and availability to the market. Information on InRim is available on their web site www.inrim.com.au.

As a result of the discussions the Chief Executive Officers agreed that updating each local government's waste needs was essential and that a Project Officer should be appointed to gather the information with a view to calling expressions of interest from the waste industry to see what is available and at what cost.

Legal Implications

The Shire of Dardanup has a contract with Cleanaway Pty Ltd for the disposal of the Shire's waste at their Banksia Road landfill site. If the Shire contemplates re-directing municipal waste to another service provider the terms of the contract with Cleanaway will need to be adhered to.

Strategic Community Plan

Outcome 2.1.3 of the Strategic Community Plan.

Environment

Management of waste in all of its forms has an impact on the environment therefore it is essential that the Shire commit resources to seeking solutions to minimising environmental impacts.

Precedents

The Shire of Dardanup has committed to a number of regional studies previously, not only in relation to waste but including the management of Corellas, resource sharing initiatives and the investigation into the management and eradication of cotton bush.

Budget Implications

The Shire of Dardanup's contribution to the proposal is \$6,801.00, however, this fee may increase or decrease for the following reasons.

Increase – if one or more of the local governments decide not to participate in the project (e.g. some of the smaller local governments have sufficient capacity to deal with their waste on their own for over twenty years based on population projections).

Decrease – an approach has been made to the South West Development Commission to seek funding to support the project. The Bunbury Wellington Group of Councils Trust Fund has \$36,000 that may be applied to the project. An allocation of 50% from this fund has been approved by the Bunbury Wellington Group of Councils Chief Executive Officer group.

It is recommended that the Shire's contribution be to a maximum of \$7,000 (as budgeted from Town Planning Studies Reserve).

Please see table at (Appendix ORD: 12.3).

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

It is recommended that the Shire of Dardanup participate in the appointment of a Project Officer to facilitate the gathering of information to further explore the opportunities for how municipal, industrial and community waste can be managed to the benefit of the community of the south west. This commitment is to see the project through to calling for expressions of interest to test the availability of waste management providers, including waste to energy.

It should be noted that this is not a commitment to go ahead with a new service provider. Any decision to change the way the Shire's waste is managed will be subject to further reports and assessment of the options, including the calling of tenders, either on the Shire's own behalf or as a regional group.

The City of Busselton has offered to host the officer.

The Shire's financial commitment is to be funded from the Consultant's Sundry Budget.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

200-18 MOVED - Cr. P S Robinson SECONDED - Cr. J Lee

THAT Council:

1. **Continue to participate in the South West Regional Group of Councils investigation into waste management solutions for the south west.**
2. **Provide financial support to a maximum of \$7,000 for the appointment of the Project Officer to undertake the required research of the waste that is to be managed throughout the South West.**
3. **Acknowledge that the Project Officer is to be hosted by the City of Busselton.**

CARRIED
8/0

12.4 Title: Economic Development Plan Collie and Bunbury Regions
Reference Group – Nomination of Representative

Reporting Department: Executive

Reporting Officer: Mr Mark L Chester – Chief Executive Officer

Legislation: Local Government Act 1995

Overview

The Shire of Dardanup has been invited to nominate a representative to participate on the Reference Group for the Economic Development Plan for the Collie and Bunbury Regions (EDPCB).

Background

Correspondence was received by the Shire President on 12 June 2018 from the Hon. Alannah MacTiernan MLC, Minister for Regional Development; Agriculture and Food; Minister Assisting the Minister for State Development; Jobs and Trade inviting the Shire of Dardanup to nominate a representative to participate on the Reference Group (Appendix ORD: 12.4).

A Ministerial Steering Committee comprising of key Government advisers and agencies, led by the Department of Primary Industries and Regional Development (South West Development Commission) will be responsible for the development of the Plan. The Industry Reference Group will take an active role in the scoping, development and proposed implementation of the Plan.

The inaugural meeting of the Reference Group was held on 22 June 2018 and attended by Cr. M T Bennett, Shire President as there was no Ordinary Council Meeting scheduled to take place prior to this date at which a nomination could be endorsed by Council.

Legal Implications

Appointment of elected members and staff to represent the Council on external working parties and committees requires a resolution of Council.

Strategic Community Plan

Strategy 1.5.1 and 1.5.2 of the Strategic Community Plan.

Environment - None.

Precedents

Council has nominated elected members to participate in working groups on a number of occasions. For example the State Government Water for Food initiative for expanding the horticultural investment in the Shire of Harvey in relation to improving the water quality of the Wellington Dam. More recently, Council nominated an elected member to participate in the Westport Local Government Reference Group – a project with potential ramifications for the expansion of the Bunbury Port.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

It is recommended that Council nominate a representative to the Reference Group for the Economic Development Plan Collie and Bunbury Regions as it is an initiative aimed at promoting economic growth and job opportunities in the region.

The invitation is included in the Appendices (Appendix ORD: 12.4) for the first meeting which was held on 22 June 2018. Due to the late notice, this meeting was attended by Cr. M T Bennett, Shire President.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

201-18 MOVED - Cr. P S Robinson SECONDED - Cr. J Lee

THAT Council appoint Cr. M T Bennett to be a representative on the Economic Development Plan Collie and Bunbury Regions Reference Group.

CARRIED
8/0

By Absolute Majority

12.5 Title: Annual Review of Delegations

Reporting Department: Executive

Reporting Officer: Mrs Donna Bailye – Executive Governance Officer

Legislation: Local Government Act 1995

Overview

An annual review of Delegations has been undertaken and the 2018-2019 Delegations listing has been provided for the Council to endorse.

Background

The Local Government Act 1995 empowers Council to delegate certain power and authority to the Chief Executive Officer to carry out the functions of Council, section 5.46 requires the delegations to be reviewed at least annually. A number of duties are to be performed by officers authorized by the local government; these areas are included for Council to endorse.

Legal Implications

- Local Government Act 1995

Section 3.24 and 3.25 - The powers given to the local government by this Subdivision can only be exercised on behalf of the local government by a person expressly authorized by it to exercise those powers. (This section relates to requiring the owner or occupier of land to do what is specified in the notice in relation to the land).

Section 3.28 - The powers of entry conferred by this Subdivision may be used for performing any function that a local government has under this Act if entry is required for the performance of the function or in any other case in which entry is authorized by this Act other than by a local law.

Section 3.39 (1) – An employee authorized by a local government for the purpose may remove and impound any goods that are involved in a contravention that can lead to impounding.

Section 5.42 – provides that a local government may delegate to the Chief Executive Officer the exercise of any of its powers or the discharge of any of its duties under the Local Government Act. This also applies to the delegation of powers under the Planning and Development Act 2005 that enables Council to delegate powers to the Chief Executive Officer in reference to section 214(2) (3) or (5) to issue a directions notice for non-compliance with the Town Planning Scheme or any conditions imposed on a development. Note: absolute majority required.

Section 5.43 – Council cannot delegate to a Chief Executive Officer any power that requires an absolute majority of the Local Government.

Section 5.44 – provides power to the Chief Executive Officer to delegate to any employee of the local government, the discharge of any of the Chief Executive Officer's duties or powers.

Section 5.45 (a) – delegations are for the period of time specified, or if no time is specified then the delegation is indefinite.

Section 5.45 (b) – any decision to amend or revoke a delegation is to be by an absolute majority vote.

Section 5.46(2) – requires that at least once in every financial year, delegations are to be reviewed by the delegate.

Section 9.10 - Appointment of authorised persons - The local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions. The local government is to issue the authorized person with a certificate stating the person is so authorized.

Section 9.11 (1) (2) – An employee of a local government who is authorized by the local government for the purposes of this section may demand from the person suspected of committing an offense against the Act, the person's name, address and date of birth, and may examine a vehicle and demand from the person in charge of it details of the person's name and address, the owner of the vehicles name and address and whether the vehicle is licensed.

Section 9.13 (1) – Council may appoint a person as an authorized person for the purposes of this section to issue a notice to the owner of a vehicle. And (2) Where a vehicle offence is alleged to have been committed and the identity of the person committing the alleged offence is not known and cannot immediately be ascertained an authorized person may give the owner of the vehicle a notice under this section.

Section 9.16 – An authorized person who has reason to believe a person has committed a prescribed offence against a regulation or local law made under this Act, may within 28 days after the alleged offence is believed to have been committed, give an infringement notice to the alleged offender.

Section 9.17 – The infringement notice is to be in the prescribed form, the modified penalty unless prescribed by regulation, is not to exceed 10% of the maximum fine for that offence by a court.

Section 9.19 – An authorized person can extend the period of 28 days within which the modified penalty may be paid and the extension may be allowed whether or not the 28 days has elapsed.

Section 9.20 – An authorized person may withdraw an infringement whether or not the modified penalty has been paid, within one year after the infringement notice was given, if the infringement has been paid the amount is to be refunded.

- Local Government (Administration) Regulations 1996

Regulation 34B (4) and (5) Decisions on registering gifts in the Gift Register.

- Bush Fires Act 1954

Section 59 (3) A local government may, by written instrument of delegation, delegate authority generally, or in any class of case, or in any particular case, to its bush fire control officer, or other officer, to consider allegations of offences alleged to have been committed against this Act in the district of the local government and, if the delegate thinks fit, to institute and carry on proceedings in the name of the local government against any person alleged to have committed any of those offences in the district, and may pay out of its funds any costs and expenses incurred in or about the proceedings.

Section 48 (1) A local government may, in writing, delegate to its chief executive officer the performance of any of its functions under this Act.

- Food Act 2008

Section 118 A local government is authorised to empower an officer to undertake duties as defined by the Act.

- Health (Miscellaneous Provisions) Act 1911& Public Health Act 2016.

Section 26 A local government is authorized to empower an officer to undertake duties as defined by the Act.

- Cat Act 2011

Section 44 The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

- Dog Act 1976

Section 10 AA The local government may delegate to its CEO the exercise of any of its powers or the discharge of any of its duties under another provision of this Act.

- Litter Act 1979 Appointment of Authorised Officers

All local government employees can be authorized officers providing they have been provided a Certificate of Appointment by the Authority, per Schedule 2 of the Litter Regulations 1981.

- Control of Vehicles (Off Road Vehicles) 1978 Appointment of Authorised Officers

All local government employees can be authorized officers providing they have been provided a Certificate of Appointment by the Authority, per Schedule 1 of the Control of Vehicles (Off Road Vehicles) 1978.

- Itinerant Vendors

Local Government Act 1960 Bylaws Relating to Hawkers, Stallholders and Trading in Public Places.

A person must not conduct a stall for the sale of goods, wares or merchandise within the District unless the person holds a relevant licence issued pursuant to these By-laws. A licence may be issued for a period of not more than 12 months subject to any conditions the Council thinks fit.

Itinerant Vendor licences are generally used for the sale of goods from mobile premises such as ice cream vans, lunch vans and the like. The Licences may be revoked should the premises fail to meet the required Health Standards or if specific conditions are not met.

- Town Planning

Shire of Dardanup Town Planning Scheme No. 3 provides Council the power to delegate power to the Chief Executive Officer.

- Building Act 2011

Section 127 of the *Building Act 2011* enables local governments to delegate any of its powers or duties as a permit authority under the Act. Such a delegation can only be made to an employee of the local government as per the *Local Government Act 1995* section 5.36 [Chief Executive Officer].

- Principal Environmental Health Officer

The Environmental Health Officer [EHO or PEHO] should be delegated the powers (in the list) for the performance of his/her day-to-day duties. There may, from time to time, be an urgent or emergency situation pertaining to public health in which prompt action by an EHO is required.

There are a number of items on the list which would not pertain to any emergency but such a part of the normal day-to-day functions of an EHO and well within the capabilities and competencies of an EHO.

There are a handful of significant emergency powers which are not included in the list. They pertain to events and matters which only a Chief Executive Officer should preside over.

Strategic Community Plan

Objective 1.1.2 of the Strategic Community Plan.

Environment - None.

Precedents - Council consider delegations annually.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Officer Comment

Following is a list of delegations made during the 2017/18 financial year for Council's review and consideration for the 2018/19 financial year. Each recommendation is self-explanatory; and aligned with the WALGA model, with new delegations highlighted with an asterix.

Section 5.42 of the Local Government Act empowers Council to delegate authority to the Chief Executive Officer, it is then up to the Chief Executive Officer to delegate authority to other officers.

The Chief Executive Officer is authorised by the Act, section 5.44 to delegate powers to other officers. Such delegations will be made to the relevant officers that have the relevant qualifications and experience in relation to the delegated powers.

- *Director Engineering & Development Services Comment*

In regards to the Engineering Services Delegation ES01 Over Length Vehicles, it is recommended that all roads contained within the Picton East Industrial Area are reclassified as RAV Category 4 Network roads. Staff have received requests from truck operators to operate the configuration in the industrial area, which contains predominantly transport related businesses. The RAV4 truck configuration is similar in style to the RAV3 with the exception of having an extra axle in the dolly group (triauxle dolly instead of a tandem dolly). Recent upgrades to the intersections accessing the industrial area allows improved access and is suitable for the configuration.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Discussion:

Council discussed Delegation GD22 and decided to increase the amount from \$100,00 to \$200,000 to be in line with recent increases of other delegations to the Chief Executive Officer.

Change to Officer Recommendation

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

- GD22 change to \$200,000 to be in line with recent increases in delegation to the Chief Executive Officer.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

202-18 MOVED - Cr. P S Robinson SECONDED - Cr. J Dow

Note: * defines a new delegation.

THAT Council

1. **Delegate powers and duties to the Chief Executive Officer as empowered by the Local Government Act 1995, Regulations, the Shire of Dardanup Town Planning Scheme No. 3, and other relevant statutes as follows:-**

GENERAL DELEGATIONS (GD)**General Powers of Discharge of Duties and Functions**

Council delegate authority to its Chief Executive Officer general powers of delegation to make decisions and carry out duties as follows:

- | | |
|---------------|--|
| GD01 - | To perform the function of the Council as applies to the Council Policy Manual; |
| GD02 - | To make payments from Trust, Reserve and Municipal Fund; |
| GD03 - | To purchase goods and services to a value of not more than \$200,000; |
| GD04 - | To obtain legal opinion from solicitors where deemed appropriate; |
| GD05 - | To grant subdivision clearances where conditions have been met or bond monies paid, with the exception of particular subdivisions as directed by Council where Council requires those identified to be referred to Council for clearance; |
| GD06 - | To invest funds in accordance with Council's investment policy; |
| GD07 - | To proceed with prosecutions where local laws and acts have been breached; |
| GD08 - | Power to allow Council/Community based committees to use Council Meeting rooms. |
| GD09 - | Authority to sign documents with Shire President and apply the Common Seal following a Council resolution to approve a contract or agreement. |

GD10 Calling of Tenders

The Chief Executive Officer be delegated authority to:

1. Call tenders for goods and services that are in excess of \$150,000 in value that are included in the Council's annual budget; and
2. Provide Council with a written evaluation against the selection criteria for each tender to assist Council in deciding which tender Council to accept.

GD11 Local Laws

Council delegate authority to the Chief Executive Officer as an authorised person pursuant to the following Shire of Dardanup Local Laws and also pursuant to Section 9.10 of the Local Government Act to perform the functions required under the following Shire of Dardanup Local Laws:

- Activities in Thoroughfares and Public Places and Trading Local Law 2009;
- Parking and Parking Facilities Local Law 2009;
- Local Government Property Local Law 2007;
- Cemeteries Local Law 2014;
- Dust Control Local Law 2011;
- Dogs Local Law 2014; and
- Keeping & Control of Cats Local Law 2014.

GD12 Bylaws Relating to Hawkers, Stallholders and Trading in Public Places

The Chief Executive Officer be delegated authority to impose conditions and approve Stall Holder licences, Hawkers Licences and Trading in Public Places Licences.

The Chief Executive Officer be delegated authority to cancel Stall Holder licences, Hawkers Licences and Trading in Public Places Licences should the conditions imposed on a license not be met.

GD13 Issue Notices Requiring Certain Things to be Done by Owner or Occupier of Land

The Chief Executive Officer be authorised to exercise powers for "issue of notices requiring certain things to be done by owner or occupier of land" as detailed under section 3.25 of the Act on behalf of Council under Section 3.24 of the Local Government Act.

GD14 Powers of Entry to Land

The Chief Executive Officer be authorised to exercise powers of entry to land under Part 3 – Division 3, Subdivision 3 of the Local Government Act, Section 3.28.

GD15 Receive Modified Penalties

The Chief Executive Officer be authorised to receive modified penalties under Section 9.17 of the Local Government Act 1995.

GD16 Extension for Time for Payment

The Chief Executive Officer be authorised to extend the time for payment of a modified penalty under Section 9.19 of the Local Government Act 1995.

GD17 Recording of Gifts in Register

The Chief Executive Officer be delegated authority to decide if a gift of hospitality or anything does not need to be recorded in accordance with Regulation 34B (4) and (5) of the Local Government (Administration) Regulations 1996.

GD18 Withdrawal of Infringement Notices

The Chief Executive Officer be authorised to withdraw an infringement notice under Section 9.20 of the Local Government Act 1995.

GD19 Street Stalls

The Chief Executive Officer be delegated authority to give community groups and charitable organisations approval to hold street stalls in the Shire.

GD20 Write off of Balances under \$3,000

The Chief Executive Officer be delegated authority to waive or write off debts under \$3,000 under Sections 5.42 and 6.12 of the Local Government Act 1995.

**GD21 Function of Chief Executive Officer – Speak On
Behalf of Local Government**

The Chief Executive Officer be delegated authority in accordance with Section 2.8(1) and 5.41(f) of the Local Government Act 1995 to speak on behalf of the Local Government.

**GD22 Authorise Electronic Funds Transfer to Australian
Taxation Office.**

The Chief Executive Officer be delegated authority to authorise Electronic Funds Transfer (EFT) files for Payroll and Accounts Payable payments to the Australian Taxation Office for the value of \$200,000.

***GD23 Disposal of Surplus Good and Equipment
(Minor Assets)**

The Chief Executive Officer be delegated authority to dispose of property below the value of \$20,000 and the conditions relating to plant and vehicles trade-ins ensuring full compliance with applicable legislative obligations.

***GD24 Compensation for Damage Incurred when
performing Executive Functions**

The Chief Executive Officer be delegated authority in Accordance with Section 3.22(1) & 3.23 of the Local Government Act to assess and determine the extent of damage to private property arising directly from performance of executive functions and make payment of compensation. Where compensation is unable to be determined and agreed between parties, give effect to arbitration in accordance section s 3.23.

***GD25 Expression of Interest for Goods and Services**

The Chief Executive Officer be delegated authority to determine when to seek Expressions of Interest and to invite Expressions of Interest for the supply of goods and services and to consider Expressions of Interest for listing as acceptable tenderers.

***GD26 Disposing of Property**

The Chief Executive Officer be delegated authority in Accordance with Section 3.58(2) and (3) of the Local Government Act to dispose of property.

***GD27 Information to be Available to the Public**

The Chief Executive Officer be delegated authority to determine the public right to or right not to inspect information in accordance with s9.95 (1) (b) & 3(b) of the Local Government Act and Regulations 29(2), 29(3) and 29(B) of the Local Government (Administration) Regulations 1996.

***GD28 Audit and Risk Committee**

The Chief Executive Officer be delegated authority in accordance with Section 5.16, 7.1B of the Local Government Act to meet with the Shires Auditors at least once every year on behalf of Council and to ensure matters that require action be taken.

***GD29 Agreement as to Payment of Rates and Service Charges**

The Chief Executive Officer be delegated authority in accordance with Section 5.42, 5.43 of the Local Government Act to make an agreement with a person for the payment of rates or service charges.

***GD30 Recovery of Rates Debts – Require Lessee to Pay Rent**

The Chief Executive Officer be delegated authority in accordance with Section 5.42, 5.43 of the Local Government Act to give notice to a lessee of land in respect of which there is an unpaid rate or service charge, requiring the lessee to pay its rent to the Shire.

***GD31 Rate Record – Objections**

The Chief Executive Officer be delegated authority in accordance with Section 5.42, 5.43 of the Local Government Act to extend the time for a person to make an objection to a rate record, consider and either allow or disallow it.

***GD32 Financial Management Systems and Procedures**

The Chief Executive Officer be delegated authority in accordance with Regulation 17 of the Local Government (Audit) Regulations 1996 to conduct the review of the appropriateness and effectiveness of the Shire of Dardanup systems and procedures in relation to:

- a) Risk management; and
- b) Internal controls; and
- c) Legislative compliance.

***GD33 Audit – Chief Executive Officer Review of Systems and Procedures**

The Chief Executive Officer be delegated authority in accordance with Regulation 5 of the Local Government (Financial Management) Regulations 1996 to establish systems and procedures which give effect to internal controls and risk mitigation for the Shire of Dardanup.

ENGINEERING SERVICES DELEGATIONS (ES)

ES01 Over Length Vehicles

The Chief Executive Officer be delegated authority to approve Restricted Access Vehicles (RAV) Categories 2 and 3 on the following roads:

ROAD	SECTION
Copplestone Road	Martin-Pelusey Road to end
Harris Road	Martin Pelusey Road to Shire Boundary
King Tree Road	Wellington Mill Road to Mungalup Road
Mungalup Road	Pile Road (Falcon Road) to Shire Boundary
Pattersons Road	South Road to Ferguson Road
Pile Road	Ferguson Road to Mungalup Road (Falcon Road)
Queenwood Road	Ferguson Road to Trevena Road
South Road	Pattersons Road to Mungalup Road
Wellington Mill Road	Ferguson Road to Ferguson Road

The Chief Executive Officer be delegated authority to approve Restricted Access Vehicles (RAV) Category 4 on the following roads:

ROAD	SECTION
Harris Road	Martin Pelusey Road to Shire Boundary
Martin Pelusey Road	Full Length
Copplestone Road	Martin Pelusey Road to end.

The following roads are approved RAV Network 2 and 3 roads and do not require any further approvals from the Shire of Dardanup:

ROAD	SECTION
Banksia Road	1.52 SLK from Crooked Brook Road to Depiazzi Road (Panizza Road)
Busher Road	Moore Road to end of road
Depiazzi Road	Ferguson Road to Banksia Road (Panizza Road)

ROAD	SECTION
Dowdells Line	South Western Hwy to O'Connor Road
Ferguson Road	Waterloo Road to Shire Boundary
Giorgi Road	Full Length
Moore Road	2.68 km Section starting from Bunbury Outer Ring Road
O'Connor Road	Dowdells Line to Offer Road
Barcoo Close (Old Moore Road)	0.3 km Section starting from Moore Road
Waterloo Road	Full Length

The following roads are approved RAV Network 2, 3 and 4 roads and do not require any further approvals from the Shire of Dardanup:

ROAD	SECTION
Andrew Foord Way	Kerr Road to Coleman Turn
Coleman Turn	Full Length
Delmarco Drive	Full Length
Golding Crescent	Full Length
Hardisty Court	Full Length
Kerr Road	Full Length
Nicholson Road	Full Length
Pedretti Road	Full Length
Ramsay Loop	Full Length
Warrego Road	Full Length

No Concessional Loading is approved on Council roads.

ES02 Roadside Markers

The Chief Executive Officer be delegated authority to approve applications for the placing of small white crosses on the verge area at the scene of fatal road accidents, providing applications meet the conditions outlined in Council Policy.

ES03 Traffic Management Plans

The Chief Executive Officer be delegated authority to approve and implement traffic management plans for roadworks and events.

ES04 Construction Tenders

The Chief Executive Officer be delegated authority to call outside tenders for construction works as required, providing that there is no impact on outside staff numbers, and that works are contained within the current budget.

ES05 Plant and Vehicle Tenders

The Chief Executive Officer be delegated authority to call outside tenders for the purchase and/or supply of plant and vehicles as required, providing that the net expenditure is contained within the current budget.

ES06 Tenders for the Provision of Goods and Services for the Next Financial Year

The Chief Executive Officer be delegated authority to call outside tenders for the provision of goods and services for the next budget.

ES07 Approval of Subdivisional Construction Drawings

The Chief Executive Officer be delegated authority to approve for construction subdivisional drawings and specifications.

***ES08 Close Thoroughfares to Vehicles**

The Chief Executive Officer be delegated authority to close a thoroughfare (wholly or partially) to vehicles or particular classes of vehicles in accordance with s 3.50, 3.50A and 3.51 of the Local Government Act

***ES09 Gates Across Public Thoroughfares**

The Chief Executive Officer be delegated authority to provide, or refuse to provide, permission to have a gate or other device across a local government thoroughfare that permits the passage of vehicle traffic and prevents livestock straying in accordance with s 5.42, and 5.43, of the Local Government Act and Regulation 9 of the Local Government (Uniform Local Provisions) Regulations 1996

***ES10 Crossing – Construction, Repair and Removal**

The Chief Executive Officer be delegated authority to approve or refuse to approve, applications for the construction of a crossing giving access from a public thoroughfare to land or private thoroughfare serving land in accordance with s 5.42, and 5.43, of the Local Government Act and Regulation 12(1) and 13(1) of the Local Government (Uniform Local Provisions) Regulations 1996

***ES11 Private Works on, over or under Public Places**

The Chief Executive Officer be delegated authority to grant permission or refuse permission to construct a specified thing on, over, or under a specified public thoroughfare or public place that is local government property and authority to impose conditions on permission in accordance with s 5.42, and 5.43, Regulation 17 of the Local Government Act 1995

RANGER SERVICES DELEGATIONS (RS)**RS01 Local Government Miscellaneous Provisions**

The Chief Executive Officer be delegated authority to perform powers and duties under the Local Government (Miscellaneous Provisions) Act 1960.

RS02 Cat Act 2011 Section 44

The Chief Executive Officer be delegated authority to perform powers and duties under the Cat Act 2011 and associated Cat Regulations 2012 & Cat (Uniform Local Provisions) Regulations 2013.

RS03 Dog Act 1976 Section 10AA

The Chief Executive Officer be delegated authority to perform powers and duties under the Dog Act 1976 and Dog Regulations 2013.

RS04 Bush Fires Act 1954 Section 59(3)

The Chief Executive Officer be delegated authority to perform the functions required under the Bush Fires Act 1954.

RS05 Legal Proceedings – Bushfires Act 1954

The Chief Executive Officer be delegated authority under S59(3) and 59A of the Bushfires Act 1954 to institute and carry out legal proceedings against any person alleged to have committed an offence under the Act and against such persons who have not paid their infringement notices.

RS06 Remove and Impound Goods

The Chief Executive Officer be delegated authority to remove and impound goods under Section 3.39 of the Local Government Act.

RS07 Off-Road Areas

The Chief Executive Officer be delegated authority to perform powers and duties under the Control of Vehicles (Off-Road Areas) Act 1978 and the associated Regulations.

RS08 Vehicle Offences

The Chief Executive Officer be delegated authority to:

- a) Exercise powers under Section 9.13 of the Local Government Act 1995 in relation to vehicle offences.
- b) Demand a person's name and address for an alleged offence under section 9.11 of the Local Government Act 1995.
- c) Issue an infringement notice for an alleged offence against a regulation or local law under section 9.16 of the Local Government Act 1995.

RS09 Litter Act

The Chief Executive Officer be delegated authority to appoint authorised officers under the Litter Act 1979 per Section 2 and Regulation Schedule 2.

***RS10 Declare Vehicle is Abandoned Vehicle Wreck**

The Chief Executive Officer be delegated authority under s 3.40A(4) of the Local Government Act 1995, to declare that an impounded abandoned vehicle is a wreck.

***RS11 Dispose of Sick or Injured Animals**

The Chief Executive Officer be delegated authority under s 3.47A & 3.48 of the Local Government Act 1995, to determine when an impounded animal is ill or injured, that treating it is not practicable, and to humanely destroy the animal and dispose of the carcasses and to recover expenses incurred for removing, impounding, and disposing of confiscated or uncollected goods.

***RS12** **Make Request to FES Commissioner – Control of Fire**

The Chief Executive Officer be delegated authority to request on behalf of the Shire of Dardanup that the FES Commissioner authorise the Bush Fire Liaison Officer or another person to take control of fire operations.

***RS13** **Prohibited Burning Times – Vary**

The Chief Executive Officer be delegated authority, in accordance with S17(7) of the Bush Fire Act and Regulations 15, 38C and 39B of the Bush Fire Regulations 1954, where seasonal conditions warrant it, to determine a variation of the prohibited burning times, after consultation with an authorised CALM Act officer.

***RS14** **Restricted Burning Times – Vary and Control Activities**

The Chief Executive Officer be delegated authority, in accordance with s 17(5), 22(6)(7), 27(2)(3) and 28(4)(5) and Regulation 15, 38(C), 39(b) of the Bush Fire Act and Regulations of 1954, where seasonal conditions warrant it, and after consultation with an authorised CALM Act officer to determine to vary the restricted burning times in respect of that year.

***RS15** **Firebreaks**

The Chief Executive Officer be delegated authority, in accordance with s33 of the Bush Fire Act 1954 to give written notice to an owner or occupier of land or all owners or occupiers of land within the District requiring, to the satisfaction of the Shire of Dardanup;

- a) clearing of firebreaks as determined necessary and specified in the notice; and
- b) act in respect to anything which is on the land and is or is likely to be conducive to the outbreak or a bush fire or the spread or extension of a bush fire; and
- c) as a separate or coordinated action with any other person carry out similar actions

And authority to recover any costs and expenses incurred in doing the acts, matters or things required to carry out the requisition of the notice.

***RS16 Cat Registrations**

The Chief Executive Officer be delegated authority under s 9, 10 and 11 of the Cat Act 2011, to grant or refuse to grant a cat registration, or renew a cat registration, or cancel a cat registration.

***RS17 Infringement Notices – Extensions and Withdrawals – Cat Act**

The Chief Executive Officer be delegated authority under s 64 and 65 of the Cat Act 2011 to extend the period within which the modified penalty may be paid and to withdraw the infringement notice.

***RS18 Dog Registrations**

The Chief Executive Officer be delegated authority under s 15(2), 16(3), 174A(2), and 17(4)(6) of the Dog Act 1976, grant or refuse to grant a dog registration, or renew a dog registration, or cancel a dog registration.

***RS19 Kennel Establishments**

The Chief Executive Officer be delegated authority under s 27 of the Dog Act 1976, to grant or refuse to grant, or cancel a kennel license.

***RS20 Recovery of Moneys Due Under the Dog Act 1976**

The Chief Executive Officer be delegated authority under s 29(5) of the Dog Act 1976, to recover moneys, in a court of competent jurisdiction, due in relation to a dog for which the owner is liable.

***RS21 Declare Dangerous Dog**

The Chief Executive Officer be delegated authority under s 33e(1) of the Dog Act 1976, to declare an individual dog to be a dangerous dog.

***RS22 Dangerous Dog Declared or Seized – Deal with
Objections and Determine when to Revoke**

The Chief Executive Officer be delegated authority under s 33F(6), 33G(4) and 33H(1) of the Dog Act 1976, to consider and determine to either dismiss or uphold an objection to the:

- a) Declaration of a Dangerous Dog
- b) Seizure of a dangerous dog

And authority to revoke a declaration of a dangerous dog.

***RS23 Withdrawal of Infringements – Fire Break Order**

The Chief Executive Officer be delegated authority to withdraw infringements for contravening the Fire Prevention Order.

BUILDING SERVICES DELEGATIONS (BS)

BS01 Building Act 2011

The Chief Executive Officer be delegated authority to perform powers and functions under Building Act 2011.

**BS02 Building Permit and Certificate of Design Compliance
– Council Buildings - MoU**

The Chief Executive Officer be delegated authority to negotiate a Memorandum of Understanding with neighbouring local governments for the issue of building permits, and Compliance Certificates if required.

***BS03 Grant a Building Permit**

The Chief Executive Officer be delegated authority to grant, or refuse a building permit and impose, vary or revoke conditions on a building permit in accordance with Building Act 2011 and Building Regulations 2012.

***BS04 Demolition Permits**

The Chief Executive Officer be delegated authority to grant or refuse a demolition permit and impose, vary or revoke conditions on a demolition permit in accordance with Building Act 2011 and Building Regulations 2012.

***BS05 Occupancy Permits or Building Approval
Certificates**

The Chief Executive Officer be delegated authority to grant or refuse an occupancy permit or building approval certificate and impose, vary or revoke conditions on a occupancy permit or building approval certificate in accordance with Building Act 2011 and Building Regulations 2012.

***BS06 Building Order**

The Chief Executive Officer be delegated authority to make Building Orders in relation to

- a) Building Work
- b) Demolition work
- c) An existing building or incidental structure

And to revoke a building order in accordance with Building Act 2011 and Building Regulations 2012.

***BS07 Inspection and Copies of Building Records**

The Chief Executive Officer be delegated authority, in accordance with s127(1)(3) and 131(2) of the Building Act 2011 to determine an application from an interested person to inspect and copy a building record.

***BS08 Referrals and Issuing Certificates**

The Chief Executive Officer be delegated authority, in accordance with s127(1)(3), 131(2) and 145A of the Building Act 2011 to refer uncertified applications under s171(1) to a building surveyor who is not employed by the local government and authority to issue a certificate for Design Compliance, Construction Compliance or Building Compliance whether or not the land subject of the application is located in the Shire of Dardanup.

***BS09 Private Pool Barrier – Alternative and
Performance Solutions**

The Chief Executive Officer be delegated authority, in accordance with s127(1)(3) of the Building Act 2011 and r 51 of the Building Regulations 2012 to approve requirements alternative to a fence, wall, gate or other component.

ENVIRONMENTAL HEALTH DELEGATIONS (EH)**EH01 Septic Installations**

The Chief Executive Officer be delegated authority to:

- a) Approve septic installations, and issue "Permit to Use an Apparatus"
- b) Serve notices requiring alteration or amendments to non-complying systems.

in accordance with the Health (Miscellaneous Provisions) Act 1911 & Public Health Act 2016.

EH02 Section 39 Certificates under the Liquor Licensing Act 1988

The Chief Executive Officer be delegated authority to respond to applications for Section 39 Certificates under the Liquor Licensing Act 1988 subject to compliance with the Health (Miscellaneous Provisions) Act 1911, Public Health Act 2016, the Food Act 2008, any written law applying to the sewerage or drainage of those premises, the Local Government Act 1995, and the Building Act 2011.

PLANNING SERVICES DELEGATIONS (PS)**Town Planning Delegations**

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Shire of Dardanup Town Planning Scheme No. 3, any relevant planning policy, study, or strategy and issue refusals where there is no exercise of discretion involved, deemed refusals, or approvals with relevant conditions for the following matters:

PS01 - Development that is noted with a 'P' in Appendix 1 of Shire of Dardanup Town Planning Scheme No. 3.

PS02 - Development that is noted with a 'D' or 'A' in Appendix 1 of Shire of Dardanup Town Planning Scheme No. 3, with the exception of the following uses:

- Hotel
- Caravan Park
- Motel
- Tavern
- Nightclub

- Liquor Store
- Industry - Extractive
- Industry – Noxious or Hazardous

subject to no objections being received if advertised under Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015.

With the condition that Development Applications within the Landscape Protection Area be brought back to Council. [Res 163/16].

PS03 - Development that is permitted as an Additional Use in Appendix IV or a Restricted Use in Appendix V of Shire of Dardanup Town Planning Scheme No. 3

PS04 - Variation to Setback requirements of Shire of Dardanup Town Planning Scheme No. 3 subject to no objections being received when advertised under Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015.

PS05- Oversized Outbuildings that propose an insignificant departure from the Local Planning Policy and do not negatively impact on the amenity of the area subject to no objections being received from adjoining landowners if advertised under Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015.

PS06 - Development of Land The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Shire of Dardanup Town Planning Scheme No. 3, any relevant planning policy, study or strategy and issue approvals for works and/or development subject to no objections being received from adjoining landowners if advertised in accordance with Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015.

PS07 - Amendments to Building Envelopes subject to no objections being received if advertised under Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015.

PS08 - Extinguishment of Restrictive Covenants The Chief Executive Officer be delegated authority to process applications for extinguishment of Restrictive Covenants.

PS09 - Amendments to a Development Approval

1. Amending a Development Approval by extending the period within which the approved development must be substantially commenced in accordance with Schedule 2, Part 9, Clause 77 of the Planning and Development (Local Planning Schemes) Regulations 2015.
2. Amending a Development Approval by amending or deleting conditions in accordance with Schedule 2, Part 9, Clause 77 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to the original Development Approval having been granted under delegation.
3. Amending an aspect of a Development Approval which, if amended, would not substantially change the development approved in accordance with Schedule 2, Part 9, Clause 77 of the Planning and Development (Local Planning Schemes) Regulations 2015.
4. Amending or deleting a condition of a Development Approval imposed by Council on the advice of an external advice agency, subject to the amendment or deletion being consistent with amended advice being received from the relevant external advice agency.

PS10 - Bushland Development Area – External Cladding

Variation to the external cladding of a building within a Bushland Development Area required by clause 3.16.8(d) of Town Planning Scheme No. 3 subject to the proposed external cladding not negatively impacting on the amenity of the area and no objections being received if advertised under Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015.

PS11 - Landscape Buffer to Australind Bypass Road (Forrest Highway)

Permit the removal of dead, diseased or dangerous vegetation.

PS12 - Variation to Standards and Requirements

Apply the provisions of clause 7.6 of Town Planning Scheme No. 3 to vary:

- i) Landscape Buffer to Australind Bypass Road (Forrest Highway): clause 3.18.1(i) of Town Planning Scheme No. 3 preventing the development of buildings or structures with the landscape buffer to the Australind Bypass Road (Forrest Highway) subject to the proposal not requiring the removal of existing vegetation and no objections being received if advertised under Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015.
- ii) Construction Materials: Appendix VIII – Additional Requirements – Small Holding Zones clause 1(i) of Area 4 – Henty Brook Estate, clause 1(d) of Area 6 – Copplestone South, clause 1(l) of Area 10 – Garvey Road and clause 1(h) of Area 12 – Greenwood Heights requiring dwellings to be constructed from materials other than brick or stone subject to the materials of the proposed dwelling being of a standard which is compatible with the surrounding environment and no objections being received if advertised under Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015.

PS13 - Recommendations to the WAPC

The Chief Executive Officer be delegated authority to make recommendations for:

- i) Support for the creation or amalgamation of lots to the Western Australian Planning Commission.
- ii) Refusal for the creation or amalgamation of lots to the Western Australian Planning Commission.

PS14 - Respond to Town Planning Correspondence

The Chief Executive Officer be delegated authority to respond to correspondence relating to general Town Planning matters, reserve administration, vegetation clearing applications and provide recommendations with appropriate conditions.

PS15 - Section 40 Certificates under the Liquor Licensing Act 1988

The Chief Executive Officer be delegated authority to respond to applications for Section 40 Certificates under the Liquor Licensing Act 1988.

PS16 - Advertising and Referrals of Planning Proposal

The Chief Executive Officer be delegated authority to advertise and refer applications for Structure Plans, Local Development Plans and Development Approval to statutory authorities for their determination and/or comment.

PS17 Extractive Industry Contravention

The Chief Executive Officer be delegated authority to deal with complaints and contravention of extractive industry licences and deal with contraventions accordingly.

PS18 Greater Bunbury Region Scheme

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Greater Bunbury Region Scheme (GBRS), in accordance with Parts 7 and 8 for approval to commence development as specified in Schedule 1 and 2, subject to the terms set out in Schedule 3.

PS19 Section 214 Planning and Development Act

The Chief Executive Officer be delegated authority to issue a Direction Notice under Section 214 of the Planning and Development Act 2005.

PS20 Unauthorised Existing Developments

1. Unauthorised existing developments that are denoted with a 'P' in Appendix 1 of Shire of Dardanup Town Planning Scheme No. 3, or are ancillary to the primary approved use of the property, subject to the existing unauthorised development or use complying with the provisions of the Scheme as required under Clause 7.10.
2. Unauthorised existing developments that are denoted with a 'D' or 'A' in Appendix 1 of Shire of Dardanup Town Planning Scheme No. 3, subject to the existing unauthorised development or use complying with the provisions of the Scheme as required under Clause 7.10, subject to no objections being received if advertised under Schedule 2, Part 8, Clause 64 of the Deemed Provisions for Local Planning Schemes, Planning and Development (Local Planning Schemes) Regulations 2015 , with the exception of the following uses:
 - Hotel
 - Caravan Park
 - Motel
 - Tavern
 - Nightclub
 - Liquor Store
 - Industry - Extractive
 - Industry – Noxious or Hazardous

With the condition that unauthorised existing developments that are denoted with a 'D' or 'A' in Appendix 1 of Shire of Dardanup Town Planning

Scheme No. 3 within the Landscape Protection Area be brought back to Council. [Res 163/16].

PS21 Minor Variations to Carparking

Minor variations to carparking requirements as indicated in Appendix IIA of the Shire of Dardanup Town Planning Scheme No. 3, subject to adequate justification being provided by the applicant demonstrating that variation will not result in adverse offsite impacts

PS22 Development in Bushfire Prone Areas

Unless exempt under Schedule 2, Part 10A, cl. 78B of the Planning and Development (Local Planning Schemes) Regulations 2015, the Chief Executive Officer is delegated authority to approve development in designated Bushfire Prone Areas, subject to an Application for Development Approval being accompanied by a BAL Assessment, prepared by an accredited Level 1 Bushfire Attack Level Assessor (unless circumstances warrant a basic BAL Assessment undertaken by the landowner / proponent as indicated in Clause 3.2.1 of the 'Guidelines for Planning in Bushfire Prone Areas').

PS23 Local Development Plans

The Chief Executive Officer be delegated authority to approve Local Development Plans prepared in accordance with Schedule 2, Part 6 of the Planning and Development (Local Planning Schemes) Regulations 2015, subject to no objections being received if advertised to affected landowners and/or residents in the locality.

PS24 Temporary Works and Uses

The Chief Executive Officer be delegated authority to extend the 48 hour period for temporary works and uses to remain exempt from development approval under Schedule 2, Part 7, cl. 61, (1)(f) and (2)(d).

PS25 Waiving of Application Fees for Development Approval

The Chief Executive Officer be delegated authority to waive development application fees associated with the following:

- Applications made by the Shire of Dardanup on land owned and/or managed by the Shire of Dardanup.
- Applications made by community groups on land owned and/or managed by the Shire of Dardanup.

HEALTH SERVICES DELEGATIONS (HS)

Health Act 1911 Delegations

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Health (Miscellaneous Provisions) Act 1911 for the following matters only:

HS01 Sewers, Toilets and Septic Systems

SECTION	TITLE	DELEGATION
81	Written Notice	Authority to require property owner to connect property to sewer if within 91m
83	Written Notice	Authority to require property owner to permit municipal sewer or drain to go through/under private land
86	Written Notice	Authority to require property owner to fill any land which is lower than the level of the street, road, sewer or drain
87	Health Order	Authority to require a person to drain, cover, fill any pool, ditch, sewer, or drain
88	Written Notice	Authority to require a property owner to open a floor to ascertain presence of any waste or stagnant water underneath
99	Written Notice	Authority to require property owner to install septic system
101	Written Notice	Authority to require owner of a house or business to supply sanitary conveniences for occupants/workers
107 (3)	Approval	Authority to grant approval for construction of septic system
107 (5)	Permit	Authority to grant permit to use a septic system.
108	Written Notice	Authority to require rectification of any drain, toilet or septic system
112	Written Notice	Authority to serve notice on occupier of property to remove rubbish which cannot be removed by municipal rubbish services
124	Written Notice	Authority to require any yard, passage or way to be paved or drained
125	Written Notice	Authority to require property owner to form, level, pave or drain any street, way, lane, yard or passage

HS02 Sanitary Provisions – Pollution of Water

SECTION	TITLE	DELEGATION
131	Direction	Authority to direct that any water supply be close where directed to do so by the Executive Director of Public Health; or where in the opinion of 2 legally qualified medical practitioners the water supply is so polluted or unwholesome as to be unfit for human consumption.
132	Written Notice	Authority to post-up notice that a water supply is for drinking purposes and the trespassing of pigs, dogs, ducks, and geese thereon are prohibited.

HS03 Houses Unfit (For Human Habitation)

SECTION	TITLE	DELEGATION
135	Written Notice	Authority to issue written notice declaring that any house, or any specified part thereof, is unfit for human habitation
139	Written Notice	Authority to serve notice on the owner of a house to clean or repair the house

HS04 Lodging Houses

SECTION	TITLE	DELEGATION
150	Written Notice	Authority to issue written notice requiring the owner of a lodging house to obtain a proper supply of water and do all works necessary for that purpose.

HS05 Public Buildings

SECTION	TITLE	DELEGATION
177	Approval	Authority to issue (written) approval (subject to conditions) for an application to construct, extend or alter a public building.
178	Certificate of Approval	Authority to open or use a public building.

HS06 Nuisances and Offensive Trades

SECTION	TITLE	DELEGATION
184	Verbal/written Direction	Authority to require an owner or occupier of a premises to abate any nuisance from an offensive trade
192	Power of Refuse Registration	Authority to refuse to register or renew the registration of any lodging house or premises for an offensive trade unless constructed or maintained in accordance with the Shire of Dardanup's Health Local Laws.
196 (1)	Written Notice	Authority to require the owner of a slaughter-house, or premises connected therewith, to make improvements as to make it comply with the Health Act.
196 (2)	Power to cancel Registration	Authority to cancel or refuse to renew registration of a slaughter-house.

HS07 Analytical Services

SECTION	TITLE	DELEGATION
247D	Written Notice	Authority to advise the Analytical Committee that the Shire of Dardanup desires to participate in the (analytical) scheme being operated by the analytical committee.

HS08 Control of Infectious Diseases

SECTION	TITLE	DELEGATION
260	Verbal/written Direction	Authority to require any building or article to be cleansed or disinfected for the control of infectious disease
280	Health Order	Authority to serve an order on an occupier or any factory or workshop in which any inmate of a house is suffering from an infectious disease forbidding any work to be given out to any person living or working in that house (or part of that house).

HS 9 Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 for the following matters only:

SECTION	TITLE	DELEGATION
4(3) (a)	Approval	Authority to grant written approval for the construction of a septic system serving a single dwelling or processing not more than 540L or sewage per day.
4(3) (b)	Refusal to grant Approval	Authority to refuse to grant approval for the construction of a septic system.
10 (2)	Permit	Authority to grant a permit permitting a septic system, or any other apparatus for the treatment of sewage.

HS10 Health (Public Buildings) Regulations 1992

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Health (Public Buildings) Regulations 1992 for the following matters only:

SECTION	TITLE	DELEGATION
9A (1)	Certificate of Approval	Authority to vary a Certificate of Approval (upon receipt of an application under Reg. 9 to vary the Certificate)
9A (3) (a)	Certificate of Approval	Authority to impose such conditions on a Certificate of Approval as the PEHO thinks proper in relation to variation of a Certificate of Approval.

SECTION	TITLE	DELEGATION
9A (3) (b)	Written Notice	Authority to vary or revoke a condition imposed under Reg 9A (3) (a) by Written Notice served on the occupier of the public building.
14 (2)	Approval	Authority to approval manually operating sliding exit doors for a public building.
26A (3)	Written Direction	Authority to direct a person to amend an emergency management plan for a public building.

HS11 Caravan Parks and Camping Grounds Act Delegations

The Chief Executive Officer be delegated authority to perform the functions and interpret and apply the provisions of the Caravan Parks and Camping Grounds Act 1995 for the following matters only:

SECTION	TITLE	DELEGATION
8 (4)	License	Authority to grant or renew a license, and at any time impose conditions on that license.
8 (6)	Refusal of renewal of license	Authority to refuse to renew a license if: a) The license holder has been convicted of an offence under this Act, or any written law relating to caravanning or camping; b) A condition imposed on a license has been contravened; or c) The license was obtained by fraud, or misrepresentation.
8 (7)	Notice in Writing	Authority to give notice in writing of a decision for refusal to grant or renew a license.
10	Prohibition Notice	Authority to issue written notice to a Caravan Park license holder that the license holder is contravening the Act or any conditions imposed on the licence.
11 (2)	Prohibition Notice	Authority to give written notice to a license holder that a Prohibition Notice issued under Reg. 10 is no longer in force.
12 (1)	Cancellation of License	Authority to give written notice to cancel a license for a facility on the grounds that: a) The license holder has been convicted of an offence under this Act, or any written law relating to caravanning or camping; b) A condition imposed on a license has been contravened; or c) The license was obtained by fraud, or misrepresentation.
12 (2)	Notice in Writing	Authority to give notice in writing to the license holder of a decision cancel a license, and the reasons for cancellation.
21(1)	Inspections	Authority to conduct inspections of each facility within the Authorised Persons district of operation at least once every 12 months.
21(2)	Inspections	Authority to conduct inspections of a facility at any time.
21(3)	Works Notice	Authority to issue a Works Specification Notice requiring a person on the facility to carry out work so that the Act or a condition imposed on the license is complied with.

HS12 Liquor Control Act Delegations

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Liquor Control Act 1988 for the following matters only:

SECTION	TITLE	DELEGATION
39 (2)	Certificate of Local Government	<p>Authority to sign Section 39 certificate that a premises complies with all relevant requirements of the:</p> <ul style="list-style-type: none"> • Health (Miscellaneous Provisions) Act 1911 and Public Health Act 2016. • Food Act 2008 • Any written law applying to the sewerage or drainage of those premises • Local Government Act 1995 • Building Act 2011; <p>and</p> <ul style="list-style-type: none"> • Where the premises do not so comply, the manner in which the premises could be made to comply or that the premises could not reasonably be made to comply

HS13 Activities in Thoroughfares and Public Places and Trading Local Law Delegations

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Activities in Thoroughfares and Public Places and Trading Local Law 2009 for the following matters only:

SECTION	TITLE	DELEGATION
5.7 (2)	Waiving of Fees	<p>Authority to waive or return any application fee for a stallholder's permit or trader's permit if the stall or trading activity is conducted:</p> <ul style="list-style-type: none"> • on a portion of a public place adjoining the normal place of business of the applicant; or • by a charitable organisation.

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Activities in Thoroughfares and Public Places and Trading Local Law 2009 for the following matters only:

SECTION	TITLE	DELEGATION
5.5 (2)	Refusal of Stallholder permit application	<p>Authority to refuse to approve an application for a stallholder's permit on the grounds that –</p> <ul style="list-style-type: none"> • The applicant has committed a breach of any provision of the Activities in Thoroughfares and Public Places and Trading Local Law, or any written law relevant to the activity for which the permit is sought;

SECTION	TITLE	DELEGATION
		<ul style="list-style-type: none"> The applicant is not a desirable or suitable person to hold a permit; Such other grounds as the local government may consider to be relevant in the circumstances of the case.
5.6 (1)	Conditions of Permit	Authority to include conditions listed in Clause 5.6 in a Permit.
5.6 (2)	Power to Authorise	Authority to authorise (at the request of a permit holder) another person to be a nominee of the permit holder for a specified period.
5.11 (1)	Written Notice	Authority to issue written notice on a permit holder varying: <ul style="list-style-type: none"> The permitted area; The permitted time; or Both the permitted area and the permitted time.
5.11 (2)	Direction	Authority to direct a permit holder to move from one permitted area to another (if more than one area is specified in the permit).
5.18 (2)	Notice to require work	Authority to give notice to a permit holder of an "Outdoor Eating Facility" to carry out work within in the time limited by the notice. <i>"Work" includes: Removal, alteration, repair, reinstatement or reconstruction of any part of a public place arising from or in connection with the setting up or conduct of a Facility.</i>
6.1 (3)	Power to require information	Authority to require an applicant to provide additional information reasonably related to an application (for a Permit) before determining that application.
6.1 (5)	Power to refuse	Authority to refuse to consider an application for a Permit which is not in accordance with Clause 6.1 (2).
6.2 (1) (a)	Permit to Trade	Authority to: <ul style="list-style-type: none"> approve an application for a permit (to trade) unconditionally or subject to any conditions; or Refuse to approve an application for a permit.
6.2 (1) (b)	Refuse a Permit	Authority to refuse to approve an application for a permit.
6.2 (3)	Written Notice	Authority to issue written notice (to an applicant) of refusal to approve an application.
6.3	Conditions on Permit	Authority to impose conditions listed in Clause 6.3 on a Permit.
6.4 (2)	Vary conditions of a Permit	Authority to vary the conditions of a permit.
6.7 (2)	Transfer of Permit	Authority to approve an application to transfer a Permit, refuse to approve it, or approve it subject to any conditions.
6.9 (1)	Cancellation of a Permit	Authority to a Permit.

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Activities in Thoroughfares and Public Places and Trading Local Law 2009 for the following matters only:

SECTION	TITLE	DELEGATION
8.4	Written Notice	<u>Authority to issue a written notice to the owner or occupier of the property which abuts a portion of a thoroughfare on which anything is placed in contravention of the Activities in Thoroughfares and Public Places and Trading Local Law to remove the thing; AND</u> <u>The authority to issue written notice on any person who is responsible for the thing being placed on a thoroughfare to remove the thing.</u>

HS14 Shire of Dardanup Health Local Laws Delegations

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Shire of Dardanup Health Local Laws 2000 for the following matters only:

VENTILATION		
SECTION	TITLE	DELEGATION
3.2.4 (4)	Written Notice	Authority to issue a notice requiring an owner of a house to: <ul style="list-style-type: none"> • Provide a different, or additional method of ventilation; or • Cease using the house until it is properly ventilated.
5.7.2 (2)	Written Notice	Authority to issue a notice requiring the occupier of a car park to: <p>Provide a different or additional method of ventilation; and</p> <p>Cease using the car park until it is properly ventilated.</p>

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Shire of Dardanup Health Local Laws 2000 for the following matters only:

KEEPING OF BIRDS AND ANIMALS		
SECTION	TITLE	DELEGATION
5.2.8 (1)	Revoke of approval	Authority to revoke the approval to keep cage birds.
5.2.8 (2)	Written Notice	Authority to issue written notice of revoke of approval to keep a cage-bird.

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Shire of Dardanup Health Local Laws 2000 for the following matters only:

RECEIVING DEPOT		
SECTION	TITLE	DELEGATION
9.4.2	Written Notice	Authority to issue a written notice permitting the use of a premises as a receiving depot for a laundry, dry cleaning establishment or dye works.

HS15 Public Health Act 2016

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Public Health Act 2016 for the following matter only:

SECTION	TITLE	DELEGATION
17	Appointment of Environmental Health Officers	Authority to appoint a person as an Environmental Health Officer. Officer Note: Under Section 21 of the Public Health Act 2016 a local government may delegate a power or duty conferred or imposed on it to the Chief Executive Officer. This includes the power to appoint a person as an Environmental Health Officer under Section 17 of the Act.
24	Designation of Authorised Officers	Authority to designate a person as an Authorised Officer under the Public Health Act.
30	Certificate of Authority	Authority to issue a Certificate of Authority (i.e. Officer ID card) to a person who is designated as an Authorised Officer under the Act.

*Under the *Public Health Act 2016* the local government CEO cannot on-delegate these powers.

HS16 Health (Asbestos) Regulations 1992

The Chief Executive Officer be delegated authority to interpret and apply the provisions of the Health (Asbestos) Regulations 1992 for the following matter only:

REGULATION	TITLE	DELEGATION
15D (5)	Appointment of Authorised Officers	Authority to appoint a person (in writing) to be "authorised officers" or "approved officers" for the purposed of the Criminal Procedures Act 2004 Part 2.
15D (6)	Certificate of Authority	Authority to issue a certificate, badge, or identify card identifying an authorised officer as a person authorised to issue an infringement notice.

*It is not suitable that these powers be delegated beyond the local government CEO.

HS17 Local Government Property Local Law Delegations

The Chief Executive Officer be delegated authority to perform the functions and interpret and apply the provisions of the Local Government Property Local Law 2007 for the following matters only:

SECTION	TITLE	DELEGATION
3.3 (1) (a)	Permit	Authority to approve an application for a permit for an activity defined under Clause 3.13 of the Local Government Property Local Law.
3.3 (1) (b)	Refusal to grant Permit	Authority to refuse to approve an application for permit to conduct an activity on local government property.
3.4 (1)	Conditions on a Permit	Authority to approve a permit under Clause 3.3 (1) (a) subject to conditions in accordance with Clause 3.4 .
3.15	Permit to Consume Liquor	In reference to the requirement of Clause 3.15 (1) (b), authority to permit the consumption of liquor on local government property.

CONDITIONS

The following conditions apply to the above delegations:-

- The Chief Executive Officer as empowered by the Local Government Act may delegate these delegations to other officers of Council as authorised by this resolution and statutes.
- The Chief Executive Officer is to place constraints and limitations upon delegations as he deems necessary.
- The delegations register is to have at the front a master schedule of delegations and who they are made to.
- Delegation of decision making powers are to be recorded in the delegations register.
- Officers exercising powers given by delegation are to keep records of when the power or duty was exercised, and the persons, or classes of persons directly affected by the exercise of the power or duty.
- Decisions made under delegated authority are to be reported to Council at least monthly in the Information Bulletin.
- The requirements of Financial Interest and other Interest provisions that may imply influence on the officer are to be adhered to at all times, where an officer has a such an interest the decision is to be referred to the Chief Executive Officer.

CARRIED

8/0

By Absolute Majority

12.6 Title: Establishment of Chief Executive Officer Recruitment Committee

Reporting Department: Executive

Reporting Officer: Ms Cathy Lee – Manager Governance & HR

Legislation: Local Government Act 1995

Overview

To form a Committee to manage the recruitment process for a new Chief Executive Officer for the Shire of Dardanup.

Background

At the Ordinary Meeting of Council held 30 May 2018, Council received advice from the Chief Executive Officer, Mr Mark Chester that he was formally tendering his resignation effective 31 January 2019.

Council is now to agree to establish a CEO Recruitment Committee.

An “*Instrument of Appointment & Terms of Reference - 2018*” has been established for a ‘CEO Recruitment Committee’. This is aimed at ensuring that the Committee is operated in an efficient and effective manner, and has a clear and current objective and purpose.

Legal Implications

Local Government Act 1995 - Subdivision 2 — Committees and their meetings

S5.8. Establishment of committees

A local government may establish committees of 3 or more persons to assist the Council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.*

** Absolute majority required.*

S5.9. Committees, types of

(1) In this section —

other person means a person who is not a Council member or an employee.

(2) A committee is to comprise —

- (a) Council members only; or*
- (b) Council members and employees; or*
- (c) Council members, employees and other persons; or*
- (d) Council members and other persons; or*
- (e) employees and other persons; or*
- (f) other persons only.*

S5.10. Committee members, appointment of

S5.11A. Deputy committee members

S5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first.*

S5.16. Delegation of some powers and duties to certain committees

- (1)... *Under and subject to section 5.17, a local government may delegate* to a committee any of its powers and duties other than this power of delegation.*

** Absolute majority required.*

S5.17. Limits on delegation of powers and duties to certain committees**S5.20. Decisions of Councils and committees****S5.22. Minutes of Council and committee meetings**

- (1) *The person presiding at a meeting of a Council or a committee is to cause minutes to be kept of the meeting's proceedings.*
- (2) *The minutes of a meeting of a Council or a committee are to be submitted to the next ordinary meeting of the Council or the committee, as the case requires, for confirmation.*
- (3) *The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.*

Strategic Community Plan

Outcomes 1.1 and 1.2 of the Strategic Community Plan.

Environment - None.

Precedents

Council has established an "Instrument of Appointment & Terms of Reference" for most of the Committees that it is responsible for administering.

Budget Implications

There are no costs in establishing the committee. The costs associated with the recruitment of the Chief Executive Officer are reported in a separate report.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

This committee is a Councillor only committee. The Terms of Reference of the Committee are outlined in the below recommended resolution.

The Committee will liaise with the HR Department and the yet to be appointed external consultants that will facilitate the recruitment process. The appointment of external consultants is subject to a separate report.

It is recommended that the Committee include the Shire President and Deputy Shire President and two other elected members. The quorum for the Committee will be 50% of the members.

The Committee has no delegated authority to make decisions. The Committee will make recommendations to the Council.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

203-18 MOVED - Cr. M T Bennett SECONDED - Cr. P S Robinson

THAT Council:

1. **Establish a “CEO Recruitment Committee”.**
2. **Endorse the “Instrument of Appointment & Terms of Reference - 2018” for the CEO Recruitment Committee of Council as follows:**

INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE - 2018
CEO RECRUITMENT COMMITTEE

1. INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 7.1A of the Local Government Act 1995, the committee to be known as the CEO Recruitment Committee, (the "Committee").

The Council appoints to the Committee those persons to be members of the committee by resolution of Council. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections being held. Council may appoint members for a further term at the next available meeting following the elections.

The Committee shall act for and on behalf of Council in accordance with provisions of the Local Government Act 1995, local laws and the policies of the Shire of Dardanup and this instrument.

2. NAME

The name of the Committee is the "CEO Recruitment" Committee.

3. OBJECTIVES - GENERIC

The detailed functions of the Committee are set out in the relevant Act applicable to the Committee [e.g. Bush Fires Act 1954 s. 67]. The following objectives are generic to all Council committees:

- a) To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;*
- b) Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;*
- c) To carry out research and other activities as directed by the Council or prescribed by the regulations; and*
- d) To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Committee Objectives - Specific.*

(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time).

4. COMMITTEE OBJECTIVES - SPECIFIC

The CEO Recruitment Committee shall have the following objectives:

- 4.1 Provide guidance and assistance to Council in carrying out its functions in relation to CEO Recruitment to the local government;*
- 4.2 Develop and recommend to Council a written agreement for the appointment of the CEO Recruitment Consultant. The agreement is to include–*
 - the objectives of the CEO Recruitment;*
 - the scope of the CEO Recruitment;*

- *a plan of the CEO Recruitment;*
- *details of the remuneration and expenses to be paid; and*
- *the method to be used by the local government to communicate with, and supply information to, the CEO Recruitment Committee*

4.3 *Liaise with the CEO to ensure that the local government does everything in its power to –*

- i.) *assist the CEO Recruitment Company to conduct the CEO Recruitment and carry out his or her duties;*
- ii.) *ensure that CEO Recruitment is conducted expeditiously;*

4.4 *Examine the reports of the CEO Recruitment.*

4.5 *Consider and recommend the successful candidate for the position of Chief Executive Officer at the Shire of Dardanup, to Council.*

Any variation to these objectives is not to be considered by the committee unless approved by Council.

5. MEMBERSHIP

If at a meeting of Council to make an appointment to a committee:-

- a) *The President of the Shire of Dardanup indicates an intention to be a member of the committee under section 5.10 (4), then he/she will be a member of the committee.*
- b) *The CEO and employees are not members of the committee. The CEO and/or his/her nominee is to attend all meetings to provide advice and guidance to the committee.*
- c) *The Council resolves to nominate no more than three elected members as members for the Committee for a period of one year or until the recruitment process is successfully finalised.*
- d) *The Council resolves to appoint officers to the Committee then the Chief Executive Officer is to nominate the officers; the officers nominated shall be members of the committee.*
- h) *A member retains membership of the committee until; the person no longer holds office by virtue of which the person became a member, the person resigns, the committee is disbanded, the local government removes the person from office; or the next election date.*

6. PRESIDING MEMBER

The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the provisions of Schedule 2.3. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Dardanup Standing Orders. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

7. MEETINGS

- 7.1 *The Committee shall generally meet as required, or as resolved by the Committee.*
- 7.2 *Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.*
- 7.3 *The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.*
- 7.4 *The minutes of the meeting are to be included in the next available ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.*
- 7.5 *All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.*
- 7.6 *Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.*

8. QUORUM

Quorum for a meeting shall be at least 50% of the number of offices, whether vacant or not. A decision of the Committee does not have effect unless it has been made by a simple majority.

(Note – Council may, at the request of the Committee, agree to set the quorum at a lesser number. However in such circumstances any recommendation on expenditure of monies or on forming policy positions that is being made to Council or the CEO, the committee must have at least 50% of the members present to make a valid recommendation/s.)

9. DELEGATED POWERS

9.1 General Powers

The Committee shall have the power to appoint working parties as required to examine specific issues and report back to the Committee.

The Committee has the power to co-opt persons to attend the Committee meetings from time to time to assist the Committee in its functions, but does not have the power to appoint members to the Committee. Co-opted persons do not have voting rights.

The Committee shall seek the advice of the Chief Executive Officer prior to co-opting persons to assist the committee. The Chief Executive Officer shall be responsible for advising the co-opted persons of the invitation and the reasons for the invitation in writing.

9.2 Specific Powers

The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council only.

The Council reserves the right to delegate powers to the committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

10. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 10.1 in accordance with the Local Government Act 1995; or*
- 10.2 at the direction of Council; or*
- 10.3 at the next Ordinary Local Government Election in October 2019.*

11 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Committee, or by direct resolution of Council.

12. COMMITTEE DECISIONS

Committee decisions shall not be binding on Council in any circumstance.

The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council only.

13. HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

The Council committee was established by Resolution of the Shire of Dardanup Council.

Terms of Reference adopted by resolution [????] at the Shire of Dardanup Ordinary Meeting of Council held at the Shire of Dardanup Ordinary Meeting of Council held 27 June 2018.

14. OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE

The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Director Corporate & Community Services.

The appointed officer shall provide the secretarial and administrative support through his/her Directorate.

3. Appoint the following Elected Members:

- Cr. M T Bennett – Shire President**
- Cr. P S Robinson – Deputy Shire President**
- Cr. C N Boyce**

to the Chief Executive Officer Recruitment Committee [Note: Term expires in October 2019].

CARRIED
8/0

By Absolute Majority

12.7 *Title: Purchase and Disposal of Shire Vehicles – Request for Tender F0115515*

Reporting Department: Engineering & Development Services

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

Legislation: Local Government (Functions and General) Regulations 1996

Overview

Tenders were called for the supply of new vehicles and the disposal of existing Shire vehicles as per Council resolution [108-18] and Council is requested to approve the officer recommendations for vehicle purchases and disposals.

Background

Tenders closing on 18 June 2018 were called for the supply of new vehicles and the disposal of existing Shire vehicles as per the following table:

Current Registration No.	Current Vehicle Make & Model	To Be Replaced With Either:
DA005	2015 Holden Colorado	Toyota Hilux Workmate Dual Cab; Ford Ranger XL Dual Cab; or Mitsubishi Triton GLX Dual Cab
1CUW501	2014 Nissan X-Trail	Subaru Outback 2.5i AWD; Hyundai Santa Fe Active 4x4; or Holden Equinox LTZ AWD
DA9295	2014 Hyundai Santa Fe	Toyota RAV4 GX AWD; Subaru Forester 2.5i-L AWD; or Nissan X-Trail ST 4WD
DA9376	2015 Subaru XV	Toyota Hilux Workmate Dual Cab; Ford Ranger XL Dual Cab; or Mitsubishi Triton GLX Dual Cab
DA329	2014 Subaru Forester	Toyota RAV4 GX AWD; Subaru Forester 2.5i-L AWD; or Nissan X-Trail ST 4WD
008DA	2015 Hyundai Santa Fe	Subaru Outback 2.5i AWD; Hyundai Santa Fe Active 4x4; or Holden Equinox LTZ AWD
DA613	2012 Holden Captiva	Disposal only

The vehicles nominated as replacements were selected during the recent review of the Shire's vehicle policies. These vehicles were determined as being the most advantageous in terms of resale and vehicle operating costs over their expected Shire service life (i.e. optimising the life cycle cost). All selected vehicles have a Five Star ANCAP rating for safety features, have fuel economy of 9L/100km or less and have an automatic transmission.

A total of 32 offers were made for supply of new vehicles and/or purchase of existing vehicles from five dealerships.

Shire staff have carried out an assessment of the vehicles based on the prices offered, current resale prices and the operating costs over the expected Shire service life of each vehicle. It should be noted that resale prices were sourced from Redbook (industry recognised vehicle price guide) and operating costs were sourced from the RAC 2017 Vehicle Running Costs Guide. Although the future costs are not known, both of these guides provide a reasonable indicator on the expected performance of each of the vehicles.

A table summarising the prices submitted and overall cost comparison is provided with the agenda (Appendix ORD:12.7).

It should be noted that following the assessment by staff, it is recommended that the changeover of the vehicle with registration 008DA be omitted from the current tender, as the tendered vehicles are considered as being of a lesser standard than that of the current vehicle. This has implications on the employment conditions of the staff member who will be driving this vehicle. Separate quotations will be arranged for the replacement of this vehicle.

Legal Implications

Tenders have been called in accordance with the Local Government (Functions and General) Regulations 1996 and the Shire's Procurement Policy.

Strategic Community Plan - Strategy 1.1.1 of the Strategic Community Plan.

Environment - None.

Precedents

The Shire of Dardanup has previously purchased and disposed of vehicles on numerous occasions.

Budget Implications

The following table summarises the prices submitted and compares them to the available budget:

All prices in the table are exclusive of GST.

Reg No.	New Vehicle Make & Model	Supplier of New Vehicle	Purchaser of Existing Vehicle	New \$	Trade / Purchase \$	Net Cost \$	Budget \$
DA005	Mitsubishi Triton GLX Dual Cab	Bunbury Auto Group	Bunbury Auto Group	32,159	21,818	10,341	22,242
1CUW501	Subaru Outback 2.5i AWD	Bunbury Subaru	Bunbury Subaru	31,909	10,909	21,000	21,833
DA9295	Nissan X-Trail ST 4WD	South West Vehicle Group	South West Vehicle Group	29,364	20,000	9,363	22,242
DA9376	Mitsubishi Triton GLX Dual Cab	Bunbury Auto Group	Bunbury Subaru	32,159	11,864	20,295	22,242
DA329	Nissan X-Trail ST 4WD	South West Vehicle Group	South West Vehicle Group	29,364	12,727	16,636	22,242

Reg No.	New Vehicle Make & Model	Supplier of New Vehicle	Purchaser of Existing Vehicle	New \$	Trade / Purchase \$	Net Cost \$	Budget \$
008DA	Recommended to seek new quotations			TBA	TBA	TBA	21,833
DA613			South West Vehicle Group		6,818	6,818	0

The table above indicates a total net expenditure based on the recommended purchases and disposals of \$70,817, which is well below the available budget of \$132,634. The changeover of the vehicle with registration 008DA will also be funded from the available budget once quotations are obtained. The surplus funds following changeover of all the vehicles will then be returned to the Vehicle Replacement Reserve.

Budget – Whole of Life Cost

The recommended vehicle purchases and disposals are determined as being the most advantageous in terms of resale and vehicle operating costs over their expected Shire service life.

Council Policy Compliance -

The Shire's Procurement Policy is applicable.

Risk Assessment - Low.

The Shire of Dardanup has purchased and disposed of vehicles on many occasions and has a well-developed processes and documentation.

Financial – Low - The tender documents clearly expressed the terms and conditions of purchases and disposals and prices have been submitted on prescribed forms.

Legal & Regulatory – Low – The tender documents clearly expressed the terms and conditions of purchases and disposals.

Assets – Low – Once approved by Council, the purchases and disposals will be actioned immediately to minimise the risk associated with any mechanical failure occurring because of the age of the vehicles.

Officer Comment

Council had previously resolved, Council resolution [108-18] to changeover the vehicles as part of the 2017-2018 Budget. All of the vehicles had either reached or exceeded their changeover triggers because of the time taken to review the Shire's vehicle policies. DA613 was also included for disposal as vehicle identified as being surplus to the Shire fleet following the review.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

204-18 MOVED - Cr. M T Bennett SECONDED - Cr. P S Robinson

THAT Council, in regards to Request for Tender F0115515 - Purchase and Disposal of Shire Vehicles, accepts the following tender submissions:

1. Bunbury Auto Group for the following vehicles:

Supply of New Vehicle	No.	Price Each (Incl. GST)	To Replace
Mitsubishi Triton GLX Diesel Dual Cab	2	\$35,375	DA005 & DA9376

Purchase of Existing Shire Vehicle	Price (Incl. GST)
DA005 2015 Holden Colorado	\$24,000

2. Bunbury Subaru for the following vehicles:

Supply of New Vehicle	No.	Price Each (Incl. GST)	To Replace
Subaru Outback 2.5i	1	\$35,100	1CUW501

Purchase of Existing Shire Vehicle	Price (Incl. GST)
1CUW501 2014 Nissan X-Trail	\$12,000
DA9376 2015 Subaru XV 2.0i	\$13,050

3. South West Vehicle Group for the following vehicles:

Supply of New Vehicle	No.	Price Each (Incl. GST)	To Replace
Nissan X-Trail ST 4WD	2	\$32,300	DA9295 & DA329

Purchase of Existing Shire Vehicle	Price (Incl. GST)
DA9295 2014 Hyundai Santa Fe	\$22,000
DA329 2014 Subaru Forester	\$14,000
DA613 2012 Holden Captiva	\$7,500

4. Authorises the Chief Executive Officer to seek quotations for the replacement of vehicle 008DA with a new vehicle of equivalent standard with trade of the existing vehicle.

CARRIED
8/0

12.8 Title: Draft Bunbury Wellington 2050 Cycling Strategy – Council Support to Proceed to Formal Comment Period

Reporting Department: Engineering & Development Services

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

Legislation: Local Government Act 1995

Overview

Council is requested to provide its support for the draft Bunbury Wellington 2050 Strategy to proceed to the formal comment period.

Background

In 2012, the Shire of Dardanup adopted the Greater Bunbury Bicycle Master Plan, which was developed through the South West Development Commission in collaboration between the four Councils that made up the Greater Bunbury Region, being the Shires of Capel, Dardanup, Harvey and the City of Bunbury. The Master Plan provided a strategy for the upgrade and creation of cycling linkages and routes in the Region. Several projects identified in the Master Plan were completed including the cycling link between Dalyellup and Bunbury via Bussell Highway and Parade Road. In the Shire of Dardanup, the link between Eaton and Treendale was recently completed with the opening of the new Treendale Bridge.

Although the Greater Bunbury Bicycle Master Plan has been successful in achieving several regional connections, in 2017 it was decided to proceed with the review of the document to ensure that it is current and still meets the needs of the Region. The Department of Transport has taken the lead in revising the Master Plan, working collaboratively with the four Councils that make up the Bunbury Geopraphe Region however, this time the strategy has been expanded to take in the Shires of Collie and Donnybrook-Balingup as well. The document is titled Bunbury Wellington 2050 Cycling Strategy.

The Strategy has been prepared by a consultant engaged by the Department of Transport, and similar strategies have been, or are being developed, for other regional centres in Western Australia. The consultant has undertaken community consultation (Phase 1) in 2017, which included five drop-in sessions, one in each of Bunbury, Capel, Donnybrook, Eaton and Harvey.

A copy of the draft Strategy is provided to Councillors under separate cover and is available via Dropbox.

The draft Strategy has been developed based on research, community consultation and liaison with the six Councils. The draft Strategy is being presented to each Council and is now ready for Phase Two of the consultation process. This involves seeking public comments before finalising the document for final adoption by each of the six Councils.

Council is requested to support the draft proceeding to Phase Two of the consultation process. This is not adopting the document but rather supporting it to go out to the public for comment. Following Phase Two, the document will be further

revised based on public feedback and will then be presented to Council again for final consideration and adoption.

Legal Implications - None.

Strategic Community Plan - Outcomes 4.2.1, 5.1.5, 5.2.1 and 5.4.1.

Environment - None.

Precedents

Council had previously adopted the Greater Bunbury Bicycle Master Plan. When finally adopted by Council, the Bunbury Wellington 2050 Cycling Strategy will supersede the Greater Bunbury Bicycle Master Plan.

Budget Implications - None .

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

Financial – Low – there are no financial implications relating to the public comment phase. However, the final adoption of the Strategy will influence the Shire's Pathway Master Plan – the Strategy will enable orderly planning to be undertaken by the Shire that will be coordinated and meeting the needs of the Region.

Reputation – Low – the involvement of the Shire in the development and review of the Strategy reduces the risk. The consultation process will ensure the community is involved and their comments are taken into consideration.

Officer Comment -

Staff from the Department of Transport and their consultant will be presenting the draft Strategy to Councillors at a briefing prior to the Council meeting. This session will provide Councillors an opportunity to ask questions and/or seek clarification.

It should be noted that this report is not seeking final adoption of the draft Strategy, but is seeking Council support for it to proceed to the formal comment period. The formal comment period will run for three weeks, commencing on 2 July and finishing on 22 July. It is planned to review the consultation outcomes and agreement on the prioritised Action Plan. Final endorsement through Council is expected in late August.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

205-18 MOVED - Cr. P R Perks SECONDED - Cr. C N Boyce

THAT Council advises the Department of Transport of its support for the draft Bunbury Wellington 2050 Strategy to proceed to the formal comment period.

CARRIED
8/0

12.9 Title: Nomination of the Shire President and Chief Executive Officer to Bunbury Outer Ring Road (BORR) Regional Local Government Advisory Group

Reporting Department: Engineering & Development Services

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

Legislation: Local Government Act 1995

Overview

The Shire has been invited to nominate the Shire of Dardanup Shire President and Chief Executive Officer to the Bunbury Outer Ring Road (BORR) Regional Local Government Advisory Group. Council is requested to support the nominations.

Background

The Shire has received correspondence from Main Roads WA inviting nominations from the Shire President and Chief Executive Officer for the Bunbury Outer Ring Road (BORR) Regional Local Governments Advisory Group.

In May 2018, the State Government committed \$106 million and the Commonwealth \$560 million for construction of the project, which is anticipated to commence in 2020.

To date, Main Roads has been briefing local government authorities and undertaking targeted consultation with landowners and communities of interest as part of a planning review for the northern section of BORR.

To further progress the BORR project, Main Roads has awarded a consultancy contract and subsequently formed an integrated project team to complete detailed planning and project development. Main Roads has advised that community engagement is a priority and they have established key forums of which, they have invited Council's participation. These include the:-

- 1. BORR Regional Local Governments Advisory Group - providing an opportunity for regular exchange of information and progress, as well as deliberation of any key interface issues. It is anticipated this group will convene on a quarterly basis. It is Main Roads WA suggestion that Council nominate the Shire President together with the Chief Executive Officer, to this group, or select delegates to act as proxies.*
- 2. BORR Project Enabling Group - providing an opportunity for strategic, technical and/or specialist input from the Department of Planning, Lands and Heritage and the four Local Government Authorities.*
- 3. In addition, two Community Reference Groups – these will be formed for the Northern and Central; and Southern sections of the alignment to facilitate and enhance communication and collaboration with the various communities of interest. Nominations for membership will be advertised shortly and residents, local businesses and community groups will be invited to express their interest.*

Legal Implications

Local Government Act 1995, Section 5.8, 5.9 and 5.10.

Strategic Community Plan - Strategy 1.5.1 of the Strategic Community Plan.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

As recommended by Main Roads WA, it is suggested that the Shire President and the Chief Executive Officer be nominated for the BORR Regional Local Governments Advisory Group.

Director Engineering & Development Services, Mr Luke Botica, has nominated to the BORR Project Enabling Group that will provide an opportunity for strategic, technical and/or specialist input from the Department of Planning, Lands & Heritage and the four local governments. This group will convene on a bi-monthly basis.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

206-18 MOVED - Cr. P S Robinson SECONDED - Cr. P R Perks

THAT Council endorse the nomination of the Shire President and Chief Executive Officer to the Bunbury Outer Ring Road Regional Local Governments Advisory Group.

CARRIED
8/0

12.10 Title: Supply and Delivery of Gravel and Limestone – Extension of Contract

Reporting Department: Engineering & Development Services
Reporting Officer: Mr Nathan Ryder – Manager Operations
Legislation: Local Government (Functions and General) Regulations 1996

Overview

The current 2017-2018 Contract for the Supply and Delivery of Gravel and Limestone is due to expire in June 2018. The current contract allows for a contract extension and Council is requested to approve the officer recommendation for the renewal of the current contract.

Background

The Shire of Dardanup entered into a contract with Carbone Brothers Pty Ltd for the supply, loading and delivery of gravel and limestone for the 2017-2018 financial year, Resolution [144/17].

Clause 1.8 of the Contract states:

“The Contract shall commence on the 1 July 2017 and continue until 30 June 2018. This Contract may be extended subject to satisfactory performance. Any consideration for extending the Contract will be subject to a review of the Contractor’s performance by Council, prior to expiration of the first 12-month Contract period.”

It was deemed by Shire staff that the Contractor’s performance was satisfactory during the current Contract and that it may be beneficial for Council to consider extending the Contract.

The Officer sought new rates from Carbone Brothers for the supply of gravel according to the scheduled road projects in the Shire’s 2018-2019 Construction Program. At this point in time, there is no foreseen requirement for limestone. Carbone Brothers has confirmed verbally and via email that they are agreeable to extend the existing Contract for a further 12 months.

The new rates received from Carbone Brothers on 4 May 2018, applicable for the 2018-2019 financial year are as follows:

Proposed Contract Rates for the 2018-2019 Construction Program			
Road	Extent of Works	Rate per Tonne of Gravel (inc. GST)	Rate per Tonne of Limestone (inc. GST)
Simpson Rd	0.00 – 3.28 SLK	\$18.00	
Pile Rd	1.65 – 5.42 SLK	\$19.00	
Nyleeta Close	0.00 – 0.45 SLK	\$19.00	
Crooked Brook Rd	4.87 – 5.77 SLK	\$18.00	
Crooked Brook Rd	8.53 – 10.53 SLK	\$18.00	
Martin-Pelusey Rd	0.00 – 3.03 SLK	\$18.00	
Ferguson Rd	10.00 – 13.00 SLK	\$18.50	

The Officer reviewed the rates against the rates previously accepted by Council under the existing Contract and found them to be on par. Rates provided appear to be commensurate with the new delivery locations, in accordance with the 2018-2019 Construction Program. The rate for Crooked Brook Road has decreased from \$18.70 to \$18.00 per Tonne. The new rates, for all intents and purposes, are equivalent to those under the existing Contract, repeated herewith for comparison:

Current Contract Rates (2017-2018)		
Road	Rate per Tonne of Gravel (inc. GST)	Rate per Tonne of Limestone (inc. GST)
Crooked Brook Rd	\$18.70	
Eaton Dr	\$19.00	\$18.00
Martin-Pelusey Rd	\$19.00	
Harris Rd	\$19.00	
Clifton Rd	\$18.00	
Gravel Pit Rd	\$18.00	
South Rd	\$22.50	
Depiazzi Rd	\$18.00	
Banksia Rd	\$18.00	

Legal Implications

Public tenders are not required to be called as there is provision in the existing Contract for extension.

A Contract Extension Agreement will be entered into with Carbone Brothers for the supply of gravel and limestone for the 2018-2019 financial year.

Strategic Community Plan

Outcome 1.3.1 of the Strategic Community Plan.

Environment - None.

Precedents -

The Shire has previously entered into several contracts for the supply of road building materials.

Budget Implications - None.

Budget – Whole of Life Cost -

The proposed Road Construction Program is in accordance with the Shire of Dardanup's "Road Asset Management Plan 2018 – 2028".

Council Policy Compliance - None.

Risk Assessment - Low.

The Shire of Dardanup has entered into several contracts of this nature previously.

Officer Comment -

The Officer is of the opinion that the performance of Carbone Brothers over the 2017-2018 financial year has been satisfactory. The supply and delivery of gravel and limestone has been fulfilled in accordance with the Contract.

Carbone Brothers have been the contractors used by the Shire in previous years and are familiar with the Shire's operations and site requirements. Carbone Brothers are effectively maintaining the existing rates for the 2018-2019 financial year and this represents good value for the Shire of Dardanup.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

207-18 MOVED - Cr. C N Boyce SECONDED - Cr. T G Gardiner

THAT Council:

1. **Accepts the new rates received from Carbone Brothers Pty Ltd.**
2. **Agrees to extend the existing Contract for a further 12 months based on satisfactory performance of Carbone Brothers Pty Ltd over the 2017-2018 financial year.**
3. **Enters into a Contract Extension Agreement with Carbone Brothers Pty Ltd for the supply and delivery of gravel and limestone in accordance with conditions and specifications of the existing Contract, at the following new rates for the 2018-2019 financial year:**

Road	Extent of Works	Rate per Tonne of Gravel (inc. GST)
Simpson Rd	0.00 – 3.28 SLK	\$18.00
Pile Rd	1.65 – 5.42 SLK	\$19.00
Nyleeta Close	0.00 – 0.45 SLK	\$19.00
Crooked Brook Rd	4.87 – 5.77 SLK	\$18.00
Crooked Brook Rd	8.53 – 10.53 SLK	\$18.00
Martin-Pelusey Rd	0.00 – 3.03 SLK	\$18.00
Ferguson Rd	10.00 – 13.00 SLK	\$18.50

4. **Authorises the Shire President and Chief Executive Officer to sign and execute the Contract Extension Agreement with Carbone Brothers Pty Ltd.**

CARRIED
8/0

12.11 Title: Mobile Traders on Eaton Foreshore – Consideration Of Expression of Interest

Reporting Department: Engineering & Development Services
Reporting Officer: Mr Neil Nicholson – Principal Environmental Health Officer
Legislation: Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Local Law 2007'

Background

Under Council Policy CP033 – 'Mobile Traders on Eaton Foreshore' the Shire is to advertise each year for expressions of interest from Type A mobile traders (coffee vans, food vehicles and the like) to trade at Eaton Foreshore. This year, as a result of advertising, one expression of interest has been received.

The expression was from Ms. Jacqueline Stenhouse for the mobile food vehicle 'The Healthy Alternative (WA)' (Appendix ORD: 12.11A). The submission received has been assessed by Environmental Health staff and has been deemed to comply with all requirements under the policy.

The Healthy Alternative (WA) vehicle is a towed food trailer approximately 2.8m long and 1.8m wide, constructed of commercial-grade fridge panel. It is clean, and constructed to a professional standard (Appendix ORD: 12.11B).

The business will sell a range of food including muffins, smoothies, salads and soup as well as drinks including ice tea, herbal tea, chai tea, and water.

- **Advertising**

Advertising seeking expressions of interest for mobile traders to operate within the nominated area of the Eaton Foreshore was undertaken in May 2018 by means of newspaper notices, the Shire website and social media.

Applicants are required to address qualitative criteria listed within the 'Expression of Interest – Mobile Traders - Eaton Foreshore' document. The criteria and a summary of the applicant's responses are provided in the table below.

Applicant: The Health Alternative (WA) – Jaqueline Stenhouse

Qualitative Criteria	Applicant's Response
Benefit to the Community a) Outline of the business profile and operations (what is being offered/sold)?	<p>The Healthy Alternative (WA) is a small food mobile business based in Donnybrook, offering healthy food options. The business is certified as a Healthy Food Vendor by the WA School Canteen Association, and also won the Healthiest Food Stall at the recent South West Multicultural Festival in February 2018.</p> <p>The business has been operating for just over 12 months. The food trailer is a 1-person operation as it is small (2.85m in length), and can fit most market stall spaces.</p>

Qualitative Criteria	Applicant's Response
	<p>The Healthy Alternative (WA) provides reasonably priced healthy food that is not readily available in stores, supermarkets or cafes in the vicinity of the trading area. The healthy options provided are gluten-free, dairy-free, and sugar-free, as well as preservative free. Summer and Winter menu options provide good nutrition, help maintain a healthy balance of weight, and contribute to customer's overall health by reducing the risk of chronic disease.</p> <p>Primarily the food van offers smoothies (generally a breakfast or lunch time option). (If this EOI is successful, fresh juices would also be considered).</p> <p>Other food offered are:</p> <ul style="list-style-type: none"> • Muffins and choc bomb balls. • Vegan-style salads, falafels and frittatas in Summer. • Cinnamon quinoa porridge, chai and herbal tea, hot soup and bread, falafels, frittatas and baked beans in Winter.
(b) Rates/prices and proposed days/times of operation.	<p>Rates / prices and proposed days/times of operation:</p> <ul style="list-style-type: none"> - Smoothies - \$8 - Smoothie Bowls - \$12 - Muffin sundaes - \$6 - Muffin - \$4 - Choc Bomb Balls - \$2 - Salad or baked beans with falafel or frittata - \$8 - Cinnamon Quinoa Porridge - \$8 - Hot soup & bread - \$8 - Ice tea, herbal tea, chai tea, water - \$6 <p>In Winter operation hours on a Saturday or Sunday afternoon from 1:30pm to 4:30pm. In the Summer (November onwards) I would like to offer services from Wednesday through to Friday from early morning until after lunch. I would like to reserve weekends for events and markets.</p>
(c) Details of all activities/ products that will be available to the public.	(As above)
<p>Experience of the Trader</p> <p>(a) Provide details of trading history including other local government areas where trade has been conducted.</p>	<p>As the owner of the business, I am a qualified Food Safety Auditor to ISO 22000 and have experience with food businesses developing and implementing their food safety management system and HACCP plans.</p> <p>The Healthy Alternative (WA) has been operating for just over 12 months. As the owner of the business I have been the only person operating it. I have attended a number of events in the South West including SkyFest 2018, The Multicultural Festival, the Donnybrook Markets, the Bunbury Market s, the Tree Art Safari , Eaton Foreshore Festival, Donnybrook Festival, and the Mother's Day Eco Market (Stirling Street Arts Centre).</p>
(b) Provide scope of the Respondent's history of involvement in the proposed trading activity.	(As above)
(c) Demonstrate competency and proven track record or trading activity.	(As above)
Appearance and Quality of the Operation and	

Qualitative Criteria	Applicant's Response
Equipment (a) Details of equipment/ vehicles to be used (photos are desirable).	I would be using a food trailer which is 2.85m long (Appendix ORD: 12.11B) The trailer itself has a fitted fridge which has a small freezer, hot water system, and 2 sinks. Other equipment within the trailer: <ul style="list-style-type: none"> - Microwave - Milk warmer - Hot drinking water container - Soup / hot pot holder - Eftpos machine - Various jars of nuts, seeds etc. - Esky - Engel fridge / freezer
(b) Details of ancillary equipment to be used (i.e. tables, chairs etc.).	Ancillary equipment includes: <ul style="list-style-type: none"> - 40L drinking water tank attached externally to the trailer - Portable generator - 2 tables - 4 chairs - External umbrella shade fitted to the trailer when stationery - A3 signage
(c) Details of the number of employee(s).	1 owner / operator
(d) Space required to conduct trading activities (a scaled layout plan is desirable).	3 metres x 2 metres
Safety and Risk Management Measures Implemented by the Trader (a) A demonstrated understanding of the trading activity and the associated risks.	(Applicant has provided a Risk Management Plan – Appendix ORD:12.11C)
(b) An understanding of the potential risks from operating at the subject location.	(Refer to applicant's Risk Management Plan – Appendix ORD:12.11C)
(c) A strategy or Management Plan to address any potential risks.	(Refer to applicant's Risk Management Plan – Appendix ORD:12.11C)
(d) Evidence that the risk management measures can be implemented.	(Refer to applicant's Risk Management Plan – Appendix ORD:12.11C)
(e) Any contingency	(Refer to applicant's Risk Management Plan – Appendix ORD:12.11C)

Qualitative Criteria	Applicant's Response
measures or back up of resources including personnel (where applicable).	
Appropriateness of the Activity / Business	
(a) Appropriateness of the activity in the context of the Eaton Foreshore and associated facilities.	<p>As I understand, the area allocated will be off the road in a designated parking area which will be safe for pedestrians, patrons and other vehicles.</p> <p>My mobile food business is a small trailer that will easily fit into this allocated area without causing any difficulty to pedestrians, patrons and other vehicles.</p>
(b) Appropriateness of the activity in the context of the users of the Eaton Foreshore.	<p>I believe the land is a Shire Reserve, to offer healthy snacks and smoothies to those people accessing the reserve should only compliment any activities of recreation taking place there.</p> <p>There should be very little impact on nearby residences and landowners should The Healthy Alternative WA be awarded this trading licence</p>
(c) How the activity will co-exist with active and passive users of the Eaton Foreshore.	<p>There is an allocated parking area for the business, which I should easily fit into, and the generator used is of very low volume and is used regularly at the Bunbury Markets. (The Bunbury Markets is also in a residential area and, as far as I am aware, there have been no noise complaints registered).</p>

- Public Liability and Certificate of Registration of a Food Business

Environmental Health Services have on record:

- A copy of the applicant's **Certificate of Currency** (Allianz Insurance) for \$5 million. The period of insurance cover is 11 August 2017 to 4pm, 11 August 2018.
- A **Certificate of Registration of a Food Business** (*Food Act 2008*) issued by the Shire of Donnybrook for The Healthy Alternative (WA) food business which includes the Food Trailer (1TQY 641). The certificate is dated 6 November 2017.

The Certificate of Food Business confirms the business is compliant with the Food Act 2008.

Legal Implications

All trade activities are to comply with the *Shire of Dardanup Activities in Thoroughfares and Public Places and Trading Local Law*, the *Environmental Protection (Noise) Regulations 1997*, and the *Shire of Dardanup Health Local Laws 2000*.

Strategic Community Plan

Strategy 4.2.4 of the Strategic Community Plan.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance

Council Policy - CP033 - 'Mobile Traders on Eaton Foreshore'.

Risk Assessment - Low.

The proposed trade activity is low impact, and meets the requirements of the Policy.

The applicant has provided a Risk Management Plan, and has public \$5 million public liability insurance.

Officer Comment

Given only one expression of interest was received this year Council is reminded of the following provisions of the Policy which applies in the scenario when less than three applications are received for determination:

- a) *In determining applications, Council reserves the right to refuse an application even if less than three permits have been issued for a particular financial year, if Council determines the proposed use is incompatible with the foreshore or of a standard that is unacceptable;*
- b) *If the three (3) trading positions are not all occupied following the expression of interest process, Council can approve an application received outside of the above process, for the remainder of the applicable financial year (expires on 30 June).*

Council are required to determine whether the application received is compatible with the foreshore, and of a standard that is acceptable.

- *Location Of Trader*

The Principal Parks & Environment Supervisor has indicated his preference for the Health Alternative (WA) food trailer to be located in the parking bay in the North-East corner of the Eaton Foreshore.



Environmental Health Services have provided a copy of the suggested trade location to the applicant, and she has indicated she has no objections.

It is expected that the towing vehicle will be attached to the food trailer throughout the trade period. While this will take up parking space of approximately two vehicles, it is desirable in case the food trailer needs to be removed quickly from site.

The trailer is self-contained, and has its own electrical generator, fresh-water supply and wastewater tanks. There is no need for service lines either to or from the vehicle.

Environmental Health Services consider the proposed food trailer to be suitable for Eaton Foreshore, and consider the respondent's application to suitably address the qualitative criteria within the expression of interest document, as well as achieving the objectives of the '*Council Policy CP033 – Mobile Traders on Eaton Foreshore*'.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

208-18 MOVED - Cr. P R Perks SECONDED - Cr. L Davies

THAT Council approves the application by Ms. Jacqueline Stenhouse (dated 6 June 2018) for a Traders Permit for 'The Healthy Alternative (WA)' food vehicle at Eaton Foreshore subject to the following conditions:

- 1. An Application for Trader's Permit is to be submitted to the Shire of Dardanup, and an application fee of \$207 is to be paid for the issuance of a trading permit prior to trading occurring.**
- 2. This trading permit is valid until 30 June 2019.**
- 3. Trading shall only occur within the approved trading location.**

4. **Trading shall comply with the provisions of the *Shire of Dardanup 'Activities in Thoroughfares and Public Places and Trading Local Law'* at all times.**
5. **The trader shall only conduct trading of products and/or services as specified on the trader's permit.**
6. **The trader shall not deposit or store any item associated with a trader's permit on any footpath, vehicle access way or thoroughfare so as to create an obstruction.**
7. **The trader shall provide confirmation to the Shire of a valid public liability insurance policy to operate the subject trading activity, prior to commencement of the trading activity which is to be thereafter maintained. The Policy should indemnify both the trader and the Shire against any death or injury to a person or property arising from the approved trading for a minimum value of \$10 million.**
8. **The solicitation of customers by touting or the use of public address systems shall not be permitted at any time.**
9. **The trader shall keep their area of operation clean and tidy at all times to the satisfaction of the Shire.**
10. **The trader shall ensure that no debris, litter, cleaning agents, detergents or waste of any kind result from their activities.**
11. **The trader shall not conduct trade on Reserve 24359 or Reserve 25417 on any day there is a public event organised by the Shire, unless approved by the Shire.**
12. **The trader shall make all reasonable attempts to utilise their trading permit to its full extent. If the Local Government determines that a trading permit is not being utilised sufficiently, the Local Government may revoke the trading permit.**
13. **A trader shall not request any member of the public using the trading area to relocate from the designated trading area at any time.**

Advice Notes:

- i) **The applicant is advised that a separate approval is required for any proposed signage on road reserves. The applicant is encouraged to contact the Shire's Engineering Department with any queries in this regard.**

- ii) **Trade that involves the selling or distribution of food or drinks is to comply with the *Food Act 2008* and the Food Standards Code.**
- iii) **Traders shall comply with the *Environmental Protection (Noise) Regulations 1997* at all times.**
- iv) **The Shire may cancel a trader's permit pursuant to Clause 6.9 of the Local Law if the trader has not complied with a condition of the permit or a provision of any written law which may relate to the activity regulated by the permit.**

CARRIED
8/0

12.12 Title: Application for Development Approval – Lot 1108 (2) Recreation Drive Eaton – Shopping Centre Expansion, Carpark Upgrade and Digital Signage – (Planning Solutions on behalf of Citygate Properties Pty Ltd)

Reporting Department: Engineering & Development Services

Reporting Officer: Suzanne Occhipinti – Senior Planning Officer

Legislation: Planning and Development Act 2005

Overview

Council has received an Application for Development Approval for a proposed extension, carpark upgrades and digital signage at Lot 1108 (2) Recreation Drive, Eaton (Eaton Fair Shopping Centre). Officers are recommending approval subject to appropriate conditions.

Location



Eaton Fair Shopping Centre,
Eaton

Site Plan



Background

The land is zoned 'District Centre', and is approximately 6.04ha in area. The property abuts a civic precinct to the north containing the Shire administration building and skate park; recreational land to the east containing Glen Huon oval; residential and mixed business properties to the south; and residential land to the west. Full details of the proposal are contained in (Appendix ORD: 12.12).

The proposal is for an extension to the shopping centre footprint, to create two new tenancies on the southern side, as well as associated car park modifications and digital signage.

The proposed development is summarised as follows:

- *Proposed New Tenancies*

Tenancy One (western tenancy) is 533m² and whilst the ultimate use of the tenancy is yet to be determined, the applicant is seeking approval for any one of the following 'P' (permitted) uses:

- Amusement parlour;
- Art & craft studio and sales ;
- Civic use;
- Consulting rooms;
- Convenience store;
- Dry cleaning premises;
- Fast food outlet;
- Lunch bar;
- Office;
- Public amusement;
- Restaurant/café; or
- Shop (including pharmacy).

Tenancy Two (eastern tenancy) is 512m², and is proposed to be used for a Medical Centre, comprising of nine consulting rooms, as well as a pathology room, nurses' station, reception, administration, amenities, reception and waiting area. Medical Centre is a 'D' (discretionary) use in the District Centre zone.

Both tenancies are at ground floor level, and will have a covered walkway between them linking to the existing southern entry near Coles / Liquorland. Tenancy One will have glazing to its western, southern and eastern façades. Tenancy Two will have glazing to its western elevation adjoining the new internal walkway, and a solid facade with slim windows to the southern elevation. Both tenancies propose a 2.4m wide external awning to the western and southern elevations.

For clarity the following diagram indicates the locations of proposed Tenancy One (western) and Tenancy Two (eastern).



- *Digital Signage*

A 5.0m wide, 2.2m high (11m²) digital advertising sign is proposed to be located on the southern external wall of the Tenancy Two. The applicant has advised the sign will be used to display promotional material associated with the shopping centre.

- *Car Parking*

Modifications to existing carparking arrangements will be undertaken at both ground level on the southern side of the shopping centre as well as the decked parking area above the new tenancies.

The decked carpark is proposed to be extended above the proposed tenancies to create eighteen new parking spaces. The extension is screened from the ground level view with tilt slab walls, consistent with the existing deck carpark.

The ground level car park works proposed include:

- removal of one non-compliant disabled parking bay and relocation of other disabled parking bays and shared spaces;
- reconfiguration and adjustments to parking layout to create thirty seven additional parking spaces, four motorcycle bays and an ambulance bay;
- shade structures to be located over four lanes of car parking spaces adjacent to the southern entrance.

The proposed re-configuration will result in the removal of some existing trees, however the applicant has indicated that four new tree planting areas will be provided at the western edge of the parking aisles.

The above indicates the creation of fifty five new bays, however this is offset with the loss of forty one bays as a result of the creation of the new tenancies and paved forecourt. In addition, the proposed new tenancies are subject to providing additional parking which results in an overall temporary shortfall of approximately fifty bays. This aspect will be discussed further in the officer's comment section of the report.

- *Advertising / Notification of Proposal*

The works component of this application is considered to be in accordance with the EFACP and Scheme provisions and therefore was not considered to warrant further advertising.

The application is also exempt from requiring approval under the Greater Bunbury Region Scheme, as it is not defined as “major development” based on the minor increase in floor area of the proposed extension.

The ultimate use of Tenancy One is unknown at this stage, however, depending on the nature of works required when the tenancy is leased, future uses may be exempt from further development approval if they are ‘P’ (‘permitted’) uses that do not involve substantial external modifications to the building. Any advertising requirements for future uses of the tenancy will be determined at time of application (if required), depending on the nature of the use.

The use of Tenancy Two for a ‘Medical Centre’ is consistent with the EFACP, and is a ‘D’ use in the Scheme. Given the use of ‘Medical Centre’ was identified as an appropriate use in the EFACP and Amendment 194, both of which were advertised, it has not been considered necessary to further advertise the application for the use of this tenancy.

Legal Implications

Appeal rights to the State Administrative Tribunal apply.

Strategic Community Plan

Strategies 4.1.1, 4.1.3, 4.2.1, 4.3.1 and 4.3.2 of the Strategic Community Plan.

Environment - None.

Precedents

This is the first Application for Development Approval to be assessed since Scheme Amendment 194 was gazetted, rezoning the land to ‘District Centre’ and introducing new provisions and land use permissibility’s into the Scheme.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officers consider that the proposal is unlikely to result in any negative amenity, financial, social or economic impacts to either Council or the community.

Officer Comment

The following matters are considered relevant to the assessment of this proposal:

- Objectives of 'District Centre' zone (TPS3);
- Eaton Fair Activity Centre Plan (EFACP);
- Clause 4.1 'Car parking' (TPS 3); and
- Advertising Signage.

- *Objectives of 'District Centre' zone (TPS3)*

The Shire of Dardanup Town Planning Scheme No.3 (TPS3) zones the site as 'District Centre' zone which has as its objectives:

- To designate land for future development as an activity centre; and
- To provide a basis for future detailed planning in accordance with the structure planning or activity centre planning provisions of this Scheme or any relevant Activity Centres State Planning Policy.

Officers consider the proposal is consistent with the objectives of the zone and represents suitable development in a designated activity centre.

- *Eaton Fair Activity Centre Plan (EFACP)*

The maximum retail floor space for all development under the previously endorsed Eaton Town Centre Structure Plan was limited to 15,100m². The Eaton Fair Activity Centre Plan (EFACP) supersedes the previous structure plan and does not include a retail floor space cap; instead the broad distribution of land uses is guided by the EFACP using a precinct based approach.

Of relevance is Part 3.3.2 *Preferred Uses*, which includes 'Shop/Retail' and 'Health Service' in the Core Precinct, where the development is proposed.

The plan also contains development standards for the Core Precinct, of which the following are relevant:

- Loading, servicing, bin and material storage areas, including air conditioners, compressors and other similar machinery, shall be screened from view from streets and public areas by an enclosure in the style and material of the associated building.
- Roof mounted mechanical equipment and air conditioners, if required, shall generally be screened from view by the roof form or through the use of parapet walls.
- All buildings, streets, access ways, paths and car parking areas shall be well lit to encourage safe use after hours with no light spill into adjoining residential areas.
- Security bollards shall not conflict with pedestrian flow and security shutters upon all buildings (if required) shall be retractable.

- All internal thoroughfares should be appropriately designed so as to sustain high levels of pedestrian movement and permeability.
- All drainage shall be restricted to pre-development flows. Should the proponent wish to increase the rate of outflow from the site, the Shire's stormwater network shall be upgraded at the proponent's cost.

Where appropriate, these standards have been included as recommended conditions of approval.

• *TPS 3 - Clause 4.1 'Car parking'*

Modifications proposed to the existing car parking layout will result in a net gain of 18 additional car parking spaces. However, assessment of the proposal under the EFACP and Clause 4.1 in TPS3 indicates an additional 68 spaces need to be provided for the extension and uses proposed, assuming that the vacant tenancy will be used for a 'Shop' or similar use and based on the following assessment:

Development	Calculation	Car Parking Requirement
Tenancy 1 – 'Shop' type use with a floor area of 512m ²	1 car space per 20m ² (EFACP)	27
Tenancy 2 – Medical Centre with nine consulting rooms.	<ul style="list-style-type: none"> • 4 spaces for every consulting room, plus • 1 space for every employee (TPS3, Appendix IIA) <i>Employee Assumptions:</i> <ul style="list-style-type: none"> • 2 nurses, • 1 office manager, • 2 receptionists. 	41
Total based on above		68
Proposed Car Park reconfiguration	Net gain of 18 spaces	50 additional car spaces required

A desktop audit using Council's GIS aerial mapping to assess the occupancy rates of the existing carpark at Eaton Fair Shopping Centre indicates that it generally appears to be occupied below capacity, particularly on the deck level. The assessment examined a number of aerial photographs taken over an extended time period and indicated occupancy rates consistently less than 50% on the deck level.

It is noted that due to the incremental changes in development and tenancies over time, it has become difficult for staff and Council to determine exactly whether there is currently a net surplus or shortfall in car parking on the site without undertaking a full parking audit. Whilst it is not considered appropriate to require such an investigation for a minor extension such as the subject proposal, officers have discussed this with the proponent who has indicated they are willing to consider

undertaking a full parking audit in association with the next major expansion of the centre. This audit should determine the status of existing parking based on actual current uses, and the extent of future parking required.

In the interim, officers consider it is unlikely that the parking arrangements will result in on-site parking congestion, or necessitate off-site parking provision. The carpark layout also provides for efficient, safe and legible pedestrian access.

Reciprocal use of the car parking spaces is encouraged in the EFACP and officers consider it is reasonable to expect that patients using the Medical Centre and other new tenancy will also visit other tenancies in the shopping centre during their visit.

Further, any dispensation to the required provision is only expected to be needed in the short-term. The approved EFACP shows additional future parking being located in the locality of Council Drive which will be realigned as a result of the recent land transfers approved by the Minister. The additional parking that will be provided in the future is expected to counter the short term car parking net loss resulting from this application.

- *Advertising Signage*

TPS3 does not contain specific requirements for advertising signage. The sign nevertheless requires planning consent as it is not exempt development. It has been considered having regard to the relevant objectives and development requirements of the EFACP for the 'Core Precinct'. The EFACP does not limit advertising signage, and the proposed LED screen is considered to be in keeping with existing signage at the centre in scale and design. It is not expected to cause amenity impacts or distract drivers, however it would be appropriate to prohibit the use of excessive light and/or flashing animation.

Council Role - Quasi – Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

209-18 MOVED - Cr. M T Bennett SECONDED - Cr. J Lee

THAT Council:

- 1. Approves the Application for Development Approval at Eaton Fair Shopping Centre (Lot 1108 Recreation Drive, Eaton) for:**
 - a) Construction of two additional tenancies and ancillary works;**
 - b) Use of Tenancy 2 for 'Medical Centre';**
 - c) Upgrade and modifications to car parking areas; and**
 - d) Advertising signage,**

- 2. Approves the Application for Development Approval at Eaton Fair Shopping Centre (Lot 1108 Recreation Drive, Eaton) subject to the following conditions:**
- a) The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plan(s) and must not be altered or modified without the further written consent of Council.**
 - b) Loading, servicing, bin and material storage areas, including air conditioners, compressors and other similar machinery, shall be screened from view from streets and public areas by an enclosure in the style and material of the associated building.**
 - c) Roof mounted mechanical equipment and air conditioners, if required, shall be screened from view by the roof form or through the use of parapet walls.**
 - d) All buildings, streets, access ways, paths and car parking areas shall be well lit to encourage safe use after hours with no light spill into adjoining residential areas.**
 - e) Security bollards shall not conflict with pedestrian flow and security shutters upon all buildings (if required) shall be retractable.**
 - f) All drainage shall be restricted to pre-development flows. Should the proponent wish to increase the rate of outflow from the site, the Shire's stormwater network shall be upgraded at the proponent's cost.**
 - g) The approved digital signage shall be to the satisfaction of Council and shall not cause a nuisance through emission of excessive light, bright colours and/or flashing animation.**

Advice Notes:

- i. The development approved is to be substantially commenced within two years, or such other period as is specified in the approval, after the date of the determination. The approval lapses if the development has not substantially commenced before the expiration of the period.**
- ii. The applicant is advised that this is not a Building Permit. A Building Permit should be obtained prior to commencement of construction. A Certificate of Classification is to be applied for and issued by Building Services prior to any occupation of the building.**

- iii. **Your attention is drawn to the requirements for access to buildings for people with disabilities in accordance with the Building Code of Australia and AS1428.1 (as amended). Detailed drawings are to be submitted with the building licence application identifying means of access from carparking areas to the entrance of the building and throughout the building, as required by AS1428.1 (as amended). Provision of carparking for those with special accessibility needs is to be in accordance with Australian Standard 2890.6-2009 (as amended).**
- iv. **Fire hydrants may be required to be provided with the required pressure and flow being verified by a recognised testing authority in accordance with the requirements of the Building Code of Australia in this regard, particularly E1.3 and AS 2419.1.**
- v. **The applicant is advised that a full car-parking audit will be required prior to any future major development(s) to determine the status of existing car parking based on actual current uses, and the extent of future parking required.**

CARRIED
8/0

12.13 Title: Application to Keep Three Cats – Unit 4/11 Trusty Place
Dardanup – (Ms Marilyn Lee)

Reporting Department: Engineering & Development Services

Reporting Officer: Miss Jessica Forsyth – Ranger

*Legislation: Cat Act 2011 & Cat Regulations 2012;
Keeping and Control of Cats Local Law 2014;
Cat Policy – Keeping three or more cats;
Health Local Law 2000.*

Overview

Application has been received for approval to keep three cats at Unit 4/11 Trusty Place, Dardanup. Council is requested to approve the officer recommendation for the approval to keep the three cats.

Site Plan



Background

Council has received an application to keep three cats at Unit 4/11 Trusty Place, Dardanup. A copy of the application submitted by the resident is provided in (Appendix ORD: 12.13A).

The subject property is zoned 'Residential' and is approximately 210m² in area. The property is surrounded by similarly zoned 'Residential' properties.

The applicant is requesting to keep the following three cats at the property;

BREED	SEX	COLOUR	AGE	NAME	REGISTRATION	LOCAL GOVT.
Moggy	Male	Grey	18 years	Mousie	L005128	SOD
Long Haired Part Persian	Female	Black	7 Years	Cuddles	L005129	SOD
Long Haired Part Persian	Female	Black	7 years	Fluffy	L005127	SOD

An inspection of the property was conducted by Ranger Services and Environmental Health on 24 April 2018, to ensure compliance with the *Cat Act 2011*, *Cat Regulations 2012*, *Keeping and Control of Cats Local Law 2014*, *Shire of Dardanup Cat Policy – Keeping three or more cats*, and the *Shire of Dardanup Health Local Law 2000*.

During the inspection the following was observed;

- The house and backyard were in a clean and tidy state with no animal waste present. Litter tray located inside house – clean.
- The size of the property is considered adequate in size to cater for the needs of three cats.
- There was adequate shelter and water provided for the cats at all times.
- There was a minor musk (of cats) within the unit, however, it was not overt.
- The cats appear to be clean, healthy in relation to their age, and well cared for.

Photographs taken during the property inspection are provided in (Appendix ORD: 12.13B).

Rangers have been advised by the applicant that the cats are mostly kept indoors, however, one of the cats does enjoy short periods of time outside when the owner is home. The other two cats prefer to stay indoors.

Upon receiving the application, Ranger Services posted letters to seven neighbouring properties. A Consent / Objection Form (Form 99) was provided and it was requested that these be returned to the Shire for assessment.

Five submissions were received as a result of the notifications, with three objecting to the application. Two of the objections were received by the Shire after the closing date for submissions. Copies of all submissions received are contained in (Appendix ORD: 12.13C).

A summary of all submissions received are contained in the following table:

SUBMITTER	CONSENT/ OBJECT	SUBMITTER COMMENT	OFFICER COMMENT
Neighbour	Object	Considers that three cats and one dog in a small home without lawn or garden at the back, is asking for trouble.	Noted, however, officers consider the property is adequate in size to cater for the needs of the animals the property.
		Has seen a cat jump the fence and dig up submitter's	Noted, however, it cannot be confirmed that this

SUBMITTER	CONSENT/ OBJECT	SUBMITTER COMMENT	OFFICER COMMENT
		vegetable garden.	particular cat belongs to the applicant.
Neighbour	Object	The cats escape all the time from unit 2 and when they get out they defecate in everyone's garden.	<p>This submission was received after the due date for submissions.</p> <p>Noted, however, Council has not received any previous complaints with regard to the subject cats.</p> <p>Officers have also been unable to confirm that the particular cats referred to belong to the applicant.</p>
		Does not believe the applicant is a good pet owner.	Noted, however, this is personal opinion. Officers have not received any complaints regarding the owner to support this claim.
Neighbour	Object	When the cats get out, they jump the fence and dig in neighbours gardens.	<p>This submission was received after the due date for submissions.</p> <p>Noted, however, Council has not received any previous complaints with regard to the subject cats.</p>
		Concerned the cats may kill birds in the area.	<p>Noted, however Rangers have no evidence to support that the subject cats have killed any birds in the area.</p> <p>One of the conditions of approval of the application, if granted, may be that the cats are contained on the premises unless under effective control of a person.</p>
		Paid a lot of money to have own backyard enclosed with netting /mesh to keep own cat enclosed. Believes everyone should be a responsible cat owner.	<p>Noted, however, there are no current laws which require a person to contain their cat(s) to their property.</p> <p>This can be listed as a condition of approval of the application, pursuant to the Shire's Keeping and Control of cats Local Law 2014.</p>

SUBMITTER	CONSENT/ OBJECT	SUBMITTER COMMENT	OFFICER COMMENT
Neighbour	Consent	No Comments made.	Noted
Neighbour	Consent	The cats are house cats only and do not leave the inside of the unit.	Noted, however, the applicant has advised that one of the cats goes outside on occasions.
		Male cat is nineteen years old and two female cats are six/seven years old so have been house trained.	Noted.
		All three cats are microchipped, desexed and registered.	Noted.

Legal Implications

Pursuant to Cl. 3.2 of the *Shire of Dardanup Keeping and Control of Cats Local Law 2014*, a person is required to have a permit to keep three or more cats (six months of age and older) on any premises unless the premises concerned are;

- a) a refuge of the RSPCA or any other animal welfare organisation;
- b) an animal pound which has been approved by the local government;
- c) a veterinary surgery; or
- d) a pet shop.

The *Shire of Dardanup Cat Policy – Keeping of three or more cats*, limits the number of cats on a premises within the Shire of Dardanup to a maximum of four cats over the age of six months, with approval.

Cl. 3.9 of the *Shire of Dardanup Keeping and Control of Cats Local Law 2014* states that the local government may revoke a permit if the permit holder fails to observe any provisions of this local law or a condition of a permit.

Pursuant to Cl. 5.1 of the *Shire of Dardanup Keeping and Control of Cats Local Law 2014*, the applicant may object to or appeal against the decision. The applicant may lodge a written objection with the local government within twenty eight days, or alternatively can apply to the State Administrative Tribunal for a review of the decision within forty two days.

Strategic Community Plan

Strategy 3.5.1 of the Strategic Community Plan.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

Ranger Services and Environmental Health have conducted an inspection of the property, which has indicated that it has adequate space for the housing of three cats. In addition, the management of the cats appears to be of a satisfactory standard and the Shire has not received any formal complaints with regard to any of the subject cats.

There has not been any evidence to support some of the comments made in the objecting submissions, by way of formal complaints being received. Rangers will however, provide all information to the applicant to ensure they are familiar with their obligations under the *Cat Act 2011*, *Shire of Dardanup Cats Local Law 2014*, the *Shire's Cat Policy – Keeping Three or More Cats* and the *Shire of Dardanup Health Local Law 2000*.

It is noted that the male cat owned by the applicant is eighteen years old, blind and not very active. Given that the average life span of a domestic cat is twelve to eighteen years, it would be fair to assume that if approval of the application is granted, this cat may not be living at the property long-term. As an approval for an increased number of cats is only relevant to the specific cats at the property, the applicant would be required to submit a new application to the Shire for assessment should they wish to replace any of the approved cats.

In light of the above, officers recommend that Council approve the keeping of three cats at the property, subject to appropriate conditions.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION

MOTION MOVED - Cr. C N Boyce SECONDED - Cr. P R Perks
LOST

THAT Council grants approval to Ms Marilyn Lee to keep the following three cats at Unit 2/11 Trusty Place, Dardanup:

BREED	SEX	COLOUR	AGE	NAME	REGISTRATION	LOCAL GOVT.
Moggy	Male	Grey	18 years	Mousie	L005128	SOD
Long Haired Part Persian	Female	Black	7 Years	Cuddles	L005129	SOD

BREED	SEX	COLOUR	AGE	NAME	REGISTRATION	LOCAL GOVT.
Long Haired Part Persian	Female	Black	7 years	Fluffy	L005127	SOD

subject to the following conditions:

- 1) Compliance with the following legislation at all times;
 - Cat Act 2011
 - Shire of Dardanup Keeping and Control of Cats Local Law 2014
 - Shire of Dardanup Cat Policy – Keeping three or more cats
 - Shire of Dardanup Health Local Law 2000
 - Animal Welfare Act 2002
- 2) Each cat kept on the premises to which the approval relates shall be registered under the Cat Act 2011.
- 3) The applicant is to ensure adequate weather protection and fresh water is available for the cats at all times.
- 4) Each cat shall be contained on the premises unless under the effective control of a person.
- 5) The applicant will provide adequate space for the exercise of the cats.
- 6) The premises shall be maintained in good order and in a clean and sanitary condition.
- 7) The premises must be kept clear of all animal excreta using hygienic disposal methods;
- 8) Without the consent of the local government, the applicant will not substitute or replace any cat once that cat:
 - a) dies; or
 - b) is permanently removed from the premises.
- 9) Council may revoke the approval to keep more than two cats on the property, if it is determined that there is non-compliance with any of the following;
 - a) Cat Act 2011;
 - b) Cat Regulations 2012;

- 10) Shire of Dardanup Keeping and Control of Cats Local Law 2014;
- 11) Shire of Dardanup Health Local Law 2000; and/or
- 12) Animal Welfare Act 2002.

MOTION LOST

3/5

<i>For the Resolution</i>		<i>Against the Resolution</i>
Cr. C N Boyce		Cr. M T Bennett
Cr. P R Perks		Cr. J Dow
Cr. P S Robinson		Cr. T G Gardiner
		Cr. J Lee
		Cr. L Davies

12.14 Title: Responsible Cat Ownership Working Group Meeting Minutes
Held 24/05/18

MINUTES OF THE SHIRE OF DARDANUP RESPONSIBLE CAT OWNERSHIP WORKING GROUP MEETING HELD ON THURSDAY, 24 MAY 2018, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 9.30AM.

Officer Comment

The minutes of the Responsible Cat Ownership Working Group meeting are attached (Appendix ORD: 12.14).

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

210-18 MOVED - Cr. C N Boyce SECONDED - Cr. P R Perks

THAT Council receives the Minutes of the Responsible Cat Ownership Working Group Meeting held on 24 May 2018.

CARRIED
8/0

Note: Mrs Gaylene Godfrey left the room and returned [6.00pm].

**RESPONSIBLE CAT OWNERSHIP WORKING
GROUP COMMITTEE RECOMMENDED RESOLUTION
& COUNCIL RESOLUTION**

211-18 MOVED - Cr. C N Boyce SECONDED - Cr. P R Perks

THAT Council endorses a program to offer a promotional campaign to residents, for a subsidy of sterilisation, micro chipping and registration fees as follows:

- 1. A male sterilisation up to \$75.00;**
- 2. A female sterilisation up to \$125.00;**
- 3. Micro chipping subsidy of \$10.00;**
- 4. A subsidy of a maximum of two cats per family;**
- 5. A budget limit allowance of \$6,600.**

CARRIED
6/2

12.15 Title: Eaton Skate Park, ERC Courts and Car Park Working Group Meeting Minutes Held 30/05/18

MINUTES OF THE EATON SKATE PARK, ERC COURTS AND CAR PARK WORKING GROUP HELD ON WEDNESDAY 30 MAY 2018, AT THE EATON ADMINISTRATION CENTRE COMMENCING AT 1.00PM.

Officer Comment

The minutes of the Eaton Skate Park, ERC Courts And Car Park Working Group meeting are attached (Appendix ORD: 12.15).

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

212-18 MOVED - Cr. C N Boyce SECONDED - Cr. P R Perks

THAT Council receives the minutes of the Eaton Skate Park, ERC Courts And Car Park Working Group held 30 May 2018.

CARRIED
8/0

*EATON SKATE PARK, ERC COURTS AND CAR PARK WORKING GROUP
COMMITTEE RESOLUTION*

ESPCP 02-18 *MOVED - Cr Janice Dow SECONDED - Cr Patricia Perks*

THAT the Eaton Skate Park, ERC Courts and Car Park Working Group recommend to Council that:

- 1. The site located between the Football pavilion and new playground on Glen Huon Reserve be identified as the preferred location for the future skate park as indicated in Appendix ESCCPWG 4.1.*
- 2. Council instructs the Chief Executive Officer to commence the development application process for the site, including a modified car park and skate park.*

CARRIED

Officer Comment

Refer to item 12.16 for full officer report regarding Future Skate Park Location as a result of the Committee resolution:

12.16 Title: Future Skate Park Location

Reporting Department: *Eaton Recreation Centre*

Reporting Officer: *Mr Ben Jordan – Manager Recreation Centre*

Legislation: *Local Government Act 1995*

Overview

This report presents the recommendation of the Eaton Skate Park, ERC Courts & Car Park Working Group to Council for adoption.

The recommended future Skate Park site is on Glen Huon Reserve between the Eaton Boomers Football Pavilion and the new playground.

Background

The working group known as the Eaton Skate Park, ERC Courts & Car Park Working Group (ESCCPWG) was formed by Council to investigate a future location for the Eaton Skate Park as well as any future court and car parking additions at the Eaton Recreation Centre.

The Working Group met on the 14 February 2018, with the meeting outcome requesting Shire staff assess each of the identified potential locations for a new Eaton Skate Park and advise the Working Group of the positives and negatives for each site.

The five identified locations were;

1. Triangle parcel of land on the eastern side of Glen Huon Oval (between football and softball, below the two proposed outdoor courts);
2. Area to the north/northeast of the new Glen Huon Playground (near proposed carpark location);
3. Vacant land parcel to the south of the Eaton Community College carpark;
4. Land parcel located near Hands Avenue, other side of Eaton Drive; and
5. Pratt Road, Eaton Oval.

A staff working group consisting of Mrs Lee Holben - Manager Community Services, Mr Phil Anastasakis - Director Corporate & Community Services, Mr James Reilly - Project Development Engineer and Mr Ben Jordan - Recreation Centre Manager, conducted a site analysis of the five potential/proposed locations with the findings presented as a SWOT analysis.

The second meeting of the ESCCPWG Working Group was held on the 30 May 2018, at which the findings of the SWOT analysis were presented. After consideration, the resultant recommendation from the working group was, that:

The Eaton Skate Park, ERC Courts and Car Park Working Group recommend to Council that:

- 1. The site located between the Football Pavilion and new playground on Glen Huon Reserve be identified as the preferred location for the future skate park as indicated in Appendix ESCCPWG 4.1.*
- 2. Council instructs the Chief Executive Officer to commence the development application process for the site, including a modified car park and skate park.*

The minutes from the second ESCCPWG meeting are provided in (Appendix ORD: 12.15), within which includes the detail of the SWOT analysis.

Legal Implications - None.

Strategic Community Plan

Strategy outcome 3.2.1 of the Strategic Community Plan. Action 3.2.1.7.

Environment - None.

Precedents - None.

Budget Implications

The Eaton Skate Park is included in the Strategic Financial Plan in the year 2019/20, with funds allocated in 2018/19 for planning and design.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

The ESCCPWG recommendation for the site of the new Eaton Skate Park between the Eaton Boomers Football Pavilion and the new playground on Glen Huon Reserve, is anticipated to create a vibrant family and youth activity zone. This location near the Town Centre will enable good central access for all Eaton residents as well as visitors from outer areas of the Shire. It will also achieve the highest levels of passive surveillance from the community relative to all sites considered.

The proposed location adjacent to the playground will result in a reduction in the size of the car park that was initially planned for the site, however the number of bays that will still be created are anticipated as being sufficient for visitors to the playground, skate park and oval, when considered along with other existing parking bays within the area.

The site also being located near the new Shire Administration and Library building will provide potential opportunities to co-locate service facilities such as external toilets and CCTV, and generate programs through the Community Service Department which could be advantageous to the community.

The Working Group is seeking Council endorsement of this location, which will allow the commencement of the development application process. This process will include seeking community feedback, which will be valuable for consideration along with the other projected community benefits.

Council Role - Executive.

Voting Requirements - Simple Majority

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

213-18 MOVED - Cr. J Dow SECONDED - Cr. J Lee

THAT Council

- 1. Identify the site located on Glen Huon Reserve between the Eaton Boomers Football Pavilion and new playground as the preferred location for the future skate park as indicated in (Appendix ORD: 12.16).**
- 2. Instructs the Chief Executive Officer to commence the development application process for the site, including a modified car park and skate park.**

CARRIED
8/0

12.17 Title: Eaton Bowling Club Redevelopment Working Group Meeting Minutes Held 01/06/2018

MINUTES OF THE SHIRE OF DARDANUP EATON BOWLING CLUB REDEVELOPMENT WORKING GROUP MEETING HELD ON FRIDAY, 1 JUNE 2018, AT EATON BOWLING & SOCIAL CLUB, COMMENCING AT 11.00AM.

Officer Comment

The minutes of the Eaton Bowling Club Redevelopment Working Group meeting are attached (Appendix ORD: 12.17).

DECLARATION OF INTEREST

Cr. M T Bennett declared an Impartiality Interest in Item 12.17 as he is a patron of the club. As a consequence there may be a perception that my impartiality on the matter may be affected; I will consider this matter on its merits and vote accordingly.

Cr. P S Robinson assumed the Chair and Cr. M T Bennett remained in the room [6.02pm].

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

214-18 MOVED - Cr. T G Gardiner SECONDED - Cr. C N Boyce

THAT Council receives the Minutes of the Eaton Bowling Club Redevelopment Working Group Meeting held 1 June 2018.

CARRIED
8/0

EATON BOWLING CLUB REDEVELOPMENT WORKING GROUP RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

215-18 MOVED - Cr. T G Gardiner SECONDED - Cr. C N Boyce

THAT Council adopt the Terms of Reference for the EBCRWG.

***INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE - 2018
EATON BOWLING CLUB REDEVELOPMENT WORKING GROUP***

1. INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this working group under the powers given in Section 5.8 of the Local Government Act 1995, the working group to be known as the Eaton Bowling Club Redevelopment Working Group, (the "Working Group").

The Council appoints to the Working Group those persons to be members of the Working Group by resolution of Council. Membership of the Working Group shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections are held. Council may appoint members for a further term at the next available meeting following the elections.

The Working Group shall operate through Council in accordance with provisions of the Local Government Act 1995, local laws and the policies of the Shire of Dardanup and this Instrument.

Where employees of the Shire are to be members of the Working Group, the Council resolution to establish the Working Group is to state the number of officers and that the officers are to have equal voting rights at the Working Group meetings.

2. NAME

The name of the Working Group is the “Eaton Bowling Club Redevelopment Working Group”.

3. OBJECTIVES - GENERIC

The following objectives are generic to all Council committees or working groups:

- a) To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;*
- b) Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;*
- c) To carry out research and other activities as directed by the Council or prescribed by the regulations; and*
- d) To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Committee Objectives - Specific.*

(Details of tasks to be endorsed by Council by resolution when the committee is established or as amended from time to time).

4. COMMITTEE OBJECTIVES - SPECIFIC

Council has established this Working Group to develop the project scope and designs for the redevelopment of the Eaton Bowling Club Building and report to the Eaton Sports Committee.

5. MEMBERSHIP

If at a meeting of Council to make an appointment to a working group:-

- a) The Council resolves to nominate no more than four elected members as members for the working group for a period of two years or until the next ordinary Council election, the four elected members shall be members of the working group.*

The elected members forming part of the working group are:

- *Cr. C N Boyce;*
- *Cr. T Gardiner*

- b) *The Council resolves to nominate four members from the Eaton Bowling and Social Club Inc.*

The members forming part of the working group are:

- *Club President.*
- *Club Vice-President x 2*
- *Club Secretary*

The Eaton Bowling and Social Club Inc. President, or a nominated proxy, to represent the Club on the Eaton Sports Committee.

- c) *The Council has not resolved to nominate any deputy members to the working group.*

- d) *The Council resolves to appoint officers to the working group then the Chief Executive Officer is to nominate the officers; the officers nominated shall be non - voting advisory members of the working group as follows:-*

- *Director Engineering & Development Services – Mr Luke Botica*
- *Director Corporate & Community Services – Mr Phil Anastasakis*
- *Manager Development Services – Mr Steve Potter*
- *Project Development Engineer – Mr James Reilly*
- *Manager Community Services – Ms Lee Holben*
- *Executive Governance Officer – Peta Nolan*

- e) *A member retains membership of the committee until; the person no longer holds office by virtue of which the person became a member, the person resigns, the working group is disbanded, the local government removes the person from office; or the next election date.*

6. PRESIDING MEMBER

The Working Group shall appoint a Presiding Member to conduct its business in accordance with the provisions of Schedule 2.3. The Presiding Member shall ensure that minutes of the proceedings are kept and that business is conducted in accordance with the Shire of Dardanup Standing Orders. The CEO or delegated nominee will attend the first meeting to conduct the election of the Presiding Member or at a subsequent meeting if a new Presiding Member is to be elected.

7. MEETINGS

- 7.1 *The Working Group shall meet as business relevant to the working group dictates or as resolved by the Working Group.*
- 7.2 *Notice of meetings including an agenda shall be given to members at least 3 days prior to each meeting.*
- 7.3 *The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.*
- 7.4 *The minutes of the meeting are to be included in the next available ordinary meeting of Council agenda through an Officer's Report, where*

consideration of the recommendations will be included; where there are no recommendations the minutes are to be included in the Council agenda to be received by Council.

- 7.5 *All members of the Working Group shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.*

8. QUORUM

Quorum for a meeting shall be at least 50% of the number of voting offices, whether vacant or not. A decision of the Working Group does not have effect unless it has been made by a simple majority.

9. DELEGATED POWERS

9.1 General Powers

The Working Group has the power to co-opt persons to attend the Working Group meetings from time to time to assist the Working Group in its functions, but does not have the power to appoint members to the Working Group. Co-opted persons do not have voting rights.

The Working Group shall seek the advice of the Chief Executive Officer prior to co-opting persons to assist the working group. The Chief Executive Officer shall be responsible for advising the co-opted persons of the invitation and the reasons for the invitation in writing.

9.2 Specific Powers

The Working Group has no specific powers under the Local Government Act and is to advise and make recommendations to Council only through an Officer's Report.

10. TERMINATION OF WORKING GROUP

Termination of the Working group shall be:

- 10.1 *in accordance with the Local Government Act 1995; or*
- 10.2 *at the direction of Council; or*
- 10.3 *on the specified date.*

11. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

This document may be altered at any time by the Council on the recommendation of the Working Group, or by Council after giving 14 days' notice to the Working Group.

12. WORKING GROUP DECISIONS

Working Group decisions shall not be binding on Council in any circumstance.

13. HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE WORKING GROUP

The Council Working Group was established by resolution 11-18 of the Shire of Dardanup Ordinary Meeting of Council held on the 24 January 2018.

14. OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE WORKING GROUP

The Chief Executive Officer shall appoint an officer relative to the Working Group's Terms of Reference to manage the working group. In normal circumstances this is the Director Engineering & Development Services.

The appointed officer shall provide the secretarial support through his/her Service Area.

CARRIED
8/0

Note: Cr. M T Bennett resumed the Chair [6.04pm].

12.18 Title: Roadwise Committee Meeting Minutes Held 07/06/2018

**MINUTES FOR THE SHIRE OF DARDANUP ROADWISE COMMITTEE MEETING
HELD ON THURSDAY 7 JUNE 2018, AT SHIRE OF DARDANUP – EATON
ADMINISTRATION CENTRE, COMMENCING AT 3.30 PM.**

Officer Comment

The minutes of the Roadwise Committee meeting are attached (Appendix ORD: 12.18).

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

216-18 MOVED - Cr. J Dow SECONDED - Cr. P S Robinson

**THAT Council receives the minutes of the Roadwise Committee
meeting held 7 June 2018.**

CARRIED
8/0

12.19 Title: ITEM WITHDRAWN - 2018/19 Budget Adoption

Reporting Department: Corporate & Community Services

Reporting Officer: Mr Phil Anastasakis – Director Corporate & Community Services
Mrs Natalie Hopkins – Manager Financial Services

Legislation: Local Government Act 1995

Discussion:

Shire President, Cr. M T Bennett referred to the Chief Executive Officer email dated 26 June 2018 advising that this item is withdrawn.

Chief Executive Officer, Mr Mark Chester advised that a Special Meeting of Council could be held in the near future if council were agreeable.

Councillors agree to attend a Special Meeting of Council to deal with this item.

Overview

This report presents the final 2018/19 Annual Budget for Council adoption.

The 2018/19 Annual Budget papers have been formulated and presented to Council in the statutory format for formal adoption.

Background

The 2018/19 budget has been compiled based on the principles contained in the Strategic Community Plan and Plan for the Future.

As part of the Integrated Planning and Reporting cycle, Council has reviewed and updated its ten year Strategic Community Plan 2018 – 2028, four year Corporate Business Plan 2018 – 2022, and ten year Long Term Financial Plan.

Year one of the Corporate Business Plan formed the basis of the draft annual budget, with further deliberations and resolutions of Council occurring at the Corporate & Community Services Committee meeting on the 18 May 2018, and the Strategic Planning Committee meeting on the 30 May 2018.

The 2018/19 Annual Budget has been prepared taking into consideration these preceding reviews and incorporates relevant elements of the various strategies, plans and resolutions adopted by Council.

The culmination of these strategic reviews was the Special Council meeting held on the 20 June 2018, where Council considered, deliberated and resolved to endorse the draft 2018/19 budget.

This report recommends Council adopt the final Shire of Dardanup 2018/19 Annual Budget, together with the supporting schedules, including the imposition of

rates and minimum payments, and related matters arising from the budget. (Appendix ORD: 12.19 – Under Separate Cover).

Legal Implications

Local Government Act 1995

Division 2 — Annual budget

6.2. Local government to prepare annual budget

- (1) *During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

** Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
- (a) the expenditure by the local government; and*
 - (b) the revenue and income, independent of general rates, of the local government; and*
 - (c) the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
- (4) *The annual budget is to incorporate —*
- (a) particulars of the estimated expenditure proposed to be incurred by the local government; and*
 - (b) detailed information relating to the rates and service charges which will apply to land within the district including —*
 - (i) the amount it is estimated will be yielded by the general rate; and*
 - (ii) the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;**and*
 - (c) the fees and charges proposed to be imposed by the local government; and*
 - (d) the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
 - (e) details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
 - (f) particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
 - (g) such other matters as are prescribed.*
- (5) *Regulations may provide for —*
- (a) the form of the annual budget; and*
 - (b) the contents of the annual budget; and*
 - (c) the information to be contained in or to accompany the annual budget.*

Strategic Community Plan

Strategy outcome 1.3.1 of the Strategic Community Plan.

Environment - None.

Precedents

Each year Council prepares an annual budget for the forthcoming financial year. The annual budget is formed from year one of the Shire of Dardanup Corporate Business Plan 2018 - 22.

Budget Implications

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards.

The budget outlines planned expenditure and revenue and determines the financial parameters for the Shire to operate within for the 2018/19 financial year. Specific budget implications are as outlined in the Schedules and Notes that form part of the budget document.

The main features of the budget include:

- The budget has been prepared on the basis of a 4.5% rate increase in line with Corporate Business Plan and Long Term Financial Plan. This increase applies to all UV and GRV general rates, and minimum rates.
- After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. However, it is allowed to adopt a budget that has a deficit that does not exceed 10% of its rate revenue.
- For the 2018/19 budget it is proposed a total of \$12,656,546 be raised from general property rates, \$240,000 for the Eaton Landscaping Specified Area Rate, and \$79,178 for the Annual Bulk Rubbish Collection Specified Area Rate. The expected yield from rates will be sufficient to balance the 2018/19 budget after some adjustments have been made to increase other sources of revenue, reduce operating expenditure and to adjust the amount transferred to or from reserves.

	Unimproved Value Rate in Dollar	Gross Rental Value Rate in in Dollar	Minimum Rate
2017/18 – current	\$0.005760	\$0.09262	\$1,424
2018/19 – 4.5% increase	\$0.006019	\$0.09679	\$1,488

	Specified Area Rate Bulk Waste	Specified Area Rate Eaton Landscaping
2017/18 – current	\$0.001489	\$0.002826
2018/19 – budget	\$0.001454	\$0.002895

- The Bulk Waste Specified Area Rate has decreased by 2.4% with the Eaton Landscaping Specified Area Rate increasing by 2.44% to ensure revenue received covers the specific cost of these services. These changes reflect the anticipated decreased or increased service costs.
- Household waste collection charges have been increased 2% to \$205 to reflect the increased contract cost and are itemised in the schedule of Fees & Charges.

- The recurrent operating budget includes an overall increase in estimated expenditure of \$746,673 or 3.85% compared with the previous year (although individual line items may vary from this based on specific factors affecting each of these) and continues to focus on improved service delivery to the community.

This increase includes additional staffing of 6.7 full-time equivalents making a total of 116.78 FTE's.

Non-recurrent expenditure has increased by \$33,747 or 4.0% and includes items such as special projects expenditure, grant funded expenditure (ie: Bushfire Risk Management Coordinator, Kidsport, etc), loss on disposal of assets, community grants, software purchases and insurance claims.

- The fees and charges when adopted will determine the amount of revenue to be received during the 2018/19 financial year for certain areas. An additional \$10 bond for event and program booking has been included in the previously adopted fee and charges. The income has been forecast in the budget income projections.
- \$7,009,624 is to be spent in 2018/19 on the acquisition and/or construction of furniture, equipment, vehicles, plant, buildings and infrastructure assets. Council will allocate \$5,171,234 from Reserves to fund this expenditure, with \$1,393,942 received as proceeds from disposal. The funding balance of \$444,448 will be contributed from Council's municipal fund.

Of the \$7,009,624 capital expenditure budget, the following is the breakdown based on Asset Category:

- Asset Renewal \$3,720,737 (53%)
- Asset Upgrade \$1,891,815 (27%)
- New Assets \$1,397,072 (20%)

A profit on disposal of assets of \$1,165,000 has been included which relates to the sale of land - Lot 501 to Citygate, which forms part of the overall development of the Eaton Fair Shopping Centre. Proceeds from this sale, together with the \$1,000,000 donation by Citygate, will be transferred to the Sale of Lands Reserve as previously noted in the Long Term Financial Plan.

- The 2018/19 budget includes the raising of one new loan during the year of \$750,000. These funds are to be utilised over a three year period to pay for the creation and management of the WANJU Developer Contribution Plan. Funds are to be utilised to pay for a Project Manager and Finance Officer, plus any consultancy and administrative cost directly attributed to the Developer Contribution Plan.
- Transfers to reserves are expected to total \$5,731,790 for the 2018/19 year. \$230,040 in interest is forecast to be earned on cash backed reserves during 2018/19.

Transfers from reserves totalling \$5,171,234 are primarily used for capital projects.

The expected balance of reserves at 30 June 2019 will be \$14,444,916.

- It is expected that Council will receive Local Government Grants Commission General Purpose Grant revenue of \$870,179 and Local Roads Grant revenue of \$485,014, noting that 50% of these grant funds are expected to be received in June 2017, and will be transferred to the Unspent Grants Reserve.

The Commonwealth Roads to Recovery (R2R) Grant program was allocated over 5 years to all local governments in Australia; the program is due to be completed in 2018/19 financial year. Council received its 2018/19 instalment during the 2017/18 financial year, hence there is no provision in the annual budget for R2R Grant Funds. A new round of Roads to Recovery funding is scheduled to commence in 2019/20 with a stronger focus on road safety for Roads to Recovery projects.

- The current forecast end of year surplus for 2017/18 is \$199,000, which is reflected in the opening surplus at the start of the 2018/19 financial year. This forecast will vary when the final annual financial report is produced for 2017/18, with the final result reflected in the financial statements when the 2018/19 mid-year budget review is conducted in Feb/March 2019.
- A modest end of year surplus of \$126,116 has been forecast in the budget. This small surplus enables Council to withstand any unforeseen financial costs or revenue reductions that may occur during the year.

Budget – Whole of Life Cost

While the budget contains new assets and infrastructure, this report does not deal directly with the whole of life costs of those items. Consideration of the whole of life costs relevant to those items forms part of the individual project or asset evaluation and justification.

Council Policy Compliance

Council Policy CP018 – *Corporate Business Plan Deadline* notes that each year with the best endeavours Council aims to consider a draft budget for adoption by the end of June. To achieve this aim the draft Corporate Business Plan (budget) needs to be compiled within the last weeks of May.

Risk Assessment - Low.

Officer Comment

While the budget document follows a similar format to previous years, there has been a significant change to Australian Accounting Standard AASB101 – *Presentation of Financial Statement* which has been incorporated into this years' budget document.

The change to the Accounting Standard essentially enables a simplification in the presentation of Financial Statements aimed at improving the understandability and comparability of financial statements. As a result of this change, the Moore Stephens budget model has been utilised to generate the 2018/19 budget report.

The 2018/19 budget document includes the following information:

- Financial statements including the Statement of Comprehensive Income (by Nature or Type), Statement of Comprehensive Income (by Program), Statement of Cash Flows, and Rate Setting Statement.
- Notes to and forming part of the budget including notes on operating expenditure and revenue, loan borrowings, asset construction / acquisition / disposal, transfers to and from reserves, rating information and grants.
- Detailed Financial Information for each Schedule at account level, with Sundry Notes providing a greater level of detail for each account. This information is formatted with the account number, description and totals for the 2018/19 Budget.

The final 2018/19 budget has been prepared utilising the various elements that Council has previously resolved to adopt. These include:

- Strategic Community Plan;
- Long Term Financial Plan;
 - Debt Management Plan
 - Reserve Funds
 - Rating Strategy
- Corporate Business Plan;
- Workforce Plan
- Asset Management Plans
 - Pathways
 - Roads
 - Parks & Reserves
 - Buildings
 - Stormwater Drainage
 - Engineering Services Vehicles
 - Compliance & Executive Vehicles
 - Information Technology
 - Recreation Centre Equipment
 - Small Plant & Equipment
- Elected Member Fees, Expenses & Allowances;
- Community Budget Requests
- Elected Member Budget Requests;
- Minor & Community Grants
- Fees & Charges Schedule

- Draft 2018/19 Budget

While the 2017/18 financial year has not yet ended, the 2018/19 Budget document presented to Council represents the current forecast to the 30 June 2018.

- *Materiality Limit*

Local Government (Financial Management) Regulation 34(5) requires that each financial year a local government adopts a Materiality percentage or value, calculated in accordance with the Australian Accounting Standards.

This percentage or value is required to guide the users of financial reports regarding variances in actual to budget expenditures and revenues. Specifically the intention is to highlight variances that are important or significant due to their value and possible impact.

Having regard to the fact that the users of these financial reports are primarily management and Council, a value greater than \$10,000 or 10%, whichever is greater has historically been considered reasonable for highlighting material variances.

This historical materiality value is considered to be reasonable, therefore it is proposed that the materiality limit remain at the greater of \$10,000 or 10%, with reporting at the Program or Nature/Type level instead of the line item.

Overall the 2018/19 Budget continues to deliver on strategies and actions identified and prioritised by Council as part of its Strategic Community Plan and Corporate Business Plan. This ensures Council maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well on renewing all assets at sustainable levels.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

No Change. OR:

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

OFFICER RECOMMENDED RESOLUTION "A"

MUNICIPAL FUND BUDGET FOR 2018/19

THAT Council pursuant to Section 6.2 of the *Local Government Act 1995* and *Part 3 of the Local Government (Financial Management) Regulations 1996*, adopts the Municipal Fund Budget as contained in (Appendix ORD: 12.19 – Under Separate Cover) of this Agenda and the Minutes, for the Shire of Dardanup for the 2018/19 financial year which includes the following:

- Statement of Comprehensive Income by Nature or type showing a net result for 2018/19 of \$2,064,064;

- Statement of Comprehensive Income by Program showing a net result for 2018/19 of \$2,064,064;
- Statement of Cash Flows;
- Rate Setting Statement showing an amount required to be raised from rates for 2018/19 of \$12,886,546;
- Notes to and Forming Part of the Budget;
- Budget Program Schedules; and
- Transfers to / from Reserve Accounts.

* (Absolute Majority required)

AND

OFFICER RECOMMENDED RESOLUTION "B"

GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

THAT Council:

1. For the purposes of yielding the deficiency disclosed by the Municipal Fund Budget for 2018/19 adopted as Part A above, Council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum rates on Gross Rental and Unimproved Values:

a) General Rates

- Gross Rental Value (GRV) Rated Properties= \$0.09679
- Unimproved Value (UV) Rated Properties = \$0.006019

b) Minimum Payments

- Gross Rental Value (GRV) Rated Properties = \$1,488
- Unimproved Value (UV) Rated Properties = \$1,488

	RATE IN THE DOLLAR	\$ RATE YIELD
Gross Rental Value (GRV)	\$0.09679	\$8,113,574
GRV Minimum	\$1,488	\$2,676,912
TOTAL GRV		\$10,790,486

Unimproved Value (UV)	\$0.006019	\$1,644,348
UV Minimum	\$1,488	\$221,712
TOTAL UV		\$1,866,060
TOTAL GRV & UV YIELD		\$12,646,546

2. Pursuant to Sections 6.37 of the *Local Government Act 1995* impose the following Specified Area Rates:

a) The Specified Area Rate for “Bulk Waste Collection Levy”

- Purpose: *Levied on developed residential properties within (and adjoining to) the townsites of Eaton, Dardanup and Burekup that are services with Council’s bulk and green waste kerbside pickup to meet the cost of the service and to contribute to the refuse site.*
- Residential GRV = \$0.001454 per specified assessment to yield \$109,178.

b) The Specified Area Rate for “Eaton Landscaping”

- Purpose: *Levied on properties within the townsites of Eaton for the purpose of upgrading and maintaining parks and reserves in Eaton townsite.*
- Residential GRV = \$0.002895 per specified assessment to yield \$240,000.

3. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, Council nominates the following dates for the payment in full by instalments:

- Full payment and 1st instalment due date 12 September 2018
- 2nd quarterly instalment due date 14 November 2108
- 3rd quarterly instalment due date 16 January 2019
- 4th quarterly instalment due date 20 March 2019

4. Pursuant to Section 6.46 of the *Local Government Act 1995*, Council offers an incentive for the early payment of rates through a rates prize draw of \$1,500 to those ratepayers who pay their rates in full and have no outstanding balance by 4.00pm on 12 September 2018.

5. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an instalment administration charge where the owner has elected to pay rates (and service

charges) through an instalment option of \$13.00 for each instalment after the initial instalment is paid (\$39.00 for four (4) instalment option).

6. Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 5.5% where the owner has elected to pay rates (and service charges) through an instalment option.
7. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and Regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

* (Absolute Majority required)

AND

OFFICER RECOMMENDED RESOLUTION "C"

GENERAL FEES AND CHARGES FOR 2018/19

THAT Council pursuant to Section 6.16 of the *Local Government Act 1995*, adopts the Fees & Charges as contained in the 2018/19 Budget included as (Appendix Ord: 12.19 – Under Separate Cover) of the Agenda and Minutes.

* (Absolute Majority required)

AND

OFFICER RECOMMENDED RESOLUTION "D"

OTHER STATUTORY FEES FOR 2018/19

THAT Council:

1. Pursuant to Section 53 of the *Cemeteries 1986*, Council adopts the Fees & Charges for the Dardanup and Ferguson Cemetery as contained in the 2018/19 Budget included as (Appendix ORD; 12.19 – Under Separate Cover) of the Agenda and Minutes.
2. Pursuant to Section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960*, Council adopts the swimming pool inspection fee as contained in the 2018/19

Budget included as (Appendix ORD: 12.19 – Under Separate Cover) of the Agenda and Minutes.

3. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007*, Council adopts the Fees & Charges for the removal and deposit of domestic and commercial waste as contained in the 2018/19 Budget included as (Appendix ORD: 12.9 – Under Separate Cover) of the Agenda and Minutes.
4. Pursuant to Section 67 of the *Waste Avoidance and Resource Recovery Act 2007* and Section 6.16 of the *Local Government Act 1995*, Council adopts the Fees & Charges for the deposit of domestic and commercial waste as contained in the 2018/19 Budget included as (Appendix ORD: 12.19 – Under Separate Cover) of the Agenda and Minutes.

* (Simple Majority required)

AND

OFFICER RECOMMENDED RESOLUTION “E”

MATERIAL VARIANCE REPORTING FOR 2018/19

THAT Council In accordance with Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 101 Presentation of Financial Statements*, the level to be used in statements of financial activity in 2018/19 for reporting material variances shall be 10% or \$10,000, whichever is greater.

* (Simple Majority required)

ITEM WITHDRAWN

12.20 Title: Monthly Statement of Financial Activity for the Period Ended 31 May 2018

Reporting Department: Corporate & Community Services

Reporting Officer: Mr Ray Pryce - Accountant

Mrs Natalie Hopkins – Manager Financial Services

Legislation: Local Government (Financial Management) Regulations 1996

Overview

This report presents the monthly Financial Statements for the period ended 31 May 2018 for Council adoption.

Background -

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

Legal Implications

Local Government Act 1995 – Section 6.4

6.4. Financial Report

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

Local Government (Financial Management) Regulations 1996 r. 34

Part 4 — Financial Reports — s. 6.4

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

- (1A) *In this regulation —*

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

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
 - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and*
 - (b) *budget estimates to the end of the month to which the statement relates; and*
 - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and*

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

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

Strategic Community Plan

Strategy 1.3.2 of the Strategic Community Plan.

Environment - None.

Precedents

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

Budget Implications -

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

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment*Statement of Financial Activity:*

The Statement of Financial Activity for the period ended 31 May 2018 is attached after the Officer recommendation.

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

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

Actual values for the year to date are compared to the year to date budget to present a percentage variance as well as the variance amount. Material variances are those that are greater than 10% where the adopted budget general ledger item is equal to or greater than \$10,000. Explanations of material variances are included in this report.

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

Additional reports that have been included in the monthly financial activities are trust fund report, reserve accounts report, statement of investments, debtor balance reports for rates and sundry debts and salaries and wages progress against budget.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

217-18 MOVED - Cr. T G Gardiner SECONDED - Cr. C N Boyce

THAT the Monthly Statement of Financial Activity for the period ended 31 May 2018 be adopted.

CARRIED
8/0

12.21 Title: Schedule of Paid Accounts as at 27 June 2018

Reporting Department: *Corporate & Community Services*

Reporting Officer: *Mrs Teresa Morley – Accounts Payable Officer*

Legislation: *Local Government (Financial Management) Regulations 1996*

Background

Council delegates authority to the Chief Executive Officer annually:

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

Legal Implications - *None.*

Local Government Act 1995

S6.5. Accounts and records

Local Government (Financial Management) Regulations 1996

R11. Payments, procedures for making etc.

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

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

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

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —***
 - (a) the payee's name; and***
 - (b) the amount of the payment; and***
 - (c) the date of the payment; and***
 - (d) sufficient information to identify the transaction.***
- (2) A list of accounts for approval to be paid is to be prepared each month showing —***
 - (a) for each account which requires Council authorisation in that month —***
 - (i) the payee's name; and***
 - (ii) the amount of the payment; and***
 - (iii) sufficient information to identify the transaction;***

and

- (b) the date of the meeting of the Council to which the list is to be presented.*
- (3) A list prepared under subregulation (1) or (2) is to be —*
 - (a) presented to the Council at the next ordinary meeting of the Council after the list is prepared; and*
 - (b) recorded in the minutes of that meeting.*

Strategic Community Plan

Strategy 1.3.2 of the Strategic Community Plan.

Environment - None.

Precedents -

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

Budget Implications -

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

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low

Officer Comment

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

218-18 MOVED - Cr. L Davies SECONDED - Cr. P S Robinson

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

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
ELECTRONIC FUNDS TRANSFER					
EFT28868	25/05/2018	Evana Jacobson	Return Of Key Bond. Receipt 114671	Trust	40.00
EFT28869	25/05/2018	Air Born Amusements	Amusements For Conquer The Concrete. 3 Invoices	Muni	3,032.00
EFT28870	25/05/2018	All Aussie Truck And Bobcat Services	Clean Up Of Roads And Tip Site. 4 Invoices	Muni	2,574.00
EFT28871	25/05/2018	Amity Signs	Various Signs. 4 Invoices	Muni	2,153.80
EFT28872	25/05/2018	Archie Hall	ERC Basketball Umpire 23/05/2018	Muni	132.00
EFT28873	25/05/2018	Australia Day Council Of WA Inc	Australia Day Awards 2018 - 2019 (Gold Membership)	Muni	577.50
EFT28874	25/05/2018	Australian Library And Information Association	Library Coordinator Position Advert On Alia Recruitment Website	Muni	380.00
EFT28875	25/05/2018	Barefoot Books	Book Products	Muni	153.55
EFT28876	25/05/2018	Besafe Building Inspections	St Mary's Church - Comprehensive Building Inspection Report.	Muni	605.00
EFT28877	25/05/2018	Big W	Easter Facebook Promotion Items	Muni	60.00
EFT28878	25/05/2018	Boyles Plumbing And Gas	Dardanup Office - Repairs To Male/Female Toilets, As Per Quote 23/4/2018.	Muni	1,174.80
EFT28879	25/05/2018	Brandicoot	Use Of Web Services/Support, Newsletter Subs, Facebook And Twitter	Muni	99.00
EFT28880	25/05/2018	Britel Enterprises Pty Ltd	One Advertisement In Safety House Booklet For Eaton Primary School	Muni	370.00
EFT28881	25/05/2018	Brody England	ERC Basketball Umpire 23/05/2018	Muni	110.00

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT28882	25/05/2018	Bullivants Pty Ltd - Sling Rig	Ratchet Straps And Chain Accessories For New Water Tank	Muni	371.27
EFT28883	25/05/2018	Bunbury Army Surplus	Hamish James New Boots	Muni	220.00
EFT28884	25/05/2018	Bunbury Auto Group (Parts And Service)	Service Of DA9406 And DA10214. Repairs To DA9287	Muni	1,609.36
EFT28885	25/05/2018	Bunbury Coffee Machines	ERC - Cafe/Resale Stock	Muni	511.00
EFT28886	25/05/2018	Bunbury Harvey Regional Council	Regional Waste Education Program And Compost Facility	Muni	2,284.34
EFT28887	25/05/2018	Bunbury Machinery	Pencil Vibe For Pipe Works.	Muni	67.34
EFT28888	25/05/2018	Bunbury Mower Service	Parts For Repairing Pole Saw, Whipper Snipper And Hedge Trimmer	Muni	174.00
EFT28889	25/05/2018	Bunnings Group Limited	Items For Depot	Muni	875.74
EFT28890	25/05/2018	Burekup Bush Fire Brigade	Reimbursement Of Expenses 28/08/2017 - 30/04/2018	Muni	1,871.00
EFT28891	25/05/2018	Cb Traffic Solutions	Traffic Management. 2 Invoices	Muni	12,189.10
EFT28892	25/05/2018	Citygate Properties Ptd Ltd	Vouches - Skateboarding Competition - Conquer The Concrete. Dardanup Heritage Tour Supplies	Muni	930.00
EFT28893	25/05/2018	Clinipath Pathology	Q Fever Pathology Test For Nigel Lyon	Muni	58.00
EFT28894	25/05/2018	Collins Booksellers	History Book - Dardanup Heritage Tour - Australian Heritage Festival 2018	Muni	30.00
EFT28895	25/05/2018	Coolhand Luke Air Conditioning & Electrical Services	Banksia Rd Transfer Station - Degassing Of Fridges And Freezers.	Muni	1,287.00
EFT28896	25/05/2018	Courier Australia	Postage And Freight	Muni	78.21

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT28897	25/05/2018	Craven Foods	ERC - Cafe Stock	Muni	214.13
EFT28898	25/05/2018	Dardanup Garage & Service Station	Abandoned Vehicle - Blue Unregistered Commodore From Eaton Drive And Take To Sod Depot	Muni	118.80
EFT28899	25/05/2018	Dardanup Rural Supplies	Cement For Poles	Muni	108.55
EFT28900	25/05/2018	David Rodney Pitt	Rates Refund For Assessment A3727	Muni	63.75
EFT28901	25/05/2018	Debra Rodden	Yoga Class Instructor 2nd, 9th, 16th May 2018	Muni	180.00
EFT28902	25/05/2018	Donna Bailye	Reimbt Purchase Of 3 Ipad Covers. P Anastasakis, S Eaton & Councillor	Muni	239.85
EFT28903	25/05/2018	Donna Bastow	ERC Basketball Umpire 23/05/2018	Muni	132.00
EFT28904	25/05/2018	Eaton Community Pharmacy	ERC - Cafe/Resale Stock	Muni	995.94
EFT28905	25/05/2018	Eaton Home Hardware & Garden	Padlocks For Equipment Trolley. Conquer The Concrete Spray Paint	Muni	39.50
EFT28906	25/05/2018	Eaton Netball Association	Kidsport Payment For A, Lever J, Lichtenberg O, Mcfadyen R, Ward	Muni	580.00
EFT28907	25/05/2018	Eaton Pet Vet	Sterilisation Vouchers And Vet Fees	Muni	294.77
EFT28908	25/05/2018	Eco Warehouse	Sustainable Home Workshop - May	Muni	330.00
EFT28909	25/05/2018	Elliott's Small Engines	Parts To Repair Pole Hedge Trimmer	Muni	54.25
EFT28910	25/05/2018	Emily Goyder	ERC Netball Umpire 21/05/2018	Muni	67.50
EFT28911	25/05/2018	Evolved Sound	In Centre Radio Systems Internal Ads Recpt & Fit Centre 22/05/18 - 22/05/19	Muni	3,318.00

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT28912	25/05/2018	FamilyFootprints	Intro To FamilyHistoryWorkshop - May	Muni	225.00
EFT28913	25/05/2018	Fitzroys Cycles	ERC - Tubes For Wheel Chair	Muni	18.00
EFT28914	25/05/2018	Guardians OfHappiness	One Pot Wonders - May	Muni	300.00
EFT28915	25/05/2018	Harvey Norman	Fittings For T o. Life Proof Iphone Case	Muni	288.80
EFT28916	25/05/2018	Hays Tree Lopping	EmergencyPruning And Removal Of Very Dangerous Trees	Muni	6,875.00
EFT28917	25/05/2018	Heatleys	Safety Wear	Muni	381.59
EFT28918	25/05/2018	Hospitality House Australia	ERC - Cafe/Resale Stock	Muni	233.40
EFT28919	25/05/2018	Insight Call Centre Services	After Hours Call Centre Service - April 2018	Muni	278.86
EFT28920	25/05/2018	Josie Phillips	ERC Netball Umpire 22/05/2018 And 21/05/2018	Muni	112.50
EFT28921	25/05/2018	Justine Eichner	ERC Basketball Umpire 23/05/2018	Muni	110.00
EFT28922	25/05/2018	Karen Mentiplay	Reimbursement For Training Seminar For Nqsc	Muni	242.00
EFT28923	25/05/2018	Karyn Rowe	ERC Netball Umpire 22/05/2018	Muni	90.00
EFT28924	25/05/2018	Kings Tree Care	Tree Removal .7 Invoices	Muni	4,983.00
EFT28925	25/05/2018	Kleenit Pty Ltd	Anti-Graffiti Coating -Burekup Skate Park (Art Work-Youth Week Activities).	Muni	396.00
EFT28926	25/05/2018	Kmart	Workshop Supplies And ERC Storage Items	Muni	151.00
EFT28927	25/05/2018	Leschenault Netball Association	Kidsport Payment For Chelsea Blurton	Muni	150.00

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT28928	25/05/2018	Lions Club Of Millbridge	Community Sausage Sizzle - Conquer The Concrete 2019	Muni	500.00
EFT28929	25/05/2018	Madeline Black	ERC Netball Umpire 21/05/2018	Muni	45.00
EFT28930	25/05/2018	Malatesta Road Paving And Hotmix	Road Maintenance	Muni	400.00
EFT28931	25/05/2018	Marie Wilkinson	Creative Collective - May	Muni	265.00
EFT28932	25/05/2018	Marketforce	Public Notice - Green Waste April 2018	Muni	492.39
EFT28933	25/05/2018	McCormick's City Lighting	ERC - Replacement Bain-Marie Globes	Muni	59.90
EFT28934	25/05/2018	MJB Industries Pty Ltd	Road Maintenance. 3 Invoices	Muni	3,883.00
EFT28935	25/05/2018	Moore Stephens WA Pty Ltd	Financial & Management Reporting Workshops 24 & 25 May 2018	Muni	3,300.00
EFT28936	25/05/2018	P E Civil	Excavate Concrete Path At Cadel Park	Muni	990.00
EFT28937	25/05/2018	Paige Vincent	ERC Umpire 3 X 3 Basketball 18/05/2018	Muni	45.00
EFT28938	25/05/2018	Perth Cheer And Dance Crew	Cheering Workshop - April School Holidays	Muni	60.00
EFT28939	25/05/2018	PFD Food Services Pty Ltd	ERC - Cafe/Resale Stock	Muni	833.25
EFT28940	25/05/2018	Phillip John Petersen	Refund Dev Application P50/18. Application Not Required. Receipt 114411	Muni	208.00
EFT28941	25/05/2018	Promote You	Embroidery On Uniform	Muni	38.50
EFT28942	25/05/2018	Royal Gala Tours	Bus Hire - Dardanup Heritage Tour	Muni	332.75

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT28943	25/05/2018	Ryan Baker	ERC Basketball Umpire 23/05/2018	Muni	110.00
EFT28944	25/05/2018	Schweppes Australia Pty Ltd	ERC - Cafe/Resale Stock	Muni	226.21
EFT28945	25/05/2018	Sheridan Carlson	ERC Netball Umpire 22/05/2018	Muni	67.50
EFT28946	25/05/2018	Shire Of Dardanup	Building Application Dardanup West Fire Station Extension & Re Location Of Cricket Nets	Muni	331.25
EFT28947	25/05/2018	Simon Bolland	Live Music In The Library - Feb, March, April & May. Annual Dinner	Muni	600.00
EFT28948	25/05/2018	Solargain	ERC - Replace Faulty Tampering Valve	Muni	1,085.06
EFT28949	25/05/2018	Sophie Docker	ERC Netball Umpire 22/05/2018	Muni	90.00
EFT28950	25/05/2018	South West Fire	Service And Repairs Completed On The Dardanup Central 2.4 Appliance	Muni	11,033.89
EFT28951	25/05/2018	South West Rubber Stamps	2 Of Colop Printer 60 Ink Pads 2 Of Colop Printer 40 Ink Pads	Muni	40.20
EFT28952	25/05/2018	Steann Pty Ltd	Bi-Annual Bulk Green Waste Collection. 23/04/18 To 27/04/18. Total Collected 218.78 Tonne.	Muni	22,997.68
EFT28953	25/05/2018	Surveying South	Surveying Of Crooked Brook Road, Mitchell Way And Shire Place	Muni	2,832.50
EFT28954	25/05/2018	Synergy	Electricity Accounts	Muni	5,824.75
EFT28955	25/05/2018	Tailtap	BMX Riders, Demos, Judging, Coordinating Of Conquer Concrete Youth Skate Comp 2018	Muni	2,000.00
EFT28956	25/05/2018	Telstra	Telephone Accounts	Muni	2,907.02
EFT28957	25/05/2018	Therese Price	ERC Netball Umpire 21/05/2018	Muni	67.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT28958	25/05/2018	Thinkwater Bunbury	Trench And Connect Solenoid Wires To Admin Controller	Muni	227.72
EFT28959	25/05/2018	Tony Thornhill	ERC Basketball Umpire 23/05/2018 And 3 X 3 Basketball 18/05/2018	Muni	111.00
EFT28960	25/05/2018	Totally Sound	Equipment Hire - Skateboarding Competition 2018 and Annual Dinner	Muni	313.50
EFT28961	25/05/2018	Tracey Tupaea	ERC Netball Umpire 22/05/2018	Muni	66.00
EFT28962	25/05/2018	Turfcare Nsw	TRICAL 35 Soil Amendment And Syngenta Primo Maxx	Muni	2,874.30
EFT28963	25/05/2018	Vanessa Black	ERC Netball Umpire 22/05/2018	Muni	67.50
EFT28964	25/05/2018	Water Corporation	Water Accounts	Muni	75.11
EFT28965	25/05/2018	WINC Australia Pty Ltd	Stationery And Coffee Station Supplies For Libraries	Muni	1,898.71
EFT28966	25/05/2018	Woolworths Group Limited	9 Invoices For General Items - ERC, ECL And Admin	Muni	515.98
EFT28967	25/05/2018	Work Clobber	Safety Wear	Muni	503.78
EFT28968	01/06/2018	21 Graphic Design Pty Ltd	New Calendar Brochure Design	Muni	792.00
EFT28969	01/06/2018	Action Kerbing	Kerbing Of Intersections	Muni	9,792.20
EFT28970	01/06/2018	Alzbeta Baladova Hair & Make Up Artist	Library Workshops	Muni	350.00
EFT28971	01/06/2018	Amelia Kaitani	ERC Netball Umpire 29/05/2018	Muni	22.00
EFT28972	01/06/2018	Amity Signs	No Parking Signs - Cowin Gardens	Muni	778.80

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT28973	01/06/2018	Archie Hall	ERC Basketball Umpire 30/05/2018	Muni	132.00
EFT28974	01/06/2018	Australian Tax Office	PAYG Pay Run 01/06/2018	Muni	68,882.00
EFT28975	01/06/2018	Australind/Eaton Medical Centre	Q Fever Vaccination, Skin Test & Consult - N Lyon 08/05/2018 And 15/05/2018	Muni	308.00
EFT28976	01/06/2018	AXIO Maintenance And Construction	ERC - Building Maintenance Items	Muni	1,424.50
EFT28977	01/06/2018	Azzura Belly Dance	Belly Dancing Workshop	Muni	360.00
EFT28978	01/06/2018	Brody England	ERC Basketball Umpire 30/05/2018	Muni	110.00
EFT28979	01/06/2018	Brownes Foods Operations Pty Ltd	ERC - Cafe/Resale Stock	Muni	126.67
EFT28980	01/06/2018	Bullivants Pty Ltd - Sling Rig	Grave Lifting Chains Rated And Tested	Muni	122.10
EFT28981	01/06/2018	Bunbury And Districts Softball Association	Venue Hire - Thank A Volunteer Day - Sunday 27 May 2018	Muni	200.00
EFT28982	01/06/2018	Bunbury Bearings	Trailer Repair Da 4311	Muni	49.50
EFT28983	01/06/2018	Bunbury Harvey Regional Council	Shire Of Dardanup - Scrap Battle Recycled Art Competition Prize	Muni	180.00
EFT28984	01/06/2018	Bunbury Machinery	Purchase Of Pencil Vibe For Pipe Works	Muni	1,067.34
EFT28985	01/06/2018	Bunbury Netball Association Inc	Kidsport Payment For Kordelia Bell	Muni	150.00
EFT28986	01/06/2018	Bunbury Psychological Services	Employee Assistance Program	Muni	770.00
EFT28987	01/06/2018	Bunbury Subaru	DA004, DA329 And DA1314 Service	Muni	1,036.53
EFT28988	01/06/2018	Bunbury Tyrepower - Picton	New Tyres For Front Of Grader DA9774	Muni	2,332.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT28989	01/06/2018	Bunnings Group Limited	Parts For Eaton Hall Repairs And Depot	Muni	960.90
EFT28990	01/06/2018	Carbone Brothers Pty Ltd	Gravel Delivery	Muni	12,984.98
EFT28991	01/06/2018	City Of Bunbury	2017-18 CLAG Advertising Contribution - Mosquito Control	Muni	2,750.00
EFT28992	01/06/2018	Civilcon	Main Office - Repair Box Gutter	Muni	784.30
EFT28993	01/06/2018	Clark Rubber	Rubber Bumper Strip For Jetty Repair	Muni	197.85
EFT28994	01/06/2018	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Collection	Muni	8,773.11
EFT28995	01/06/2018	Coca-Cola Amatil Australia Pty Ltd	ERC - Cafe/Resale Stock	Muni	218.85
EFT28996	01/06/2018	Codee-Lee Down	Live Music In The Library	Muni	450.00
EFT28997	01/06/2018	Collie Crane Hire Pty Ltd	Crane Hire To Remove Dangerous Tree On Orchard Road	Muni	1,034.00
EFT28998	01/06/2018	Courier Australia	Postage And Freight	Muni	107.75
EFT28999	01/06/2018	Craven Foods	ERC - Cafe/Resale Stock	Muni	394.47
EFT29000	01/06/2018	Cross Security Services	Alarm Security Monitoring Line	Muni	346.00
EFT29001	01/06/2018	Cs Legal	Additional Legal Fees For Claims Issued 06/02/2018	Muni	421.25
EFT29002	01/06/2018	Danielle Susan McTernan	Dog Sterilisation Refund	Muni	30.00
EFT29003	01/06/2018	Dapco Tyre And Auto Centre	New Tyre For Trailer DA4311	Muni	80.00

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29004	01/06/2018	Dardanup General Store	General Goods Purchased	Muni	28.70
EFT29005	01/06/2018	Dardanup Rural Supplies	Stormwater Pipe For Crossover	Muni	176.50
EFT29006	01/06/2018	Department For Local Government And Communities	ERC - Annual Service Fee - Dept Of Communities For Vac Care 2018 -19	Muni	306.00
EFT29007	01/06/2018	Dep' Of Biodiversity, Conservation & Attractions	ERC - Vacation Care Excursion T o Wellington Forest On 17 April 2018	Muni	472.50
EFT29008	01/06/2018	Department Of Water And Environmental Regulation	Annual Licence For Transfer Station	Muni	640.80
EFT29009	01/06/2018	Desley Wilson	ERC Netball Umpire 29/05/2018	Muni	44.00
EFT29010	01/06/2018	DFES	2017/18 ESL Quarter 4 Payment	Muni	59,179.33
EFT29011	01/06/2018	Donna Bastow	ERC Basketball Umpire 30/05/2018	Muni	132.00
EFT29012	01/06/2018	Eaton Bowling And Social Club Inc	Barefoot Bowls - March	Muni	216.00
EFT29013	01/06/2018	Eaton Environmental Services	Application Of Fipronil T o 10 Sites	Muni	1,947.00
EFT29014	01/06/2018	Eaton Home Hardware & Garden	60 X Bags Of Rapid Set Concrete	Muni	465.00
EFT29015	01/06/2018	Emily Goyder	ERC Netball Umpire 29/05/2018	Muni	67.50
EFT29016	01/06/2018	Environmental Health Australia	Webinar - T raining For EHOS On State Administrative Tribunal Processes	Muni	60.00
EFT29017	01/06/2018	Evelyn Butchart	Catering For Thank A Volunteer Day - 27/05/2018	Muni	1,884.00
EFT29018	01/06/2018	Family Footprints	Family History Workshop 2 - May	Muni	225.00
EFT29019	01/06/2018	Ferguson Farmstay	Annual Dinner Function - 11 May 2018	Muni	5,668.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29020	01/06/2018	Fits Training Services	Basic Chainsaw Training - B Richards	Muni	1,400.00
EFT29021	01/06/2018	Forkwest	FJT 25 Telescopic Forklift Jib, As Per Email Quotation 21/05/2018.	Muni	1,584.00
EFT29022	01/06/2018	Fuji Xerox Australia Pty Ltd	Lease For Photocopiers	Muni	4,785.00
EFT29023	01/06/2018	Fulton Hogan Industries WA	Town Site And Rural Road Maintenance	Muni	776.38
EFT29024	01/06/2018	Geographe Civil	Bridge 3662 (Ferguson Rd) - Preventative Maint-Quoted Dated 18/04/2018.	Muni	11,507.32
EFT29025	01/06/2018	GHD Pty Ltd	Banksia Rd Landfill - Groundwater Monitoring Mar/Apr 2018.	Muni	2,659.80
EFT29026	01/06/2018	Guardians Of Happiness	Christmas Cupcake Toppers - November	Muni	600.00
EFT29027	01/06/2018	Health Insurance Fund Of WA	Payroll Deductions	Muni	270.00
EFT29028	01/06/2018	It Blackspot	Smartphones Workshop - Oct	Muni	300.00
EFT29029	01/06/2018	Jessica Ruland	Reimbursement For Payment Made To Attend Kettlebell Training	Muni	349.00
EFT29030	01/06/2018	Jim's Test And Tag	RCD And Emergency Lighting Test - Eaton Junior Football Club	Muni	468.60
EFT29031	01/06/2018	Josie Phillips	ERC Netball Umpire 29/05/2018	Muni	90.00
EFT29032	01/06/2018	June Keil	Intro To Roses - May	Muni	100.00
EFT29033	01/06/2018	Justine Eichner	ERC Basketball Umpire 30/05/2018	Muni	110.00
EFT29034	01/06/2018	Karyn Rowe	ERC Netball Umpire 29/05/2018	Muni	135.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29035	01/06/2018	Kings Tree Care	Carry Out Dead Wood And Hanger Removal In Gravel Carpark On Bobbin Street	Muni	1,232.00
EFT29036	01/06/2018	Kmart	Small Items For Events And Tea/Coffee Trolley	Muni	420.00
EFT29037	01/06/2018	Kyle Jones	ERC Basketball Umpire 30/05/2018	Muni	176.00
EFT29038	01/06/2018	Lions Club Of Dardanup	2017/2018 Grant To Purchase "Event Ahead" Signs	Muni	308.00
EFT29039	01/06/2018	Lions Club Of Eaton Inc	2017/2018 Grant For Facilities Upgrade And Signs	Muni	1,000.00
EFT29040	01/06/2018	Maia Financial Pty Ltd	Lease Of Dell And Nutanix Servers	Muni	29,130.15
EFT29041	01/06/2018	Main Roads Western Australia	Shire Contribution To Repairs - Bridge 3662 Ferguson Road (Ferguson River)	Muni	81,400.00
EFT29042	01/06/2018	Malatesta Road Paving And Hotmix	Clifton Road And Martin Pelusey Road Reseal	Muni	130,613.96
EFT29043	01/06/2018	Mckayhla Pomare	ERC Basketball Umpire 30/05/2018	Muni	22.00
EFT29044	01/06/2018	Michael Robert Bell	Refund Due For Over Payment Of Photocopy Charges Re: FOI	Muni	40.00
EFT29045	01/06/2018	MJB Industries Pty Ltd	375 Pipes And Headwalls For Reconstruction	Muni	3,841.20
EFT29046	01/06/2018	Nastassya Buswell	2017/18 Personal Dev Grant - Attend National School Championships	Muni	400.00
EFT29047	01/06/2018	Nites Electrical	Remove And Replace Non-Compliant Circuit And Remove And Replace Spot Light Wiring And Add Switching	Muni	2,181.17
EFT29048	01/06/2018	NSCO Consulting	Review Of Risk Register - Ranger Services	Muni	1,637.00
EFT29049	01/06/2018	Paige Vincent	ERC 3 X 3 Basketball 25/05/2018	Muni	45.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29050	01/06/2018	Partyhire People WA Pty Ltd	Bubble Soccer - April	Muni	630.00
EFT29051	01/06/2018	Path Waste Pty	Sharps Containers - Servicing	Muni	220.00
EFT29052	01/06/2018	Perth Cheer And Dance Crew	ERC - Vacation Care Incursion - Cheerleading And Hip Hop Classes	Muni	160.00
EFT29053	01/06/2018	Pfd Food Services Pty Ltd	ERC - Cafe/Resale Stock	Muni	720.50
EFT29054	01/06/2018	Promote You	Supply Of 6 Size 12 Polo Tops With Embroidery	Muni	156.20
EFT29055	01/06/2018	Qikkids	Qikkids Web License 01.07.2018 To 30.06.2019	Muni	2,180.00
EFT29056	01/06/2018	Rachelle Erin Fox	Crossover Rebate Lot 214 9 Hewison Street, Dardanup A11404	Muni	254.00
EFT29057	01/06/2018	Rexel Electrical Supplies	Label Machine And Label Supplies	Muni	1,121.44
EFT29058	01/06/2018	Ricky Frank Longshaw	Youth Week Workshop	Muni	760.00
EFT29059	01/06/2018	Ryan Baker	ERC Basketball Umpire 30/05/2018	Muni	110.00
EFT29060	01/06/2018	Schweppes Australia Pty Ltd	ERC - Cafe/Resale Stock	Muni	308.05
EFT29061	01/06/2018	Security4transit	ERC - Security Tags For Banking	Muni	489.51
EFT29062	01/06/2018	Signs Plus	Badge Order	Muni	18.50
EFT29063	01/06/2018	Sisters Of Ishtar Bellydance Troupe Inc	Swing Dancing Workshop - May	Muni	300.00
EFT29064	01/06/2018	SMR Psychology	Employee Assistance Program	Muni	187.00

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29065	01/06/2018	Sophie Docker	ERC Netball Umpire 28/05/2018	Muni	45.00
EFT29066	01/06/2018	South West Tree Safe	Crooked Brook Rd - Forrest Rd To Ironstone Rd - Clearing To Pink Tape And General Pruning To 6m Height.	Muni	35,200.00
EFT29067	01/06/2018	Sportspower Bunbury	ERC - Replacement Competition Netballs	Muni	167.96
EFT29068	01/06/2018	Spraymow Services	Apply Wetting Agent - Glenhuon Oval And Softball - Dardanup Oval 5.7ha	Muni	1,064.80
EFT29069	01/06/2018	St John Ambulance Western Australia Ltd	Ambulance - First Aid Standby - Conquer Concrete Skate Comp 2018.	Muni	648.00
EFT29070	01/06/2018	Steve Potter	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	Muni	334.90
EFT29071	01/06/2018	Suzanne Occhipinti	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	Muni	186.35
EFT29072	01/06/2018	Tangent Nominees Pty Ltd	Refund Of Dev Application P49/18. Application Not Required - 9 Elaap St	Muni	215.19
EFT29073	01/06/2018	Te Wairimu Elinor Pomare	Reimb Purchase Of Food Purchased For Social Comp On Courts	Muni	27.00
EFT29074	01/06/2018	Terry Arnold	Refund Of Prorata Paid On Direct Debit Gym Membership. Cancelled Within Cooling Off Period.	Muni	22.66
EFT29075	01/06/2018	The Print Shop	Design And Printing Of 2018-2019 Recycling Calendars	Muni	1,380.23
EFT29076	01/06/2018	Therese Price	ERC Netball Umpire 29/05/2018	Muni	90.00
EFT29077	01/06/2018	Thinkberry Grove	ERC - Vacation Care Items - Make-Do - Children's Construction Toys	Muni	147.00
EFT29078	01/06/2018	Tony Thornhill	ERC Basketball Umpire 30/05/2018	Muni	44.00
EFT29079	01/06/2018	Top Jazz Ballet	Community Dance Performance - Movies By Moonlight 2018	Muni	200.00

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29080	01/06/2018	TotallySound	Paging Microphone Emergency Warning System - Eaton Administration	Muni	137.50
EFT29081	01/06/2018	Tracey Tupaea	ERC Netball Umpire 29/05/2018	Muni	110.00
EFT29082	01/06/2018	UWA Origami Club	Origami Workshop - March	Muni	42.72
EFT29083	01/06/2018	Vanessa Black	ERC Netball Umpire 28/05/2018	Muni	67.50
EFT29084	01/06/2018	WINC Australia Pty Ltd	Stationery	Muni	972.90
EFT29085	01/06/2018	Woolworths Group Limited	Kitchen Items	Muni	375.04
EFT29086	01/06/2018	Work Clobber	Safety Work Wear	Muni	521.11
EFT29087	08/06/2018	A & L Printers Pty Ltd	Timecard Books	Muni	1,137.00
EFT29088	08/06/2018	Abby Elizabeth Brown	Crossover Rebate Lot 1342 47 Hazelgrove Crescent, Millbridge A11534	Muni	313.00
EFT29089	08/06/2018	Archie Hall	ERC Basketball Umpire 06/06/2018	Muni	132.00
EFT29090	08/06/2018	Aubrey D Smith	Revision And Update Of Shire Online Induction	Muni	1,000.00
EFT29091	08/06/2018	AUSQ Training	Traffic Management For Events - Basic Traffic Management Course	Muni	579.00
EFT29092	08/06/2018	Australia Post	Monthly Invoice For Mail And Postage	Muni	1,142.83
EFT29093	08/06/2018	Australian Tree Contractors	Pruning Up 6m Both Sides Of Moore Road From Highway To Roundabout.	Muni	8,600.00
EFT29094	08/06/2018	Barry Cox	Reimbursement For The Purchase Of New Iphone Tough Case	Muni	100.00
EFT29095	08/06/2018	Brody England	ERC Basketball Umpire 06/06/2018	Muni	88.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29096	08/06/2018	Building Commission	May 2018 Reconciliation	Muni	3,529.82
EFT29097	08/06/2018	Bunbury And Districts Badminton Association	Kidsport Payment For Zoi Dirix	Muni	100.00
EFT29098	08/06/2018	Bunbury Army Surplus	Led Laser Torch	Muni	75.00
EFT29099	08/06/2018	Bunbury Auto One	Trailer Plug Adaptor	Muni	51.90
EFT29100	08/06/2018	Caltex Australia Petroleum Pty Ltd	Fuel Account For May	Muni	20,945.64
EFT29101	08/06/2018	Cathy Lee	Reimbursement For Purchase Of Ipad Protective Cases	Muni	79.95
EFT29102	08/06/2018	Cb Traffic Solutions	Traffic Control For Moore Road And Harris Road	Muni	5,497.80
EFT29103	08/06/2018	City Of Bunbury	2017-18 Leschenault CLAG Contribution - Mosquito Control	Muni	5,500.00
EFT29104	08/06/2018	Citygate Properties Pty Ltd	Three Safety Awards For Hazard Identification	Muni	150.00
EFT29105	08/06/2018	Cleanaway Solid Waste Pty Ltd	Monthly Invoice For Skip Bin Hire - May 2018	Muni	165.77
EFT29106	08/06/2018	Construction Training Fund : BCIT F	May 2018 Reconciliation	Muni	3,408.11
EFT29107	08/06/2018	Dapco Tyre And Auto Centre	Replacement Of 4 Tyres DA9287	Muni	1,099.00
EFT29108	08/06/2018	Dardanup Community Playgroup	Community Grant Funding (2017-2018 Round 2)	Muni	3,750.00
EFT29109	08/06/2018	Dardanup Rural Supplies	Drainage Repair Items	Muni	368.00
EFT29110	08/06/2018	Darryl Robert Toreaux	Crossover Rebate Lot 63 77 Illawarra Drive, Millbridge A11560	Muni	223.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29111	08/06/2018	Donna Bastow	ERC Basketball Umpire 06/06/2018	Muni	110.00
EFT29112	08/06/2018	Eaton Country Women's Association	Community Grant Funding (2017-2018, Round 2)	Muni	3,228.34
EFT29113	08/06/2018	Eaton Home Hardware & Garden	4 Concrete Bags	Muni	34.20
EFT29114	08/06/2018	Eaton Pet Vet	Vet Fees And Sterilisation Vouchers	Muni	176.21
EFT29115	08/06/2018	Eaton Senior Citizens Incorporated	Community Grant Funding (2017-2018 Round 2)	Muni	5,000.00
EFT29116	08/06/2018	Emily Goyder	ERC Netball Umpire 05/06/2018	Muni	56.25
EFT29117	08/06/2018	Evelyn Butchart	Catering For Council Meeting 30/05/2018	Muni	481.00
EFT29118	08/06/2018	Fit2work	Monthly Invoice For Australian Employee Police Checks	Muni	153.56
EFT29119	08/06/2018	Fulton Hogan Industries Wa	Town Site And Rural Road Maintenance	Muni	209.00
EFT29120	08/06/2018	Gareth Webber	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	Muni	146.97
EFT29121	08/06/2018	Geby Quirona Seradoy	Crossover Rebate Lot 1308 20 Kanalla Avenue, Millbridge A11511	Muni	260.00
EFT29122	08/06/2018	Goomburrup Aboriginal Corporation	Community Grant Funding (2017-2018 Round 2)	Muni	2,750.00
EFT29123	08/06/2018	Holcim Australia Pty Ltd	4 Invoices For Stabilised Sand	Muni	2,699.73
EFT29124	08/06/2018	Justine Eichner	ERC Basketball Umpire 06/06/2018	Muni	155.00
EFT29125	08/06/2018	Karyn Rowe	ERC Netball Umpire 05/06/2018	Muni	90.00
EFT29126	08/06/2018	Kmart	June Display Items	Muni	12.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29127	08/06/2018	Kyle Jones	ERC Basketball Umpire 06/06/2018	Muni	110.00
EFT29128	08/06/2018	Landscape And Maintenance Solutions Pty Ltd	Mowing Contract	Muni	4,714.16
EFT29129	08/06/2018	LGIS WA	Residual Payment For Skin Screens	Muni	594.00
EFT29130	08/06/2018	Main Roads Western Australia	Waterloo Rd Bridge 0193 Widening	Muni	754,600.00
EFT29131	08/06/2018	Marie Wilkinson	Ribbon Flowers - June	Muni	205.00
EFT29132	08/06/2018	Mckayhla Pomare	ERC Basketball Umpire 06/06/2018	Muni	88.00
EFT29133	08/06/2018	Monitored Electronics	ERC - Duress Alarm Monitoring Jul - Sep 2018	Muni	57.20
EFT29134	08/06/2018	Office Cleaning Services Pty Ltd T/A Tutt Bryant Hire	Machine Hire - 4 Invoices	Muni	5,126.00
EFT29135	08/06/2018	Officeworks Superstores Pty Ltd	Stationery	Muni	643.60
EFT29136	08/06/2018	Pages Mechanical Repairs	Service DA9513	Muni	617.00
EFT29137	08/06/2018	PFI Cleaning Supplies	Cleaning Products	Muni	692.50
EFT29138	08/06/2018	Precious Oils - Melanie Fournier	Essential Oil Workshop - May	Muni	100.00
EFT29139	08/06/2018	Promote You	Embroidery On Uniform For Suzanne Occhipinti	Muni	15.40
EFT29140	08/06/2018	Public Transport Authority	Bus Trial For Dardanup And Burekup From April To June 2018	Muni	10,794.30
EFT29141	08/06/2018	QSIC Pty Ltd	ERC - Fitness Music	Muni	132.00

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29142	08/06/2018	Riding For The Disabled - Capel	Kidsport Payment	Muni	300.00
EFT29143	08/06/2018	Ryan Baker	ERC Basketball Umpire 06/06/2018	Muni	110.00
EFT29144	08/06/2018	Safetcard Australia	Monitoring Fees For Safetcard	Muni	264.00
EFT29145	08/06/2018	Sheridan Carlson	ERC Netball Umpire 05/06/2018	Muni	78.75
EFT29146	08/06/2018	Simon Bolland	Musician/Entertainment For Thank A Volunteer Day Event (27/05/2018).	Muni	250.00
EFT29147	08/06/2018	Sj Traffic Management	Creation Of Traffic Management Plan For Maintaining Medians	Muni	484.00
EFT29148	08/06/2018	Stewart And Heaton Clothing Company Pty Ltd	BFB Safety Wear	Muni	177.40
EFT29149	08/06/2018	Synergy	Electricity Accounts	Muni	25,564.15
EFT29150	08/06/2018	Terau Aroha Tamatea	ERC Netball Umpire 05/06/2018	Muni	66.00
EFT29151	08/06/2018	The Workwear Group	Uniform Order For Stephen Eaton	Muni	93.50
EFT29152	08/06/2018	Therese Price	ERC Netball Umpire 05/06/2018	Muni	67.50
EFT29153	08/06/2018	Tony Thornhill	ERC 3 X 3 Basketball 01/06/2018	Muni	45.00
EFT29154	08/06/2018	Total Eden Pty Ltd	Ground Water Bore Renovation As Per Quote Dated 17th April Reference :Eaton Bore	Muni	5,170.00
EFT29155	08/06/2018	Totally Workwear	Uniform For Dennis Hewett	Muni	79.20
EFT29156	08/06/2018	United Equipment Pty Ltd	1 Month Hire Of Forklift. 01/05/2018 - 31/05/2018	Muni	766.15

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29157	08/06/2018	Vanessa Black	ERC Netball Umpire 05/06/2018	Muni	90.00
EFT29158	08/06/2018	WALGA	Introduction To Local Government (Elearning)	Muni	430.00
EFT29159	08/06/2018	WINC Australia Pty Ltd	Stationery	Muni	976.13
EFT29160	08/06/2018	Woolworths Group Limited	Kitchen Items	Muni	164.68
EFT29161	08/06/2018	Work Clobber	Stella Botte Safety Wear	Muni	205.11
EFT29162	15/06/2018	Kay Michelle Curley	Refund Of Cage Hire Bond	Trust	150.00
EFT29163	15/06/2018	All Aussie Truck And Bobcat Services	Clean Up Transfer Station - 3 Invoices	Muni	891.00
EFT29164	15/06/2018	Amelia Kaitani	ERC Netball Umpire 12/06/2018	Muni	66.00
EFT29165	15/06/2018	Aquila Food Forest	Sustainable Living - June	Muni	230.00
EFT29166	15/06/2018	Archie Hall	ERC Basketball Umpire 13/06/2018	Muni	132.00
EFT29167	15/06/2018	Australasian Performing Rights Association Ltd	2018-19 Dardanup Hall Event/Music Licence Fees.: 01/07/2018 - 30/06/2019	Muni	216.48
EFT29168	15/06/2018	Australian Tax Office	PAYG Pay Run 15-06-2018	Muni	66,856.00
EFT29169	15/06/2018	Boyles Plumbing And Gas	Backflow Device Testing - Brooksy Place, Burekup	Muni	541.20
EFT29170	15/06/2018	Brody England	ERC Basketball Umpire 13/06/2018	Muni	110.00
EFT29171	15/06/2018	Brownes Foods Operations Pty Ltd	ERC - Cafe/Resale Stock	Muni	249.80
EFT29172	15/06/2018	Bunbury Auto Group (Parts And Service)	Install Of Soft Tonneau Cover	Muni	521.99

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29173	15/06/2018	Bunbury Coffee Machines	ERC - Cafe/Resale Stock	Muni	886.00
EFT29174	15/06/2018	Bunnings Group Limited	Shackles And Straps For Lifting Water Tank.	Muni	203.18
EFT29175	15/06/2018	Caroline Mears	Chair Yoga - June	Muni	50.00
EFT29176	15/06/2018	Chess Resources	Pre Movie Family Entertainment - Winter Cinema Series	Muni	690.00
EFT29177	15/06/2018	Ciphertel Pty Ltd T/A Gateway Internet Services	Monthly Account Point To Point Microwave Service 01/05/2018 - 31/05/2018	Muni	2,893.00
EFT29178	15/06/2018	Cleanaway Solid Waste Pty Ltd	Kerbside Waste Collection	Muni	7,682.53
EFT29179	15/06/2018	Craven Foods	ERC - Cafe/Resale Stock	Muni	327.09
EFT29180	15/06/2018	Dardanup Garage & Service Station	Repair Cement Mixer	Muni	93.24
EFT29181	15/06/2018	Debra Rodden	Yoga Class Instructor 23 And 30 May, 4 June	Muni	180.00
EFT29182	15/06/2018	Deputec Pty Ltd	ERC - Deputy Roster Software 01/05/2018 - 31/05/2018	Muni	99.17
EFT29183	15/06/2018	Desley Wilson	ERC Netball Umpire 12/06/2018	Muni	66.00
EFT29184	15/06/2018	Donna Bastow	ERC Basketball Umpire 13/06/2018	Muni	132.00
EFT29185	15/06/2018	Dorsogna Limited	ERC - Cafe/Resale Stock	Muni	243.87
EFT29186	15/06/2018	Educa Aus	ERC - Online Portfolio System-Vac Care 1 Year Subs 1/6/2018 - 31/5/2019	Muni	858.00
EFT29187	15/06/2018	Emma Woolans	ERC Netball Umpire 12/06/2018	Muni	67.50

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29188	15/06/2018	Forestvale Trees Pty Ltd	Agonis Flexuosa Trees For Verge Landscaping - 3 Invoices	Muni	9,900.00
EFT29189	15/06/2018	Geographe Underground Services	Service Location For Pathway Install - Castlereagh To Treendale Bridge	Muni	2,178.00
EFT29190	15/06/2018	Glanbia Performance Nutrition Pty Ltd	ERC - Cafe/Resale Stock	Muni	373.31
EFT29191	15/06/2018	Guardians Of Happiness	Banana Bread And Brownies - June	Muni	300.00
EFT29192	15/06/2018	Health Insurance Fund Of Wa	Payroll Deductions	Muni	270.00
EFT29193	15/06/2018	Hynes Contracting	Mitchell Way/Shire Place Stormwater Pit Lid Upgrade	Muni	6,480.00
EFT29194	15/06/2018	Irrigation Australia Ltd	Membership To Irrigation Australia 12/06/2018 - 12/06/2019	Muni	649.00
EFT29195	15/06/2018	Jackie Nichol	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	Muni	128.00
EFT29196	15/06/2018	Jim's Test And Tag	Supply And Replace Exit Light - Eaton Junior Football Club	Muni	220.00
EFT29197	15/06/2018	Jo Jingles South West	Early Learning Sessions At The Library	Muni	2,200.00
EFT29198	15/06/2018	Josie Phillips	ERC Netball Umpire 12/06/2018	Muni	67.50
EFT29199	15/06/2018	JP Group - Cpss Pty Ltd	Lease Transfer Station - Lot 81 Banksia Rd, Dardanup 01/07/2018 - 30/09/2018	Muni	2,917.46
EFT29200	15/06/2018	Justine Eichner	ERC Basketball Umpire 13/06/2018	Muni	110.00
EFT29201	15/06/2018	Karyn Rowe	ERC Netball Umpire 12/06/2018	Muni	157.50
EFT29202	15/06/2018	Kenny Pomare	ERC Basketball Umpire 13/06/2018	Muni	44.00
EFT29203	15/06/2018	Kings Tree Care	Cadel Park Tree Maintenance	Muni	550.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29204	15/06/2018	Kmart	ERC - Crèche Items	Muni	21.00
EFT29205	15/06/2018	Kyle Jones	ERC Basketball Umpire 13/06/2018	Muni	110.00
EFT29206	15/06/2018	Landgate	Gross Rental Valuation	Muni	652.00
EFT29207	15/06/2018	Larry Calwit Revilla	Crossover Rebate Lot 1059 1 Primrose Vista, Millbridge A11432	Muni	244.00
EFT29208	15/06/2018	Lee Holben	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	Muni	70.00
EFT29209	15/06/2018	Leeuwin Civil Pty Ltd	Retention Monies In Relation To PO70548 (Shenton Rd Drainage J12756)	Muni	6,222.33
EFT29210	15/06/2018	Les Mills Asia Pacific	Monthly Music Licence Fees 01/06/2018 - 30/06/2018	Muni	1,197.88
EFT29211	15/06/2018	Luke Botica	Reimbursement Of Expenses As Per Contract - August 2017 - May 2018	Muni	900.00
EFT29212	15/06/2018	Marie Wilkinson	Rolled Magazine Hearts - June	Muni	181.00
EFT29213	15/06/2018	Marketforce	Monthly Advertising	Muni	4,821.84
EFT29214	15/06/2018	McDonald Fencing	Supply And Install Fence At Dardanup Ova	Muni	12,519.10
EFT29215	15/06/2018	Mckayhla Pomare	ERC Basketball Umpire 13/06/2018	Muni	44.00
EFT29216	15/06/2018	Mick Saunders	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	Muni	20.00
EFT29217	15/06/2018	Nites Electrical	Millars Creek Pathway Lighting Audit.	Muni	836.00
EFT29218	15/06/2018	Onsite Rental Group	Hire Of Toilet At Tip Site And Office Space At Eaton Office	Muni	2,118.48

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29219	15/06/2018	Pages Mechanical Repairs	Service DA325	Muni	762.35
EFT29220	15/06/2018	Parks And Leisure Australia	Attendance Ben Jordan PLA State Conference	Muni	770.00
EFT29221	15/06/2018	Patricia Perks	Councillors Meeting Fee And Expenses Reimbursement Claim - June 2018	Muni	847.70
EFT29222	15/06/2018	Perfect Landscapes	Mowing Contract	Muni	12,232.00
EFT29223	15/06/2018	PFD Food Services Pty Ltd	ERC - Cafe/Resale Stock	Muni	334.90
EFT29224	15/06/2018	Promote You	Large Banners	Muni	1,183.60
EFT29225	15/06/2018	Rosemary-Sue Allen-Kingdon	Rates Refund For Assessment A2146 36 Hale St Eaton WA 6232	Muni	1,000.00
EFT29226	15/06/2018	Rural Cinema	The Commuter - Indoor Winter Cinema Series 2018	Muni	3,899.60
EFT29227	15/06/2018	Schweppes Australia Pty Ltd	ERC - Cafe/Resale Stock	Muni	470.06
EFT29228	15/06/2018	Sophie Docker	ERC Netball Umpire 11/06/2018	Muni	67.50
EFT29229	15/06/2018	SOS Office Equipment	Photocopier Meter Reading - Eaton Community Library	Muni	48.49
EFT29230	15/06/2018	South West Nutrition Services	Nutrition Workshop - June	Muni	580.00
EFT29231	15/06/2018	Southern Cross Austereo	Gold Club "The Full Page" Campaign - No Commitment Memberships June 2018	Muni	1,551.00
EFT29232	15/06/2018	State Wide Turf Services	Earthquake Eaton Oval To Reduce Surface Water	Muni	3,545.00
EFT29233	15/06/2018	Steve Potter	Reimbursement For Parking While In Perth, State Administrative Tribunal	Muni	31.25

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT29234	15/06/2018	Susannah Plumb - Zumba With Susie	Instructor For Zumba 21-03-2018 To 30-05-2018	Muni	500.00
EFT29235	15/06/2018	Suzanne Occhipinti	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	Muni	129.88
EFT29236	15/06/2018	Telstra	Telephone Accounts	Muni	292.92
EFT29237	15/06/2018	Terry Philpott And J R Lane	Rates Refund For Assessment A3501	Muni	512.11
EFT29238	15/06/2018	Terrywhite Chemmart Eaton	Staff Flu Vaccinations	Muni	359.10
EFT29239	15/06/2018	The Probus Club Of Eaton Inc	Community Grant Funding 2017 - 2018 Round 2.	Muni	1,000.00
EFT29240	15/06/2018	Therese Price	ERC Netball Umpire 12/06/2018	Muni	135.00
EFT29241	15/06/2018	Thinkwater Bunbury	Main Line Tee Piece Replacement	Muni	896.44
EFT29242	15/06/2018	Tony Thornhill	ERC Basketball Umpire 13/06/2018	Muni	66.00
EFT29243	15/06/2018	Total Eden Pty Ltd	22 Invoices - Retic Repairs	Muni	5,892.17
EFT29244	15/06/2018	United Equipment Pty Ltd	Gas Bottle For Forklift	Muni	66.00
EFT29245	15/06/2018	Vanessa Black	ERC Netball Umpire 11/06/2018	Muni	45.00
EFT29246	15/06/2018	WA Isports Inc	Community Grant Funding 2017 - 2018 Round 2.	Muni	1,000.00
EFT29247	15/06/2018	Wellington Mill Community Association	Community Grant Funding 2017 - 2018 Round 2.	Muni	715.00
EFT29248	15/06/2018	Woolworths Group Limited	ERC - Cafe/Resale Stock	Muni	210.93
EFT29249	15/06/2018	Work Clobber	Safety Work Wear	Muni	145.81

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
PAYROLL					
DD13592.1	01/06/2018	WA Super	Payroll Deductions	Muni	38,121.39
DD13592.2	01/06/2018	Hostplus	Superannuation Contributions	MUNI	272.01
DD13592.3	01/06/2018	MLC Super Fund	Superannuation Contributions	Muni	669.35
DD13592.4	01/06/2018	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	Muni	86.09
DD13592.5	01/06/2018	Rest Superannuation	Superannuation Contributions	Muni	177.16
DD13592.6	01/06/2018	Asgard Infinity E Wrap Super	Superannuation Contributions	Muni	242.40
DD13592.7	01/06/2018	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	Muni	300.94
DD13592.8	01/06/2018	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	Muni	364.08
DD13592.9	01/06/2018	Australiansuper	Superannuation Contributions	MUNI	975.75
DD13592.10	01/06/2018	Burton Superannuation Fund	Superannuation Contributions	Muni	247.41
DD13592.11	01/06/2018	Media Super	Superannuation Contributions	Muni	241.30
DD13592.12	01/06/2018	Construction & Building Industry Super	Superannuation Contributions	Muni	327.99
DD13611.1	15/06/2018	WA Super	Payroll Deductions	Muni	38,545.53
DD13611.2	15/06/2018	Hostplus	Superannuation Contributions	MUNI	272.01

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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD13611.3	15/06/2018	MLC Super Fund	Superannuation Contributions	Muni	616.73
DD13611.4	15/06/2018	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	Muni	86.69
DD13611.5	15/06/2018	Rest Superannuation	Superannuation Contributions	Muni	337.99
DD13611.6	15/06/2018	Asgard Infinity E Wrap Super	Superannuation Contributions	Muni	242.40
DD13611.7	15/06/2018	Colonial First State First Choice Wholesale Personal Super	Superannuation Contributions	Muni	479.98
DD13611.8	15/06/2018	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	Muni	443.20
DD13611.9	15/06/2018	Australiansuper	Superannuation Contributions	MUNI	918.84
DD13611.10	15/06/2018	Burton Superannuation Fund	Superannuation Contributions	Muni	247.41
DD13611.11	15/06/2018	Media Super	Superannuation Contributions	Muni	232.30
DD13611.12	15/06/2018	Construction & Building Industry Super	Superannuation Contributions	Muni	341.53

BPAY

DD13587.1	25/05/2018	linet	NBN Connection And IP Address Connection	MUNI	67.90
DD13598.1	01/06/2018	Edith Cowan University - Joondalup	Project Management And Facilitation Of Early Years Strategy Project	Muni	3,630.00
DD13620.1	14/06/2018	Engineers Australia	Nathan Ryder 2018-2019 Membership Renewal	Muni	563.00

INTERNATIONAL

DD13622.1	15/06/2018	Pluralsight	1 Month, To 30 June, Business Professional Subscription. 201.37 USD	MUNI	285.67
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PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<u>REPORT TOTALS</u>					1,798,172.34
EFT	28668 - 29249				1,708,835.29
Payroll					84,790.48
BPAY					4,260.90
International					285.67
TOTAL					1,798,172.34

CERTIFICATE OF Chief Executive Officer

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



MR MARK L CHESTER
Chief Executive Officer

CARRIED
8/0

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

219-18 MOVED - Cr. P R Perks SECONDED - Cr. T G Gardiner

THAT in accordance with the Local Government Act 1995, S 5.23 the Council go Behind Closed Doors [6.13pm] to discuss a matter affecting an employee or employees.

CARRIED
8/0

Note: Director Engineering & Development Services, Mr Luke Botica; Manager Development Services, Mr Steve Potter; Manager Community Services, Mrs Lee Holben and Manager Financial Services, Mrs Natalie Hopkins left the meeting [6.13pm].

Note: Cr. C N Boyce and Personal Assistant, Mrs Gaylene Godfrey left the room [6.13pm] and returned [6.14pm].

16.1 Title: Recruitment Process - Chief Executive Officer

Reporting Department: Executive

Reporting Officer: Ms Cathy Lee – Manager Governance & HR

Legislation: Local Government Act 1995

REPORT UNDER SEPARATE COVER

Note: In accordance with the Local Government Act 1995 5.23 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 Tardis system.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

220-18 MOVED - Cr. M T Bennett SECONDED - Cr. L Davies

THAT Council:

1. **Formally resolves to accept Chief Executive Officer Mr Mark Chester's resignation effective from the 31 January 2019.**
2. **Engage WA Local Government Association Recruitment [WALGA Recruitment] to:**
 - a) **Manage the recruitment process to select a new Chief Executive Officer for the Shire of Dardanup, in accordance with the Scope as provided under separate cover by WALGA Recruitment.**
 - b) **Work with the CEO Recruitment Committee to undertake the recruitment process to enable the Committee to make a recommendation to Council of a shortlist of candidates to be considered by Council.**
 - c) **With a ceiling figure to be placed on the contract negotiations as per the confidential discussion Behind Closed Doors.**

CARRIED
8/0

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

221-18 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

THAT in accordance with the Local Government Act 1995, S 5.23 the Council return from Behind Closed Doors [6.30pm].

CARRIED
8/0

17 CLOSURE OF MEETING

The Presiding Officer advises that the date of the next Ordinary Meeting of Council will be Wednesday 28 March 2018, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business, Cr. M T Bennett, Presiding Officer declared the meeting closed at 6.30pm.

**CONFIRMATION OF MINUTES**

"As the person presiding at the meeting at which these minutes were confirmed on 18 July 2018, I certify that these minutes have been confirmed as a true and accurate record of proceedings.

DocuSigned by:

Signed


(Chairman of Shire of Dardanup / Presiding Officer)