



CONFIRMED

MINUTES

ORDINARY MEETING

Held

28 June 2017

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

DISCLAIMER

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

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

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

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 28 JUNE 2017, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 5.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

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

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

Emergency Procedure

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

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

2.1 Attendance

Cr. Michael Bennett	-	Shire President (Chairperson)
Cr. Allen Mountford	-	Elected Member
Cr. Danny Harris	-	Elected Member
Cr. Carmel Boyce	-	Elected Member

Cr. Tyrrell Gardiner	-	Elected Member
Cr. Patricia Perks	-	Elected Member
Cr. Luke Davies	-	Elected Member
Mr Mark Chester	-	Chief Executive Officer
Mrs Cathy Lee	-	Manager Governance & HR
Mrs Tracey Maisey	-	Governance Officer
Mr Luke Botica	-	Director Engineering & Development Services
Mrs Natalie Hopkins	-	Acting Director Corporate & Community Services
Mr Steve Potter	-	Manager Development Services

2.2 Apologies

Cr Peter Robinson	-	Elected Member (Deputy Shire President) Leave of Absence [142-17]
Cr James Lee	-	Elected Member

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

4 PUBLIC QUESTION TIME

4.1 Business South West – Continuation of Funding by Council

Beth Ferguson and Robyn Morris from Business South West (BSW) asked the following of Council:

We understand that Council is considering continuing funding for Business South West. We are happy to work with Council in assisting with their aims and enlivening the tourism industry in the Ferguson Valley. We would work to come up with a program that would suit both parties.

Cr. C N Boyce – Have you spoken to Ferguson Valley Marketing & Promotions (FVMP) yet?

Beth Ferguson – Not at this stage. We have done some work with Evedon Park.

Cr. T G Gardiner – BSW's recent presentation to Council was very good. If your funding application was successful, would it be possible to have 6 month feedback on how the program is progressing?

Beth Ferguson – We do send out 6 monthly updates, yes.

Robyn Morris – With the funding, we look at extending and adding value to the basic programs that currently exist. We would generally be in agreement that a small business sector is critical to growth of a region. We're open to considering any program that would particularly suit the local government area. Tourism was suggested as one possibility but we need to discuss/negotiate further. Business is doing it hard and that's often when people pull back from initiatives like this, but more support is needed.

5 APPLICATIONS FOR LEAVE OF ABSENCE

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

165-17 MOVED - Cr. C N Boyce SECONDED - Cr. P R Perks

THAT Cr Peter Robinson, Cr James Lee and Cr Luke Davies be granted leave of absence for the Special Council meeting of 30 June 2017, and that Cr Allen Mountford be granted leave of absence for the Ordinary Council Meetings of 19 July 2017 and 9 August 2017.

CARRIED
7/0

6 PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Ordinary Meeting Held 7 June 2017

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

166-17 MOVED - Cr. C N Boyce SECONDED - Cr. A Mountford

THAT the Minutes of the Ordinary Meeting of Council held on 7 June 2017, be confirmed as true and correct subject to the following correction:

- **Page 28 – Item 12.4.1. Voting was recorded as “CARRIED 7/1” This is incorrect as there were 6 for and 2 against the vote. Voting to be amended to read “CARRIED 6/2”.**

CARRIED
7/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

None.

9 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

10 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

11 DECLARATION OF INTEREST

Discussion:

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

Cr T G Gardiner declared that he has a proximity interest in item 12.4.2 Application for Development Approval – Lot 12 (671) Ferguson Road, Dardanup – Proposed Water Tank with Reduced Boundary Setback – (Diana Negro & Robert Manning) as he shares a property boundary with the applicants.

12 REPORTS OF OFFICERS AND COMMITTEES

12.1 CHIEF EXECUTIVE OFFICER REPORT

12.1.1 Title: Business South West – Review of Council Decision

Reporting Department: Executive

Reporting Officer: Mr Mark L Chester – Chief Executive Officer

Legislation: Local Government Act 1995

Background -

Business South West previously applied to Council for approval of ongoing support for the organisation and the request was presented to the Ordinary Meeting of Council held 29 March 2017.

At the meeting Council resolved not to approve the request due to budgetary constraints, the resolution reads as follows:

- *The Officer Recommended Resolution will not be supported and a new resolution created to note that the Shire declines to provide financial support due to budgetary constraints.*

COUNCIL RESOLUTION

63-17 *MOVED - Cr. M T Bennett* *SECONDED - Cr. J Lee*

THAT Council advise Business South West that the Shire of Dardanup declines to provide financial support due to budgetary constraints.

*CARRIED
9/0*

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents

The Shire of Dardanup has been a long term supporter of Business South West, with an annual contribution of \$7,000.

Budget Implications

The annual contribution to Business South West of \$7,000 has been included in previous budgets and this sum is currently allocated in the draft 2017/18 to 2021/22 Corporate Business Plan.

Budget – Whole of Life Cost

The annual costs will be ongoing subject to Council's approval.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

In response to Council's decision of the 29 March 2017 to reject the application for ongoing funding, Business South West's Chief Executive Officer, Mrs Fiona Fitzgerald and Chairman Ms Beth Ferguson, attended a briefing with Councillors on the 7 June 2017 to present the organisation's case for a review of the 29 March decision.

Correspondence has been received from Business South West and is included in (Appendix ORD: 12.1.1).

Business South West requests that Council commit \$7,000 per annum for the next four years.

In seeking a review, the organisation states that they have delivered services to 79 small businesses in the Shire of Dardanup, in the past 5 months compared to 82 for the whole of last year.

Funding from Local Government assists the organisation financially and also provides confidence to small businesses that the local Council is behind the organisation in service delivery and the programs that they offer to assist small businesses.

The funds can be quarantined to deliver programs and events specific to businesses in the Shire of Dardanup to ensure that funds received directly benefit the Shire's business community.

Council recently endorsed the Bunbury Geographe Regional Growth Plan Strategy; a Strategy aimed at growing the Bunbury Geographe economy, creating opportunities for business and job growth. As a region, Bunbury Geographe cannot rely only on having sustainable big businesses; small businesses are pivotal in any economy as individuals and partnerships explore niche markets and seek to exploit their own special abilities and ideas.

It is recommended that the application from Business South West be supported, for a further four years, as the organisation has demonstrated that small business operators do make use of the services and programs provided.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

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

That the following wording be added to the end of the resolution to clarify the purpose of the funding: "with funding to be allocated to Shire of Dardanup small businesses with an emphasis on tourism related businesses within the Shire."

Discussion:

Cr. C N Boyce – Would we not speak to FVMP first?

Cr. M T Bennett – We have done so as per the letter included in the appendices.

Cr. L D Harris – If it takes expertise from outside, I would believe that the group could use the funds for that development within the Shire.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

167-17 MOVED - Cr. P R Perks SECONDED - Cr. L D Harris

THAT Council having reconsidered the decision of the 29 March 2017 approves the application from Business South West for an annual allocation of \$7,000 for the next four years with funding to be allocated to Shire of Dardanup small businesses with an emphasis on tourism related businesses within the Shire.

CARRIED
7/0

12.1.2 *Title: Policy Manual Review*

Reporting Department: Executive

Reporting Officer: Ms Katie Tilbee – Governance Officer

Legislation: Local Government Act 1995

Background

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

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

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

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

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

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - The policy manual is reviewed regularly.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

Part of the function of the Chief Executive Officer under Section 5.41 of the Local Government Act 1995 is to manage the day-to-day operations of the local government. The policies that are being moved from the Council Policy manual will still be in place as either an Administrative Policy, Procedure or both. They will be managed by the Chief Executive Officer.

Old Policy Reference	CORP1 (Appendix ORD: 12.1.2A)
New Reference	CP022 (Detailed in Resolution)
Description	USE OF CLOSED CIRCUIT TELEVISION (CCTV)
Reason for Deletion	Policy renumbered and remains with Council as Council Policy CP022 with Procedure PR037 (Appendix ORD: 12.1.2B).

Old Policy Reference	CORP2 (Appendix ORD: 12.1.2C)
New Reference	AP024 (Appendix ORD: 12.1.2D) PR038 (Appendix ORD: 12.1.2E)
Description	INFORMATION TECHNOLOGY MANAGEMENT
Reason for Deletion	Council Policy CORP2 will be replaced with Administration Policy AP024 and Procedure PR038.
Old Policy Reference	CORP3 (Appendix ORD: 12.1.2F)
New Reference	CP023 (Detailed in Resolution)

Description	USE OF CORPORATE CREDIT CARDS
Reason for Deletion	Policy renumbered and remains with Council as Council Policy CP023 with Procedure PR039 (Appendix ORD: 12.1.2G).

Old Policy Reference	CORP4 (Appendix ORD: 12.1.2H)
New Reference	CP038 (Detailed in Resolution)
Description	EATON RECREATION CENTRE EMPLOYEE FINANCIAL INCENTIVE SCHEME
Reason for Deletion	Policy renumbered and remains with Council as Council Policy CP038.

Old Policy Reference	CORP5 (Appendix ORD: 12.1.2I)
New Reference	AP026 (Appendix ORD: 12.1.2J) PR040 (Appendix ORD: 12.1.2K)
Description	ELECTRONIC MAIL AND INTERNET USAGE
Reason for Deletion	Council Policy CORP5 will be replaced with Administrative Policy AP026 and Procedure PR040. Management of employee email and internet usage is the responsibility of the CEO.

Old Policy Reference	CORP6 (Appendix ORD: 12.1.2L)
New Reference	CP024 (Detailed in Resolution)
Description	RECORDS MANAGEMENT
Reason for Deletion	Policy renumbered and remains with Council as Council Policy CP024 with Procedure PR041 (Appendix ORD: 12.1.2M).

Old Policy Reference	CORP7 (Appendix ORD: 12.1.2N)
New Procedure Reference	PR042 (Appendix ORD: 12.1.2O)
Description	SUNDRY DEBTORS – RECOVERY PROCEDURES
Reason for Deletion	Council Policy to be replaced with Administration Procedure PR042. Policy not required as process is carried out by Administration Procedure already in place.
Old Policy Reference	CORP8 (Appendix ORD: 12.1.2P)
New Reference	CP035 (Detailed in Resolution)

Description	PAYMENT OF ACCOUNTS
Reason for Deletion	Policy renumbered and remains with Council as Council Policy CP035

Old Policy Reference	CORP10 (Appendix ORD: 12.1.2Q)
New Reference	CP036 (Detailed in Resolution)
Description	INVESTMENT POLICY
Reason for Deletion	Policy renumbered and remains with Council as Council Policy CP034.

Old Policy Reference	CORP11 (Appendix ORD: 12.1.2R)
New Reference	CP025 (Detailed in Resolution)
Description	SELF SUPPORTING LOANS
Reason for Deletion	Policy renumbered and remains with Council as Council Policy CP025 with Procedure PR046 (Appendix ORD: 12.1.2S).

Old Policy Reference	CORP13 (Appendix ORD: 12.1.2T)
New Reference	CP036 (Detailed in Resolution)
Description	PROVISION FOR SUPPRESSING PROPERTY INFORMATION
Reason for Deletion	Policy renumbered and remains with Council as Council Policy CP036 with Council Procedure PR048 (Appendix ORD: 12.1.2U).

Old Policy Reference	CORP14 (Appendix ORD: 12.1.2V)
New Reference	NA
Description	SALE OF INFORMATION ON RECORD
Reason for Deletion	This practice is no longer in place at the Shire of Dardanup due to public request.

Old Policy Reference	CORP15 (Appendix ORD: 12.1.2W)
New Reference	AP032 (Appendix ORD: 12.1.2X) PR047 (Appendix ORD: 12.1.2Y)

Description	MOBILE PHONE USAGE
Reason for Deletion	Council Policy CORP15 will be replaced with Administration Policy AP032 and Procedure PR047 as this is the responsibility of the Chief Executive Officer.

OLD COUNCIL POLICY	NAME	NEW COUNCIL REFERENCE INFORMATION
CORP1	USE OF CLOSED CIRCUIT TELEVISION (CCTV)	Stays as a Council Policy
CORP2	INFORMATION TECHNOLOGY MANAGEMENT	Becomes an Administration Policy
CORP3	USE OF CORPORATE CREDIT CARDS	Stays as a Council Policy
CORP4	EATON RECREATION CENTRE EMPLOYEE FINANCIAL INCENTIVE SCHEME	Stays as a Council Policy
CORP5	ELECTRONIC MAIL AND INTERNET USAGE.	Becomes an Administration Policy
CORP6	RECORDS MANAGEMENT	Stays as a Council Policy
CORP7	SUNDRY DEBTORS – RECOVERY PROCEDURES	Becomes a Procedure
CORP8	PAYMENT OF ACCOUNTS	Stays as a Council Policy
CORP10	INVESTMENT POLICY	Stays as a Council Policy
CORP11	SELF SUPPORTING LOANS	Stays as a Council Policy
CORP13	PROVISION FOR SUPPRESSING PROPERTY INFORMATION	Stays as a Council Policy
CORP14	SALE OF INFORMATION ON RECORD	To be Deleted
CORP15	MOBILE PHONE USAGE	Becomes an Administration Policy

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

Discussion:

Note: CP035 – Title: Payment of Accounts, under Policy, ii) Payments by Electronic Funds Transfer (EFT) point 5, Authorised Officers table. The Director Engineering & Development Services, Manager, Governance & HR and Manager Development Services are to noted that they can Authorise EFT Accounts Payable and Authorise EFT Payroll. To be amended and checked in the table.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

168-17 MOVED - Cr. C N Boyce SECONDED - Cr. T G Gardiner

THAT Council:

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

CORP1	USE OF CLOSED CIRCUIT TELEVISION (CCTV)
CORP2	INFORMATION TECHNOLOGY MANAGEMENT
CORP3	USE OF CORPORATE CREDIT CARDS
CORP4	EATON RECREATION CENTRE EMPLOYEE FINANCIAL INCENTIVE SCHEME
CORP5	ELECTRONIC MAIL AND INTERNET USAGE.
CORP6	RECORDS MANAGEMENT
CORP7	SUNDRY DEBTORS – RECOVERY PROCEDURES
CORP8	PAYMENT OF ACCOUNTS
CORP10	INVESTMENT POLICY
CORP11	SELF SUPPORTING LOANS
CORP13	PROVISION FOR SUPPRESSING PROPERTY INFORMATION
CORP14	SALE OF INFORMATION ON RECORD
CORP15	MOBILE PHONE USAGE

2. Adopts the following Council Policies to replace the reviewed polices as follows:

CP022	USE OF CLOSED CIRCUIT TELEVISION (CCTV)
CP023	USE OF CORPORATE CREDIT CARDS
CP024	RECORDS MANAGEMENT
CP025	SELF SUPPORTING LOANS
CP035	PAYMENT OF ACCOUNTS
CP036	INVESTMENT POLICY
CP037	PROVISION FOR SUPPRESSING PROPERTY INFORMATION
CP038	EATON RECREATION CENTRE EMPLOYEE FINANCIAL INCENTIVE SCHEME

CP022 - Title: Use of Closed Circuit Television (CCTV)

1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

2. PURPOSE OR OBJECTIVE

CCTV is a long established technology which has been widely deployed, from corner shops to major city centres. The deployments fall into two main types, monitored and un-monitored installations reflecting the two main purposes; either to provide real time observation of events so that real time responses can be initiated, or to capture evidence of events which can be acted upon subsequently.

The objective of this policy is to provide a framework for the deployment of CCTV installations in public locations within the Shire of Dardanup.

The available research on CCTV identifies that CCTV does not absolutely prevent crime or anti-social behaviour, but that it can reduce the incidence of opportunistic anti-social behaviour and does provide real forensic evidence when such behaviour occurs. That evidence can be used to identify perpetrators for potential prosecution under the relevant Acts. Research also identifies that CCTV provides real comfort in the context of reducing the fear of crime in public places.

This Policy describes the criteria to be used when a new installation is being considered for deployment.

3. REFERENCE DOCUMENTS

Security Devices Act 1988

Privacy Act 1998

Australian Government – Australian Institute of Criminology - Open Street in Australia

4. POLICY

All CCTV installations will meet the requirements of the Shire of Dardanup CCTV Camera Program Code of Practice [Appendix 1]. All installations will be designed to meet the particular needs of the deployment location and the circumstances at the time.

Unmonitored CCTV installations will be used as a preferred deployment type over monitored installations. Unmonitored deployments will require the approval of the Director Corporate & Community Services.

Monitored CCTV will only be deployed where the real time observation of events is deemed essential. Deployment of a monitored CCTV installation requires the approval of the Chief Executive Officer. Monitored CCTV requires the presence of at least one officer at all times, with no other conflicting duties.

CCTV installations will always be of a sufficient standard, including ambient and artificial lighting and image quality for valid forensic evidence to be obtained. Image data may be retained locally to the installation or transferred to another location and stored away from the installation

APPENDIX 1 –

USE OF CLOSED CIRCUIT TELEVISION (CCTV)

Shire of Dardanup – Code of Practice

Closed Circuit Television Camera Program

CP023 - Title: Use of Corporate Credit Cards

1. RESPONSIBLE DIRECTORATE

Corporate and Community Services

2. PURPOSE OR OBJECTIVE

Credit Cards are being used within Local Government as a purchasing resource. They can however, expose Council to significant risk if not properly controlled. This policy establishes rules for the use and responsibilities of corporate credit cards by ensuring that operational and administrative costs and the risks associated with credit card use are minimised. This policy provides cardholders with a convenient method of purchasing goods and services on behalf of the Shire of Dardanup.

3. REFERENCE DOCUMENTS

*Local Government Act 1995, Section 2.7(2)(a) & (b) and Section 6.5(a).
Local Government (Financial Management) Regulations 11(1)(a).
Shire of Dardanup Code of Conduct.*

4. POLICY

Corporate Credit Cards may be issued to the Chief Executive Officer and authorised officers where it is inappropriate or inconvenient to use the Shire's normal payment systems.

Authority for Approval of Corporate Credit Cards

The Council must approve the issue of a credit card to the Chief Executive Officer and any change to the credit card limit. The Chief Executive Officer may approve the issue of a corporate credit card and any change to credit card limits for any credit cards issued to other Shire of Dardanup staff.

The Local Government Act 1995 does not allow for the issue of corporate credit cards to elected members of Local Governments. Elected Members are entitled to allowances or the reimbursement of expenses incurred on Council business.

Limit

The limit facility will be \$20,000. The primary card and any subsequent cards will share this limit facility equally (eg 2 x cards – Primary and Secondary limit will be \$10,000 per card).

Reward/Bonus Points

A “non-reward” scheme card shall be applied. Should a reward scheme exist, the benefits of a “reward scheme” shall be the property of the Shire of Dardanup.

Security

The cardholder is responsible for the physical and information security of the card in their possession.

In the case of a lost or stolen card, the cardholder shall notify the issuing bank immediately by telephone. At the earliest opportunity, written notification must also be given to the Finance Department so that the cancellation of the card may be confirmed and a reconciliation of the card account from the date the card was lost or stolen may be performed.

Purchasing Responsibilities

The use of the Credit Card is at the discretion of the Chief Executive Officer (or any other officers approved for credit card use) and shall not supersede Councils ordinary purchasing system and procedures;

The Credit Card shall only be used for purchasing goods or services on behalf of the Shire of Dardanup in the performance of official duties for which there is a budget provision;

Personal expenditure is prohibited;

The Credit Card Credit shall not be used for cash withdrawals;

Expenditure shall comply with the officers delegated purchasing authority;

The Cardholder is responsible for obtaining a "Tax Invoice" receipt for Australian Purchases to enable GST tax credits to be claimed. This shall be provided to the Director Corporate & Community Services.

Ensure relevant and correct expenditure account details (account numbers) are provided against each item of expenditure on the card statement to assist with the allocation of expenses and claims for the reimbursement of GST from the Australian Taxation Office.

The cardholder is responsible for the accuracy of card statements and shall authorise the validity of statements by signing.

Finance Department Responsibilities

The Manager Financial Services is responsible for arranging the issue of the Corporate Credit Card on advice from the Chief Executive Officer.

The Finance Departments responsibilities in relation to the Corporate Credit Cards include:-

- *Maintain a Card Register of all cardholders.*
- *Arrange the issue/cancellation of the Corporate Credit Cards.*
- *Arrange for all cardholders to sign Form 177 Approval Form Corporate Credit Card (refer Appendix 1) on receipt of the new card and ensure the signed agreement is electronically stored in TARDIS.*
- *Process payment of card expenditure in the Accounts Payable module of SynergySoft upon receipt of the card statement from the Bank.*
- *To keep cardholders informed of any changes to policy and procedures on the use of the Corporate Cards.*

Use of Corporate Credit Card by other Shire of Dardanup Staff

Under no circumstance shall another Shire of Dardanup Staff member unknowingly use a Corporate Credit Card.

If the purchase of goods or services on behalf of the Shire of Dardanup by a non-card holder is required, then this officer may apply to the Chief Executive Officer or Manager Financial Services to use the Corporate Credit Card. The following application process is required:

- *Complete a purchase order adhering to Council's procurement policy.*
- *Complete a Form 100 Use of Corporate Credit Card (Appendix 2) and forward to Chief Executive Officer or other approved officer.*
- *Provide a quote for the goods/services being purchased.*
- *The relevant card holder will then complete the purchase transaction either over the phone with the supplier or online. The corporate credit card number is NOT to be given to other staff members to use.*
- *Once the purchase has been transacted, a tax invoice must be issued.*
- *The authorising officer (who issued the purchase order) must authorise the tax invoice for payment and confirmation that the goods/services have been received.*
- *All documentation must then be forwarded to the Accounts Payable department.*

Non Compliance of Use of Corporate Credit Cards Policy

Failure to comply with this policy may incur disciplinary action at the discretion of the Chief Executive Officer. The use of a Shire of Dardanup Corporate Credit Card is subject to the provisions of the Shire of Dardanup's Code of Conduct. Serious breaches of the Purchasing Responsibilities or Code of Conduct may result in a referral under the Corruption and Crime Commission Act and/or termination of employment.

In the event of loss or theft through negligence or failure to comply with the Shire of Dardanup Use of Credit Cards Policy, any liability arising from the use of the card may be passed to the cardholder.

APPENDIX 1 –

USE OF CORPORATE CREDIT CARDS

Approval Form Corporate Credit Card – Form 177

APPENDIX 2 –

USE OF CORPORATE CREDIT CARDS

Request Form Use of Corporate Credit Card – Form 100

CP024 - Title: Records Management

1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

2. PURPOSE OR OBJECTIVE

Sound record management practices are an integral part of any business, legislative changes are ensuring that local government as an industry is more accountable.

To capture, control and provide accurate records in all formats, by developing systems and practices that make the recording, storing and accessibility of information more readily available to all staff.

To safeguard records of continuing value for legal, fiscal, administrative, or historical purposes.

3. REFERENCE DOCUMENTS

State Records Act 2000

Australian Standards ISO 15489

General Disposal Authority for Local Government Records 1999

Synergy Soft Records Management System

4. POLICY

Council will maintain a Records Office that manages the efficient capture, creation, distribution, storage, retrieval and disposition of its records in accordance with the State Records Act 2000.

This includes all records whether received or created by staff or by Elected Members acting in their official capacity as Councillors, will capture, create or provide full and accurate records, in the appropriate form, of the Council's business decisions and transactions to meet all legal, evidential, administrative, financial and historical requirements.

CP025 - Title: Self Supporting Loans

1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

2. PURPOSE OR OBJECTIVE

To ensure fairness and equity in the assessment of all applications for self-supporting loans by community and sporting groups from within the Shire of Dardanup.

To ensure that all applications are treated in the same manner and meet the same criteria, and to ensure the amount borrowed is adequately covered by guarantors from the borrowing party, to protect Council and the Community from becoming liable for the balance of the loan debt, should the borrower default in their repayment of the loan.

3. POLICY

That Community Groups and Sporting organisations located in the Shire of Dardanup be advised that all self-supporting loans funded through Council must meet the following conditions;

1) Incorporated community groups or sporting clubs, which are resident and operate within the Shire of Dardanup can apply in writing for a self-supporting loan to be considered by Council.

- 2) *All applications are to be supported with a business plan that sets out the purpose, objectives and benefits to their members and the community at large.*
- 3) *Community groups and sporting clubs must provide with their request a copy of their last five years audited financial statements and current year's budget which will demonstrate the organisations/clubs ability to repay the loan funds advanced.*
- 4) *Guarantors, legally bound by contract, will be required for all self-supporting loans. Council has the right to set a lower percentage of cover required, if the financial information provided by the applicant adequately shows that the Club/Organisation has been financially sound for the past five years and can prove it can meet its financial obligations in being able to repay the loan whilst carrying on its normal activities.*
- 5) *All self-supporting loans will require a written agreement to be signed by both parties, stating the loan repayment dates and amounts payable along with a list of guarantors, before any loan funds are advanced.*
- 6) *The loan borrower will supply to Council on an annual basis a set of the audited financial statements within four months of the close of the financial year, as well as a copy of the budget for the current year, Council may at any time during the period of the loan request that the loan borrower to provide current financial statements and budgets.*
- 7) *Self-funding loan requests not previously approved and included in Councils annual budget, will need to be advertised in accordance with the requirements of the Local Government Act 1995, to allow for written submissions to be made, these submissions will be presented to Council, so that a decision to approve or refuse a self-funding loan request can be made.*

CP035 - Title: Payment of Accounts

1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

2. PURPOSE OR OBJECTIVE

In accordance with clause 12 of the WA Local Government (Financial Management) Regulations 1996, Council may delegate the authority to the Chief Executive Officer to authorise payments.

The Chief Executive Officer is responsible to ensure effective systems and procedures are in place for proper authorisation for the incurring of liabilities and the making of payments.

3. POLICY

1. Procedure for ordering and authorisation of goods and services.

- a) For the purposes of this policy an Authorised Officer shall be an officer that has delegated authority by the Chief Executive Officer to purchase and authorise payments on behalf of Council.**
- b) An official Council Purchase Order shall be created and signed by the Authorised Officer prior to any goods or services being ordered. Notwithstanding that, in some instances, the issuing of a Purchase Order is not practical. The Authorised Officer shall be responsible for ensuring that the expense being incurred is in accordance with Council's Procurement Policy.**
- c) Upon creation of the Purchase Order, the Authorised Officer shall cause for the Purchase Order to be passed to the Accounts Payable Officer. The Purchase Order shall then be held until the appropriate invoice is received.**
- d) Each invoice and approval for payment shall be physically marked as correct and approved for payment by the Authorised Officer incurring the debt.**

2. Payment of Accounts

- a) Council staff shall settle accounts due and payable every fortnight. Notwithstanding that, the Chief Executive Officer is authorised to make a special payment at any time where an incentive to pay prior to a date is offered (either a penalty or discount) or the terms of trade require an early payment.**
- b) Payments shall not be made in cash (other than through the Petty Cash system) in accordance with regulation 11(3)(a) Local Government (Financial Management) Regulation 1996.**
- c) Only officers authorised by the Chief Executive Officer or Director Corporate & Community Services (or officers acting in those roles, with the required authority) shall be responsible for payment processing and shall be independent of payments approvals.**
- d) A list of all accounts paid in the month prior, shall be presented to the Council. The list shall comprise of details as prescribed in the WA Local Government Act (Financial Management Regulations) 1996.**
 - i) Payments by Cheque**
 - 1. Where a payment is made by cheque, the cheque shall only be generated electronically using Council's Accounts Payable System.**
 - 2. Each cheque raised, shall be supported by sufficient documentation, including an official Council Order (where one is required) or in the**

absence of an order, details relating to why the expense has been incurred. An invoice satisfying the requirements of a "Tax Invoice" must also form part of the supporting documentation where relevant.

- 3. Two signatures are required on each Council cheque. The Director Corporate & Community Services (or authorised officer acting in that role) shall be required to sign all cheques, together with an officer with delegated authority to sign cheques.*
- 4. Both signatories shall be independent of payments processing and cheque generation.*
- 5. Under no circumstances shall a blank cheque be signed.*
- 6. Blank cheque forms shall be under physical control and kept in a secure place.*
- 7. Cheque forms shall be sequentially numbered and used in sequence.*
- 8. Cancelled cheques shall be properly defaced by way of notation as cancelled and retained in numerical order.*
- 9. A photocopy of the signed cheque accompanied by complete evidence of the transaction shall be securely retained and filed in cheque number order.*

ii) Payments by Electronic Funds Transfer (EFT)

- 1. Where a payment is made by EFT, it shall be made utilising Council's online banking facility.*
- 2. The EFT file shall only be generated electronically using Council's Accounts Payable, or Payroll system.*
- 3. Two electronic signatories shall be required to authorise an EFT payment file. The Director Corporate & Community Services (or authorized officer acting in that role) shall be required to electronically authorise an EFT payment file together with an Authorised Officer.*
- 4. Both signatories shall be independent of payment processing and EFT file generation.*
- 5. A photocopy of each Accounts Payable EFT Remittance Advice, accompanied by complete evidence of the transaction, shall be securely retained and filed in EFT Remittance Number order.*

With respect to EFT payments, the following EFT Authorised Officers (or authorised officers acting in the role) shall be assigned access to Council's online banking facility.

OFFICER	ADMINISTRATOR	LOAD PAYMENT FILE	AUTHORISE EFT ACCOUNTS PAYABLE	AUTHORISE EFT PAYROLL
<i>Chief Executive Officer</i>	X	X	X	X
<i>Director Corporate & Community Services</i>	X	X	X	X
<i>Director Engineering & Development Services</i>			X	X
<i>Manager Financial Services</i>	X	X	X	X
<i>Manager Governance & HR</i>			X	X
<i>Manager Development Services</i>			X	X
<i>Senior Financial Officer</i>	X	X	X	X
<i>Senior Rates Officer</i>	X	X	X	X
<i>Payroll Officer</i>		X		
<i>Accounts Payable Officer</i>		X		
<i>Rates Officer</i>		X		
<i>Relieving Officer</i>		X		

EFT Authorised officers shall each be assigned a personal identification number and password. This number shall act as the signature to authorise EFT payments. The personal identification number and password is the responsibility of the EFT Authorised Officer and shall not be distributed, or accessible, to any other person.

iii) Payments by Petty Cash

<i>CUSTODIANSHIP A)</i>	<i>Petty Cash funds shall be maintained on an imprest system</i>
<i>Reason:</i>	<i>Places a limit on amounts held. Keeps records up to date Is easily surprise checked as vouchers equal imprest amount at all times.</i>
<i>Responsible Officer:</i>	<i>Petty Cash Officers</i>

Date Due:	Daily
CUSTODIANSHIP B)	Delegated Petty Cash Officer
Reason:	Single responsibility essential to custodianship.
Responsible Officer:	Eaton – Reception CSO Dardanup – Customer Service Officer Recreation Centre – Administration Officer Eaton Community Library – Shire Librarian
Date Due:	Daily

CUSTODIANSHIP C)	Petty Cash funds shall be separated from other cash by an exclusive use securable “Petty Cash Tin”
Reason:	Prevents funds being used to cover deficiencies in Petty Cash.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP D)	“Petty Cash Tin” to be secured and locked when not being accessed.
Reason:	To prevent unauthorised access
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP E)	Petty Cash limit for purchase to any one supplier shall be \$20 (Twenty Dollars)
Reason:	Ensures cash payments are kept to minimal amounts.
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

CUSTODIANSHIP F)	IOU’s Prohibited
Reason:	Ensures payments are supported by receipts
Responsible Officer:	Petty Cash Officers
Date Due:	Daily

APPROVAL - A)	All payments shall be supported by a Receipt
Reason:	Prevents fraudulent claims
Responsible Officer:	Petty Cash Officers

<i>Date Due:</i>	<i>Prior to supply of Cash</i>
APPROVAL - B)	<i>All vouchers shall be prepared in Ink</i>
<i>Reason:</i>	<i>Prevents amounts being fraudulently increased</i>
<i>Responsible Officer:</i>	<i>Petty Cash Officers</i>
<i>Date Due:</i>	<i>Prior to supply of Cash</i>
APPROVAL - C)	<i>Payment shall be approved by an authorised cheque signatory or Line Director in absence</i>
<i>Reason:</i>	<i>Petty Cash Officers are often not senior employees hence approval of expenditure is necessary to control disbursements</i>
<i>Responsible Officer:</i>	<i>Petty Cash Officers</i>
<i>Date Due:</i>	<i>Prior to supply of Cash</i>
ACCOUNTING A)	<i>Vouchers (with attached receipts) to be attached to the "Petty Cash Reimbursement" Purchase Order</i>
<i>Reason:</i>	<i>To ensure vouchers are Bona Fide For authorisation by purchasing officer</i>
<i>Responsible Officer:</i>	<i>Petty Cash Officers</i>
<i>Date Due:</i>	<i>As required</i>
ACCOUNTING B)	<i>Reimbursement cheques shall be made payable to "Shire of Dardanup" NEVER TO "cash"</i>
<i>Reason:</i>	<i>Helps prevent loss if cheque is accidentally lost</i>
<i>Responsible Officer:</i>	<i>Accounts Payable Officer</i>
<i>Date Due:</i>	<i>As required</i>
INTERNAL AUDITING	<i>Surprise counts & reconciliations of funds are carried out periodically</i>
<i>Reason:</i>	<i>Deterrent against IOU's and irregularities</i>
<i>Responsible Officer:</i>	<i>Internal Auditor</i>
<i>Date Due:</i>	<i>Periodically</i>

CP036 - Title: Investment Policy

1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

2. PURPOSE OR OBJECTIVE

- *To undertake investment of surplus funds.*
- *To ensure the security of Councils funds.*
- *To maximise earnings from authorised investments.*

A report is presented monthly to Council giving details of current investments, including investment period and rates.

3. REFERENCE DOCUMENTS

Local Government Financial Management Regulations

- *Local Government Act 1995 - s6.14*
- *The Trustees Amendment Act 1997 - Part III Investments*

4. POLICY

1. Authorised Officers

Chief Executive Officer, Director Corporate & Community Services be authorised to invest surplus funds.

2. Authorised Investment

Direct Investments

- *Interest bearing capital guaranteed deposits with a licensed Australian bank.*
- *Bank accepted/endorsed bank bills*
- *State / Commonwealth Government Bonds*

3. General Policy Guidelines

Direct Investments

- *Term to Maturity*

The term to maturity of any Councils direct investments may range from "at call" to twelve months, unless specifically approved by Council.

- *Quotations on Investments*

Not less than two quotations shall be obtained from authorised institutions when investing in an institution other than Council's contracted bankers.

4. Review / Reporting

I. A monthly report is provided to Council detailing Investments held at month end.

II. The report will detail investment income earned versus budget.

III. A register of all investments be maintained.

5. Variation to Policy

The Chief Executive Officer or his delegated representative is authorised to approve variations to this policy if the investment is to Councils advantage and/or due to revised legislation.

All changes to this policy are to be reported to Council within 14 days.

CP037 - Title: Provision for Suppressing Property Information

1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

2. PURPOSE OR OBJECTIVE

Persons claiming suppression of personal information being given out can do so under a Section 51B Notice, as provided for under the Electoral Act 1907.

This policy is intended to assist in the anonymity of the applicants for reasonable, lawful purposes, however Council will not accept any liability where such information is given out by accident, or where such information is available from existing reports or other sources.

3. REFERENCE DOCUMENTS

Electoral Act 1907

4. POLICY

That Council suppress and withhold property information on the following basis:

- Where the State Electoral Commission has granted a “silent address” under Section 51B of the Electoral Act 1907; or*
- Where the applicant makes a written application to the Chief Executive Officer for the withholding of the property information.*

The Chief Executive Officer will approve applications on the following concept:

- That the applicants have real fears for their own and families safety.*

This policy will not apply to those wishing to not receive advertisement mail. Where Council approves the withholding of property information, property information will include:

- The lot number, street number and name, the certificate of title details, zoning, lot size, plan or diagrams, Valuer General’s valuation, the names of the owner/s and any previous owners, the residential and postal address of the owners, all enrolled electors, any animal*

registration information, any building health planning or engineering information.

CP038 - Title: Eaton Recreation Centre Employee Financial Incentive Scheme

1. RESPONSIBLE DIRECTORATE

Corporate & Community Services

2. POLICY

Eligible Employees

This policy applies to an employee of the Shire of Dardanup whose principal place of employment is at the Eaton Recreation Centre and whose wages are allocated to the centres operations.

An eligible employee must have an employment status that requires the supply of a PAYG Summary (Group Certificate) from the Shire of Dardanup for the financial year.

Where an employee of the Shire has another principal place of employment in addition to that of the Centre, only the wages applicable to the centre shall be taken into account for the purposes of this policy.

An employee must be a current employee of the Shire of Dardanup at the time a payment is made under this policy to be eligible. (i.e. employees who leave the employ of the Shire during the financial year shall not be entitled for any payment made under this policy).

Calculation

50% of the Centre Surplus for a financial year shall be disbursed to eligible employees.

Disbursements shall be calculated pro rata, on an eligible employee's ordinary gross wages for that financial year.

The maximum total pool of funds available for disbursement to eligible employees for any one year shall be \$50,000. (i.e. Centre profit of \$100,000 and greater).

Payment

Payments made under this policy shall be made as soon as practicable following the receipt of the independent Audit Report on the accounts of the shire for the financial year.

Payment shall be made to the employee through the normal payroll process of the shire.

Any payment made under this policy shall be taxed at the time of payment to the employee in accordance with prevailing legislation regarding payment of bonuses.

Any payment made under this policy shall not be deemed to be ordinary gross earnings of the employee and shall not be used in any entitlement calculations (e.g. leave, redundancy, superannuation).

Financial Year

The period under which this policy applies is a financial year 1 July – 30 June.

Disputes

Decisions under this policy are to be made by the CEO and any disputes shall be resolved by the determination of the CEO.

3. DEFINITIONS

In the context of this policy, the following terms shall be used;

Centre Surplus

Operating Expenditure Less Operating Revenue. Plus;

- *Non-Operating Expenditure (Net of grants, disposal revenue, reserve transfers).*
- *Revenue in Lieu of Shire Vacation Care Employee Subsidy.*

Operating Revenue

Note: Operating Revenue is calculated on the accrued basis.

Actual Operating Revenue for the financial year generated from the ordinary operating activities of the Centre and excludes the following revenue;

- *Grants & Contributions for the development and purchase of assets.*
- *Profit on disposal of assets.*
- *Asset Revaluations.*
- *Any abnormal items as determined by the CEO.*

Operating Expenditure

Note: Operating Expenditure is calculated on the accrued basis.

Actual Operating Expenditure (net of reserve transfers) for the financial year generated from the ordinary operating activities of the Centre and excludes the following transactions;

- *Depreciation.*
- *Loss on disposal of assets.*

- *Administration Overheads allocation.*
- *Provisions.*
- *Asset Revaluations.*
- *Any abnormal items as determined by the CEO.*

Ordinary Gross Wages

The ordinary gross wage of an employee (excluding allowances) used in calculations made under this policy shall be that as recorded on the employee's PAYG Summary (Group Certificate) for the financial year (excluding any payments under this policy).

- 3. Acknowledges the following Administrative Policies (Appendix ORD: 12.1.2D), (Appendix ORD: 12.1.2J) & (Appendix ORD: 12.1.2) will be put in place at an administrative level under the direction of the Chief Executive Officer.**

AP024	INFORMATION TECHNOLOGY MANAGEMENT
AP026	ELECTRONIC MAIL AND INTERNET USAGE
AP032	MOBILE PHONE USAGE

CARRIED
7/0

12.1.3 Title: Annual Review of Delegations

Reporting Department: Executive

Reporting Officer: Mrs Donna Bailye – Executive Governance Officer

Legislation: Local Government Act 1995

Background

The Local Government Act 1995 empowers Council to delegate certain powers and authority to the Chief Executive Officer to carry out the functions of Council. Section 5.46 of the Act requires the delegations to be reviewed at least annually. A number of duties are to be performed by officers authorised 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 authorised 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 that an absolute majority is 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

Section 9.13 (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) (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 Chief Executive Officer 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 Chief Executive Officer 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.

- Planning and Development (Local Planning Schemes) Regulations 2015

82. Delegations By Local Government

- (1) The local government may, by resolution, delegate to a committee or to the local government Chief Executive Officer the exercise of any of the local government's powers or the discharge of any of the local government's duties under this Scheme other than this power of delegation.
- (2) A resolution referred to in subclause (1) must be by absolute majority of the Council of the local government.
- (3) The delegation must be in writing and may be general or as otherwise provided in the instrument of delegation.

83. Local Government Chief Executive Officer May Delegate Powers

- (1) The local government Chief Executive Officer may delegate to any employee of the local government the exercise of any of the Chief Executive Officers powers or the discharge of any of the Chief Executive Officers functions under this Scheme other than this power of delegation.
- (2) A delegation under this clause must be in writing and may be general or as otherwise provided in the instrument of delegation.

- (3) Subject to any conditions imposed by the local government on its delegation to the local government Chief Executive Officer under clause 82, this clause extends to a power or duty the exercise or discharge of which has been delegated by the local government to the Chief Executive Officer under that clause.

84. Other Matters Relevant To Delegations Under This Division

The Local Government Act 1995 sections 5.45 and 5.46 apply to a delegation made under this Division as if the delegation were a delegation under Part 5 Division 4 of that Act.

- 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 are 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 Plan - None.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None

Council Policy Compliance - None

Officer Comment

- *Executive Governance Officer Comment*

Following is a list of delegations made during the 2016/17 financial year for Council's review and consideration for the 2017/18 financial year. Each recommendation is self-explanatory; however staff welcomes requests for further information from Council if there is a need for more background.

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.

- *Manager Development Services Comment*

At its meeting of 29 June 2016, Council resolved to remove officer delegation for all proposed development occurring in the designated Landscape Protection Area (LPA) under Town Planning Scheme No. 3 (TPS3). As a result, all applications have been required to be referred to Council for determination and a summary is provided below of the applications determined since this arrangement came into effect.

Council Meeting Date	Property Address	Nature of Development	Permissibility	Council Decision
20/7/2016	Lot 11 Pfennig Place, Henty	Ablution facility and lean-to to existing outbuilding	Incidental	Approved
10/8/2016	Lot 12 Ferguson Road, Ferguson	Telecommunications Tower	Advertised	Approved
21/9/2016	Lot 150 South Road, Wellington Mill	Dwelling and Building Envelope	Permitted	Approved
21/9/2016	Lot 18 Joshua Brook Road, Crooked Brook	Shed	Incidental	Approved
2/11/2016	Lot 50 Ferguson Road, Ferguson	Movie and Concerts - St. Aidans	Advertised	Approved
23/11/2016	Lot 1774 Carlaminda Road, Ferguson	Swimming Pool	Incidental	Approved
29/3/2017	Lot 150 South Road, Wellington Mill	Water Tank	Incidental	Approved
26/4/2017	Lot 253, Henty Road, Henty	Carport	Incidental	Approved
26/4/2017	Lot 100 Carlaminda Road, Ferguson	Shed and Water Tank	Incidental	Approved

As can be observed from the above, there have been seven applications brought to Council that would previously have been determined by staff for either incidental or permitted uses. Furthermore, as they are permitted or incidental, Council is unable to refuse them.

Whilst the preparation of reports and agendas requires time and resources from a range of sections within Council, perhaps more importantly the current arrangement has caused delays for applicants as they are forced to wait to have their application determined in accordance with the Council cycle. On several occasions this has resulted in staff producing reports after the agenda deadline, so the applicant does not have to wait another three weeks to have their basic application determined.

As such, officers are proposing that the delegation for applications in the LPA be partially reinstated to staff as follows:

- For permitted 'P' uses or uses of an ancillary or incidental nature (PS01);
- For developments involving reduced boundary setbacks, subject to the application being referred to neighbouring landowners and no objections being received (PS03);
- For amendments to building envelopes, subject to the application being referred to neighbouring landowners (if applicable) and no objections being received (PS06) (if applicable);
- For variations to required construction materials, subject to the application being referred to neighbouring landowners and no objections being received (PS11) (if applicable);
- For unauthorised existing developments for permitted 'P' uses or uses of an ancillary or incidental nature (PS20);
- For minor variations to car parking requirements for permitted 'P' uses or uses of an ancillary or incidental nature (PS21); and
- For development in a Bushfire Prone Area for permitted 'P' uses or uses of an ancillary or incidental nature.

Please note that under the proposed arrangement the following would still apply:

- All discretionary 'D' uses in the LPA to be brought to Council for determination (PS02);
- All advertised 'A' uses in the LPA to be brought to Council for determination (PS02); and
- All existing unauthorised 'D' and 'A' uses to be brought to Council for determination.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation

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

Alteration of the wording to the resolution, removing the words "partially revokes" and replaces with the words "adopts the amended delegations per resolution [163/16]", as a resolution cannot be partially revoked.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "A"

169-17 MOVED - Cr. T G Gardiner SECONDED - Cr. L Davies

THAT Council adopts the amended delegations as per resolution [163/16] in accordance with the following:

1. **PS01 'Development that is noted with a 'P' in Appendix 1' - remove the requirement for applications in the Landscape Protection Area to be referred to Council for determination.**

2. **PS02 'Development that is noted with a 'D' or 'A' in Appendix 1'** – no change.
3. **PS04 'Variation to Setback'** - remove the requirement for applications in the Landscape Protection Area to be referred to Council for determination subject to no objections being received when advertised to neighbouring landowners.
4. **PS06 'Development of Land'** - remove the requirement for applications in the Landscape Protection Area to be referred to Council for determination subject to no objections being received if advertised to neighbouring landowners.
5. **PS07 'Amendments to Building Envelopes'** - remove the requirement for applications in the Landscape Protection Area to be referred to Council for determination subject to no objections being received if advertised to neighbouring landowners.
6. **PS12 'Variation to Standards and Requirements' (part ii, Construction Materials)** - remove the requirement for applications in the Landscape Protection Area to be referred to Council for determination subject to no objections being received if advertised to neighbouring landowners.
7. **PS20 'Unauthorised Existing Developments'**
 - a) **Part 1 ('P' uses):** remove the requirement for applications in the Landscape Protection Area to be referred to Council for determination.
 - b) **Part 2 ('D' & 'A' uses):** no change.
8. **PS21 'Minor Variations to Carparking'** - remove the requirement for applications in the Landscape Protection Area to be referred to Council for determination.
9. **PS22 'Development in Bushfire Prone Areas'** - remove the requirement for applications in the Landscape Protection Area to be referred to Council for determination.

CARRIED
7/0

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "B"

170-17 MOVED - Cr. T G Gardiner SECONDED - Cr. L Davies

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 \$150,000;**
- 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.

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 Scrap Metal Yard
Ferguson Road	Depiazzi Road to Shire Boundary
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	King Tree Road to Ferguson Road (Gnomesville)

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

ROAD	SECTION
Andrew Foord Way	Kerr Road to Coleman Turn
Banksia Road	1.52 SLK from Crooked Brook Road to Depiazzi Road (Panizza Road)
Busher Road	Moore Road to end of road
Coleman Turn	Full Length
Delmarco Drive	Full Length
Depiazzi Road	Ferguson Road to Banksia Road (Panizza Road)
Dowdells Line	South Western Highway to O'Connor Road
Ferguson Road	Waterloo Road to Depiazzi Road
Giorgi Road	Full Length
Golding Crescent	Full Length
Hardisty Court	Full Length
Kerr Road	Full Length
Martin Pelusey Road	Full Length
Moore Road	2.68 km Section starting from Bunbury Outer Ring Road
Nicholson Road	Full Length
O'Connor Road	Dowdells Line to Offer Road
Barcoo Close (Old Moore Road)	0.3 km Section starting from Moore Road
Pedretti Road	Full Length
Ramsay Loop	Full Length
Warrego Road	Full Length
Waterloo 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.

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 preform 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 Prohibited Burning Times

The Chief Executive Officer and the Chief Bush Fire Control Officer be delegated authority as authorised persons its powers and duties under subsections (7) and (8) of the Bush Fires Act 1954.

RS07 Withdrawal of Infringements – Fire Break Order

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

RS08 Fire Prevention/Suppression Matters

The Chief Executive Officer be delegated authority to give direction to Bush Fire Control Officers (including those who issue permits to burn) Bush Fire Brigades or Brigade Officers.

RS09 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.

RS10 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.

RS11 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.

RS12 Litter Act

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

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 assessment of Shire building plans and the issue of a building permit, and a certificate of design compliance as required.

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 shown as 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 landowner 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, subject to the original Development Approval having been granted under delegation.

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 Regional 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

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').

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 & Public Health Act 2016 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 of 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.
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.

SECTION	TITLE	DELEGATION
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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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
5.5 (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; • 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	<p>Authority to issue written notice on a permit holder varying:</p> <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).

SECTION	TITLE	DELEGATION
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.

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:

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.

HS16 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.**

HS17 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.)

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.
- Delegations 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 such an interest, the decision is to be referred to the Chief Executive Officer.**

CARRIED
7/0

12.2 DIRECTOR ENGINEERING & DEVELOPMENT SERVICES REPORT

None.

12.3 ENGINEERING SERVICES REPORTS

None.

12.4 DEVELOPMENT SERVICES REPORT

12.4.1 Title: WALGA Discussion Paper – Third Party Appeal Rights in Planning – Request for Comment

Reporting Department: Engineering & Development Services

Reporting Officer: Mr Steve Potter - Manager Development Services

Legislation: Local Government Act 1995

Background -

At its December 2016 meeting, WALGA State Council requested a review of the WALGA Policy position in relation to third party appeal rights for planning decisions. The decision-making environment has changed since WALGA originally established its policy position in 2008, and therefore a review of the current position is considered warranted.

To facilitate the review WALGA has prepared a discussion paper which provides background on the development of WALGA's current policy position and a review of

the arguments both for and against third party appeals. Local governments have been invited to comment on the discussion paper which is provided in its entirety in (Appendix ORD 12.4.1).

It is noted that third party appeal rights vary state-by-state across Australia; however Western Australia is currently the only state that does not provide for third-party appeals in any form.

In its 2015 report on the review of the *Planning and Development (Development Assessment Panels) Regulations 2011*, the Western Australia Legislative Council noted that the State's position on third party appeal rights was set out on 3 June 2009, by the then Minister for Child Protection, representing the Minister for Planning, who advised the Legislative Council of the Government's position on third party appeals:

The Government does not currently have any plans to introduce third party appeal rights in Western Australia.

The Government does not believe that the introduction of third party appeal rights in Western Australia is consistent with current attempts to simplify and streamline the planning approvals process. The Planning and Development Act 2005 requires public consultation in relation to the planning framework established in local and regional areas, with public consultation mandated for local and region planning scheme amendments, as well as State Planning Policies, local planning policies and structure plans. As such, the Government believes that the current planning process provides sufficient opportunity for the local community to have a say in what happens in their neighbourhoods.

The discussion paper indicates that this remains the Government's policy.

- Arguments For and Against

The discussion paper considers the arguments both for and against introducing third party appeal rights which are summarised as follows:

For:

- Legitimate interest;
- Improved participation and decision-making;
- Improved consultation; and
- Improved transparency.

Against:

- Legitimate interest and third party appeals;
- Loss of representation;
- Current planning processes provide opportunities to participate;
- Not representative of the broader community;
- Impact on the decision making process;
- Failure to determine/Deemed Refusal; and
- Turning planning into a 'numbers game'.

Full arguments expanding on each of these points is provided in the discussion paper.

- Limitations on Appeals

The discussion paper also addresses the question of whether, in the event third party appeal rights being introduced in WA, there should be limitations on what types of decisions could be appealed.

The paper identifies that in other states the primary criteria for third party appeal rights include:

- Excluding vexatious or commercial interests appeals, and any appeals made on non-genuine planning matters;
- Excluding appeals by those parties who did not previously make a submission;
- Excluding appeals where an application meets 'deem-to-comply' requirements, and no discretion has been exercised;
- Excluding appeals for some cases of minor development; and
- Having a short window in which to appeal (example 14 days).

Legal Implications

The discussion paper states:

Additional resources would likely be required to administer resource and potentially engage legal counsel to defend these decisions and this would most likely create an additional financial burden for Local Government.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications

Third party appeals would increase the financial burden for the Shire, particularly in the form of legal costs.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

Low. Council is only making comment on a discussion paper at this stage.

Officer Comment -

The paper notes the following:

Third party appeal rights are a complex issue, with strong arguments both for and against their implementation. Property rights must be balanced against the community's rights of participation, and the desire for transparency and accountability in government and decision-making bodies. Local Government must

also consider the likely impacts in terms of cost, resourcing and the timely delivery of services.

In formulating a Council position on the introduction of third party appeal rights for planning decisions, officers are mainly concerned with the potential additional burden this could place on the Shire's financial and human resources. The appeals process is a time-consuming one that requires significant officer time to attend hearings / mediations and prepare documentation. The potential increase in appeals could potentially result in a significant portion of officers' time being spent on appeals, rather than attending to their normal duties. This in turn has the potential to result in delays in the processing times for development applications and the delivery of other Shire projects.

Officers do not object to the concept of third party appeals per se; however consider that the potential impacts must be clearly understood. Furthermore, officers consider any contemplation for introducing third party appeal rights needs to also include appropriate limitations to avoid vexatious appeals, appeals from those who are not directly impacted by the subject development, or appeals on non-planning related grounds.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION "A"

THAT Council advises WALGA that it does not support the introduction of third-party appeal rights for planning decisions in Western Australia due to the increased burden it will place on local governments' limited human and financial resources.

OR

OFFICER RECOMMENDED RESOLUTION "B":

THAT Council advises WALGA that it supports the introduction of third-party appeal rights for planning decisions in Western Australia with the following restrictions:

- a) Appeals only able to be lodged for 'A' (advertised) developments and where Council has exercised its discretion;
- b) Appeals must be made by a landowner/resident who made a submission during the advertising period;
- c) Appeals need to specify and be based on valid planning grounds. It is recommended SAT also introduces a process for screening appeals at the beginning of the appeals process to assess the validity of the appeal to ensure local government time

and resources are not wasted on appeals that are later found to be invalid; and

- d) Appeals need to be lodged within 28 days of the decision.

Discussion:

Cr. P R Perks – Would resolution B be more applicable? The conditions for appeal are quite stringent and reasonable. Sometimes these decisions affect others.

Cr. M T Bennett – Regarding our 24-hour decision over at Eaton Fair (that is, about K-Mart's trading hours), if we'd allowed third party rights, other shopping centres (that were not in close proximity to Eaton Fair) would likely appeal on the basis that their businesses would be adversely affected. This is anti-competition.

Chief Executive Officer, Mr Mark Chester – (To Manager Development Services, Mr Steve Potter) To clarify, this is also rights of appeal against a decision that was approved (not just refused)? A third party appeal would go through the State Administrative Tribunal which is a much longer process.

Manager Development Services, Mr Steve Potter – Yes, that's right. Resolution B has parameters that would stop vindictive or pointless appeals.

Cr. P R Perks – Could we not put a proximity limit on appeals? Even with the conditions noted in resolution B, would we still be agreeing with the WALGA paper?

Cr. M T Bennett – Yes, that's correct.

COUNCIL RESOLUTION

171-17 MOVED - Cr. M T Bennett SECONDED - Cr. A Mountford

THAT Council advises WALGA that it does not support the introduction of third-party appeal rights for planning decisions in Western Australia due to the increased burden it will place on local governments' limited human and financial resources.

CARRIED
6/1

Note: Cr. T G Gardiner left the room [5.25pm].

12.4.2 Title: Application for Development Approval – Lot 12 (671) Ferguson Road, Dardanup – Proposed Water Tank with Reduced Boundary Setback – (Diana Neggo & Robert Manning)

Reporting Department: Engineering & Development Services

Reporting Officer: Miss Alice Baldock – Planning Officer

Legislation: Planning and Development Act 2005

Location Plan



Site Plan



Background

Council has received an Application for Development Approval for the construction of a water tank on a 2ha property located within the 'Landscape Protection Area' and

zoned 'General Farming' under Town Planning Scheme No.3 (TPS3). In accordance with Council resolution [162/16], officers do not have delegated authority to determine applications within the Landscape Protection Area, therefore, the application is referred to Council for determination.

Full details of the proposal are contained in (Appendix ORD: 12.4.2) and are summarised below:

- A proposed 100,000 litre water tank with a diameter of 7.83m and height of 2.3m;
- The proposed tank will be constructed of zincalume;
- The proposed tank is to be setback approximately 9m from the southern property boundary; and
- The matter has been referred to the neighbouring landowner who has indicated they have no objection to the reduced boundary setback of the proposed water tank.

Legal Implications

Appeal rights exist through the State Administrative Tribunal.

Strategic Community Plan - None.

Environment - None.

Precedents

Council has previously resolved [78/17] to approve a water tank within the 'Landscape Protection Area' in the 'Small Holdings' zone.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

Officers consider the following provisions of the TPS3 are relevant to the proposal:

- Clause 5.2.3 Landscape Protection Area
- Appendix II Development Table Part B – Non-Residential Land Uses

Each of the above will be discussed in turn.

Clause 5.2.3(a-d) of TPS3 relating to the Landscape Protection Area states:

5.2.3 In considering applications for planning consent to commence development on or subdivision or rezoning of any land within a Landscape Protection Area or to do any of the other things mentioned in the preceding clause the Council shall have regard to the following:

- a) *The areas included within the Landscape Protection Areas area considered to be areas of significant landscape beauty.*
- b) *Buildings and associated services should be regarded as being secondary to the natural features of the area and should not usually be permitted in visually exposed areas.*
- c) *Buildings should be setback at least one hundred metres from public roads except where the natural vegetation is such that buildings sited closer to a road will be screened by natural vegetation or dense planting of native vegetation.*
- d) *Farm outbuildings should where possible be clustered with farmhouse and other outbuildings.*

Officers consider that the proposal complies with the above development standards for the Landscape Protection Area for the following reasons:

- The proposed water tank is screened by mature trees located along the property boundary and is considered secondary to the natural features of the area; and
- The proposed water tank is setback approximately 125m from Ferguson Road and will not be visible from any public road. Therefore, it is not considered to affect the amenity of the area.

Appendix II Development Table Part B – Non-Residential Land Uses outlines the minimum boundary setbacks for the General Farming zone as provided below:

- *Front (primary and secondary street) – 20m*
- *Rear – 20m*
- *Side – 20m*

The application proposes a 11m variation to the minimum setback outlined in *Appendix II*. The proposed location is currently clear of any vegetation and is screened by mature trees along the boundary fence. Given the proposal will not result in the loss of any trees and the adjoining landowner has no objection to the proposal, officers recommend approval.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

172-17 MOVED - Cr. A Mountford SECONDED - Cr. L D Harris

THAT Council approves the Application for Development Approval for a water tank on Lot 12 (671) Ferguson Road, Dardanup subject to the following conditions:

1. **The layout of the site and the size, design and location of the water tank must always accord with the endorsed plan(s) and must not be altered or modified without the further written consent of Council.**

Advice Notes:

- i) **If the development, the subject of this approval, is not substantially commenced within a period of 2 years, or another period specified in the approval after the date of the determination, the approval will lapse and be of no further effect.**
- ii) **Where an approval has so lapsed, no development must be carried out without the further approval of the Local Government having first been sought and obtained.**
- iii) **The applicant is advised that this is not a Building Permit. A Building Permit should be obtained prior to commencement of construction.**
- iv) **If an applicant or owner is aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and Development Act 2005 Part 14. An application must be made within 28 days of the determination.**

CARRIED
6/0

Note: Cr. T G Gardiner returned to the room [5.26pm].

12.5 DIRECTOR CORPORATE & COMMUNITY SERVICES REPORT

None.

12.6 COMMUNITY SERVICES REPORTS
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12.6.1 Title: Thank A Volunteer Day

Reporting Department: Corporate and Community Services
Reporting Officer: Mrs Melanie Serra – Acting Manager
Corporate and Community Services
Legislation: Local Government Act 1995

Background -

At the Ordinary Meeting of Council held on 29 March 2017, Elected Member, Cr. P Robinson proposed a draft (Policy for Thank A Volunteer Events and Format) to help build on the current 'Thank a Volunteer' and 'Citizen of the Year' events.

As per the following resolution (75-17), this matter is being brought back to Council for further consideration:

“THAT Council request that the Chief Executive Officer report back to Council in June 2017 on the adopting a ‘Thank a Volunteer’ practice and policy taking into consideration the following:

- Alternate venues on a cyclical basis;*
- Develop a data set of community groups;*
- Invite nominations from community group leaders for ‘Thank a Volunteer’ awardees’ recognition; and*
- Develop a data set of ‘Thank a Volunteer’ awardees.*
- Draft Community Service Recognition Awards Policy.”*

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications

Annual ongoing budget allocation.

Budget – Whole of Life Cost

Annual ongoing budget allocation.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

A 'Think Tank' meeting was held with Councillors and Shire staff on 2 June 2017, and included a brief discussion in relation to the Thank a Volunteer Day/Sundowner (TAVD). The items discussed included the following:

- The attendance of volunteers at recent TAVDs has decreased. General opinion by members present was that the event needs a 'revamp'.
- The idea was suggested of a community event/fun day on a weekend to celebrate all volunteers. A weekend event would also allow a higher number of community members to participate in the event.
- The community event/fun day would focus on all clubs/organisations being able to showcase their efforts and encourage enquiries from interested community members. It would provide an opportunity for clubs/organisations to recruit new volunteers.
- The possibility of alternative venues within the Shire.
- It could include a sausage sizzle/picnic lunch, bouncy castle for youth, live music, and use of the new playground (Eaton Townsite Playground estimated to be completed late September). Currently Shire of Dardanup allocates funding to Bethanie Fields to cater for the sundowner. This allocated funding would be reassessed including an option of assisting event organisation rather than catering.
- The medal presentation to Fire Brigade members to remain as part of the TAVD event.
- Historically the sundowner is held in December. (5 December is International Volunteer Day; however, National Volunteer Week is in May). There was interest raised in moving the current event from December to May due to end of year being a busy time for majority of the community. If the event was held in May, it would be necessary to explore the availability of the Glen Huon Pavilion due to sporting games being scheduled on weekends.

The following items from Resolution (75-17) have been addressed individually and comments are provided below.

Resolution (75-17)	Officer Comments
<ul style="list-style-type: none"> • <i>Alternate venues on a cyclical basis</i> 	Agreed
<ul style="list-style-type: none"> • <i>Develop data set of community groups</i> 	<ul style="list-style-type: none"> - Database exists. - Further clubs and organisations to be included. - Corporate and Community Services Officer to collaborate with Acting Manager Corporate & Community Services to focus on expanding and improving the current database.

Resolution (75-17)	Officer Comments
<ul style="list-style-type: none"> Invite nominations from community group leaders for "Thank a Volunteer" awardees recognition. 	<ul style="list-style-type: none"> Officer requests to defer this matter. Envision 'Thank a Volunteer' event to be a community event recognising the efforts of all volunteers, rather than singling out volunteers efforts. Suggest consultation to occur with clubs and organisations at this year's event to ascertain if there is interest in a nomination/award process for volunteers.
<ul style="list-style-type: none"> Develop a data set of "Thank a Volunteer" awardees. 	<ul style="list-style-type: none"> Officer requests to defer this matter. See comments above. If Council's intention is to honour the TAVD awardee recognition, database will be created by staff.
<ul style="list-style-type: none"> Draft Community Service Recognition Awards Policy 	<ul style="list-style-type: none"> If Council wishes to proceed with awards, the Officer suggests that a nomination form with conditions for nominating be adopted rather than a policy. Nomination form will include the following: <ul style="list-style-type: none"> Conditions of entry Eligibility Selection Criteria (each nominee will be judged on) General information See (Appendix ORD: 12.6.1) for example of proposed nomination form.

It is the Officer's recommendation to defer some of the points of discussion raised during the Council meeting held on 29 March 2017, for further deliberation with Councillors.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

173-17 MOVED - Cr. C N Boyce SECONDED - Cr. L D Harris

THAT Council:

1) Defers the proposed policy "Thank a Volunteer" to enable further discussion on the following matters:

- Invite nominations from community group leaders for "Thank a Volunteer" awardees recognition;
- Develop a data set of "Thank a Volunteer" awardees; and
- Draft Community Service Recognition Awards Policy.

- 2) **Requires the matter be brought back to Council on 9 August 2017.**

CARRIED
7/0

12.7 CORPORATE SERVICES REPORTS

12.7.1 Title: Monthly Statement of Financial Activity

Reporting Department: Corporate & Community Services

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

Legislation: Local Government (Financial Management)
Regulations 1996

Background -

Regulation 34 of the Local Government (Financial Management) Regulations 1996 requires local governments to prepare a Monthly Statement of Financial Activity.

Background -

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

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications -

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

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

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment -

Statement of Financial Activity:

The Statement of Financial Activity is attached after the officer recommendation. The first Statement of Financial Activity report outlines the results from operating activities. It shows revenue and expenditure by statutory program, comparing actual results for the period with the annual adopted budget, the amended budget and the year to date budget.

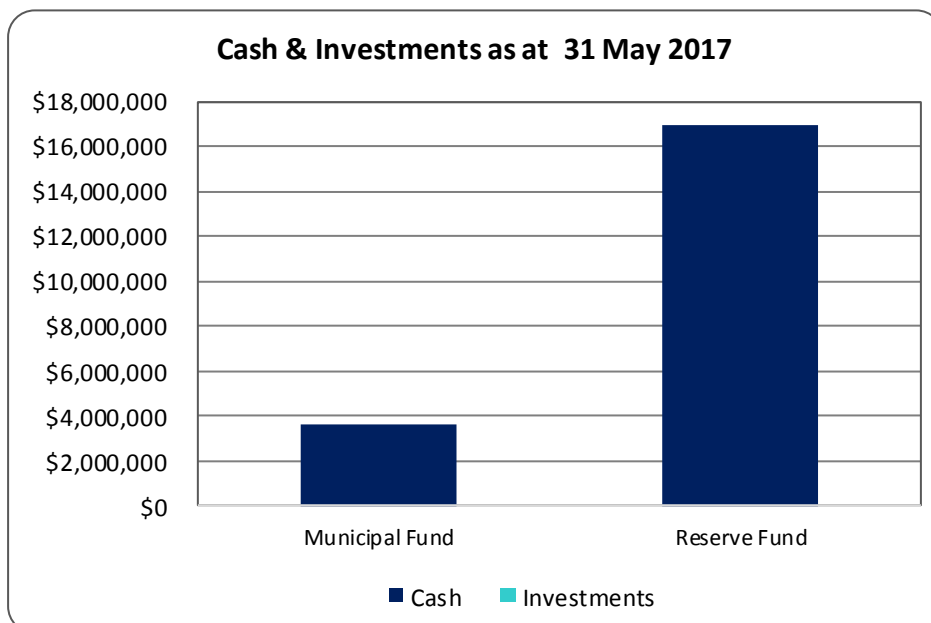
The second financial report displays capital and infrastructure expenditure and also reconciles the statement of financial activity to the statement of net current assets, taking into account; the proceeds from sale of assets, reserve and loan funds used, depreciation applied, capital and infrastructure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

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

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

Key Financial Performance Areas:

- *Cash & Investments*



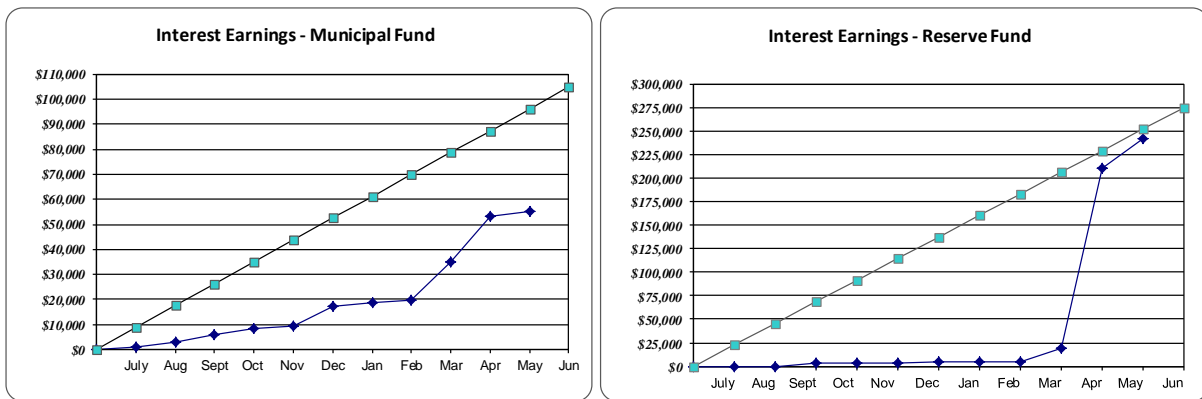
As at reporting date, Council has a reconciled Municipal Fund balance of \$3.6M. All Municipal Fund term deposits have now been surrendered.

The Reserve account has a reconciled balance of \$16.8M. All Reserve Fund term deposits have now been surrendered.

- *Interest Income*

Interest Income (Municipal Fund) of \$55,423 has been recognised against an amended budget of \$105,000 for the 2016/17 financial year.

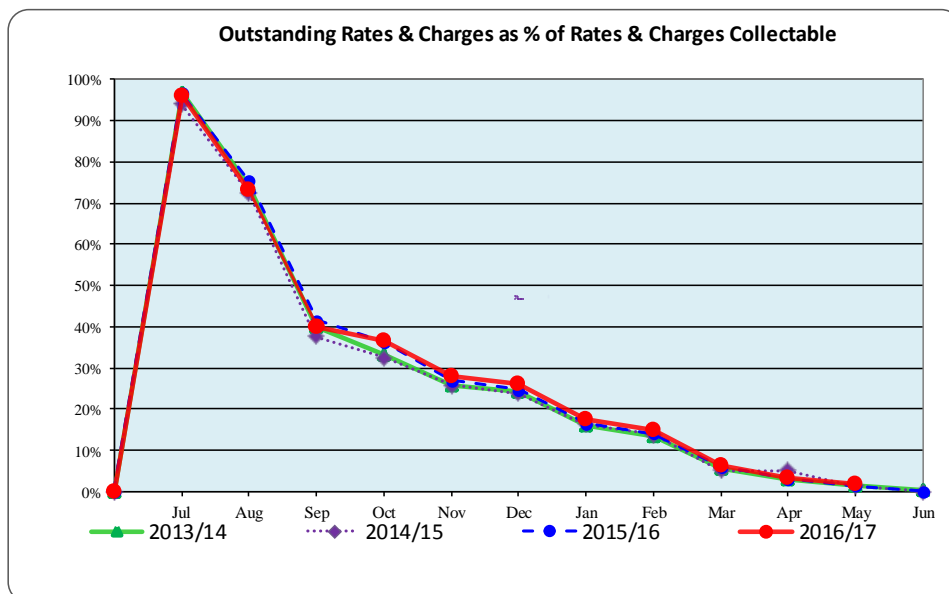
Reserve Account Interest is forecast at \$275,000 for the 2016/17 financial year, and is credited to the bank account quarterly, and at maturity of term deposit investments. As at reporting date, Reserve Interest Income of \$242,380 has been recognised for the 2016/17 financial year.



- *Rates & Charges Outstanding*

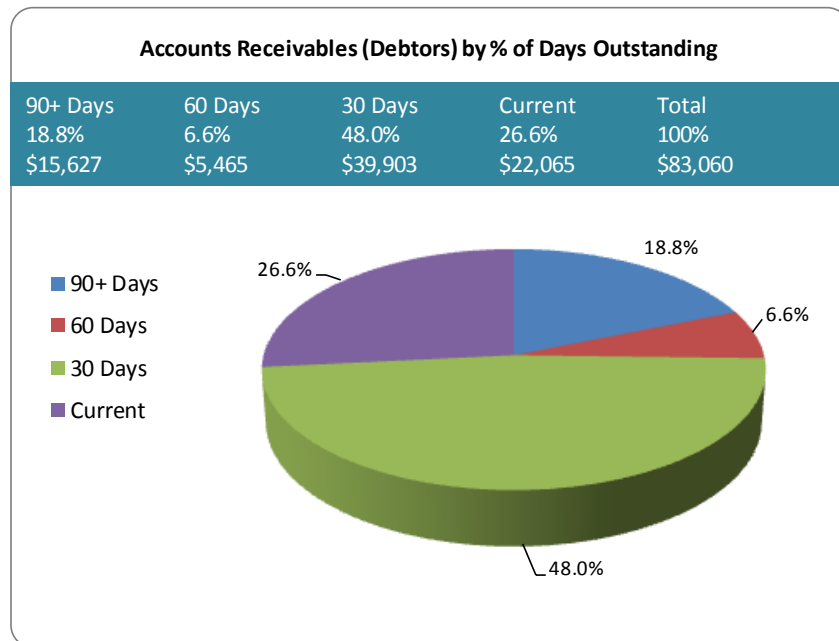
As at reporting date, total Outstanding Rates & Charges is \$222,844 for the 2016/17 financial year. This equates to 1.6% of rates & charges collectable.

It is the objective of management to achieve less than 4% of rates and charges outstanding as at 30 June.



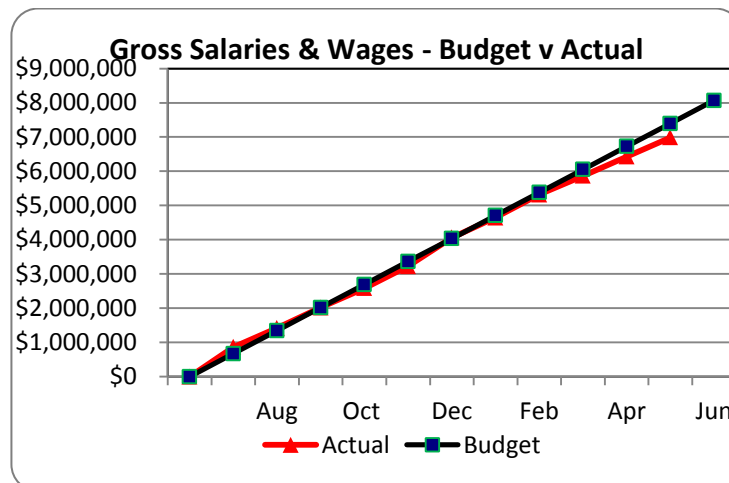
- *Accounts Receivables Outstanding (non-rates)*

As at reporting date the total outstanding Accounts Receivables (Debtors) amounts to \$83,060.



- *Salaries and Wages*

As at reporting date, Total Gross Salaries and Wages expenditure is \$6,987,016 against a revised budget of \$8,069,738 for the 2016/17 financial year.



- *Budget Variances*

The end of year surplus of \$300,884 for 2015/16 financial year has now been verified by Council's auditors.

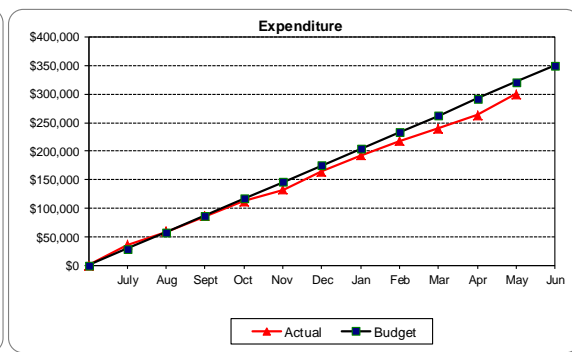
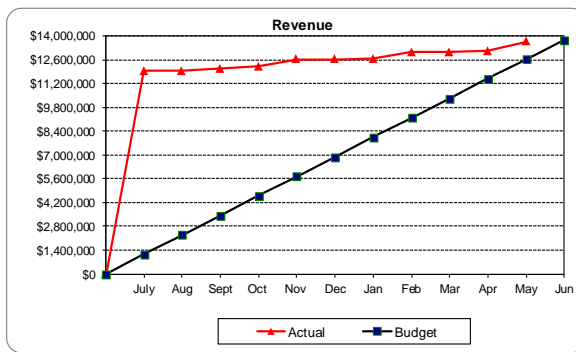
As a result of the recent budget review process, Council estimate an end of year forecast surplus of \$247,410 which will be carried forward into the 2017/18 Annual Budget.

• *Forecast 2017/18 Rates Increase*

The following table reports the forecast accumulative effect of budget related matters on next year's rates increase (2017/18 financial year). It is envisaged to reduce the forecast rates increase from 6.5% to 4.5% for the 2017/18 financial year when budget figures are known.

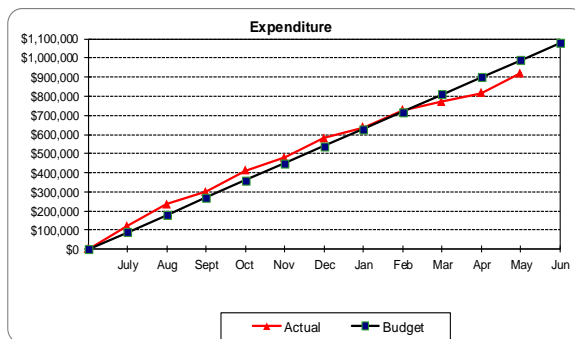
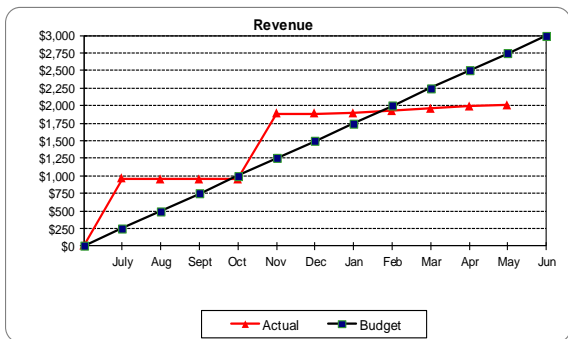
Details	\$	Rates %
2017/18 Forecast Rates Increase (per 4 year Corporate Business Plan)		6.50%
TOTAL		6.50%

General Purpose Funding



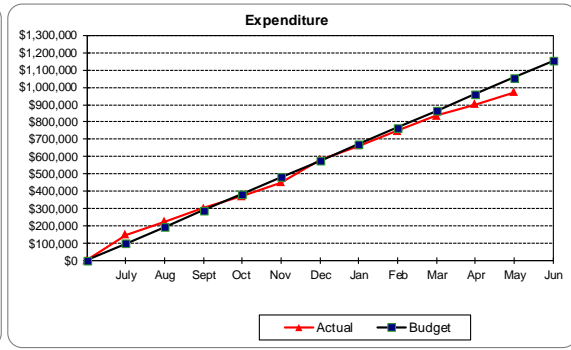
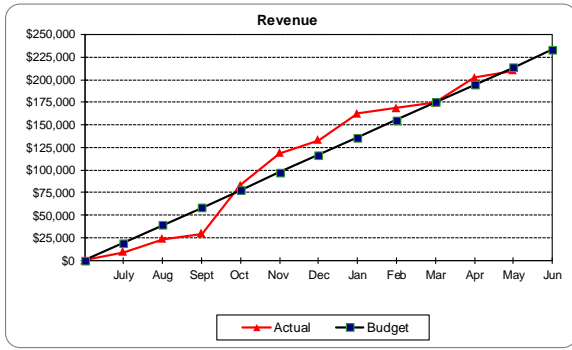
General Rates Revenue of \$11,166,547 has been levied in July 2016. As at reporting date, Interim Rate Revenue of \$226,242 has been received against an amended budget of \$220,000 for the 2016/17 financial year.

Governance



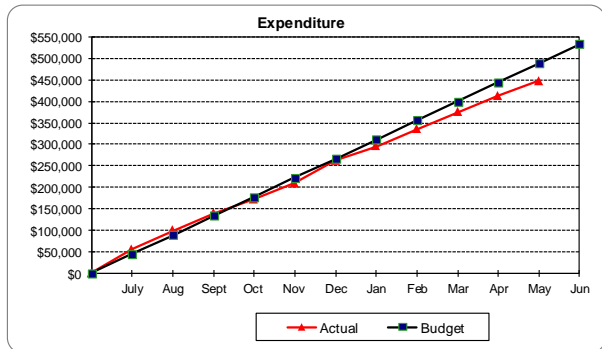
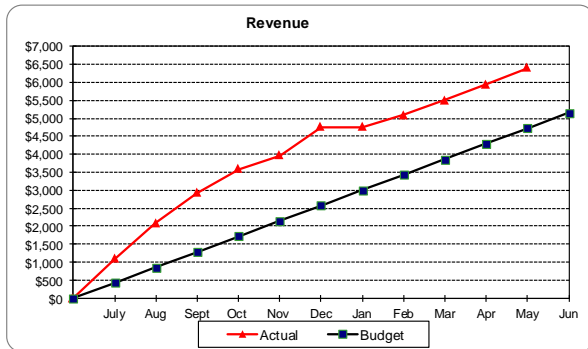
There are no forecast material variances from the adopted budget.

Law, Order & Public Safety



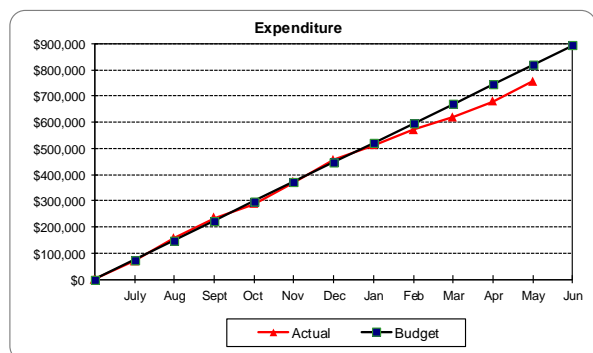
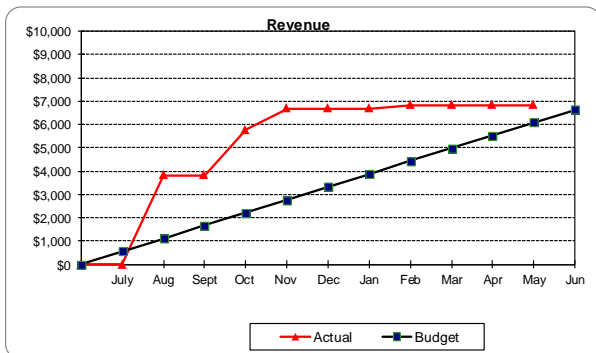
As at reporting date, Council has received combined dog and cat registration revenue of \$75,521 against a revised budget of \$74,250 for the 2016/17 financial year.

Health



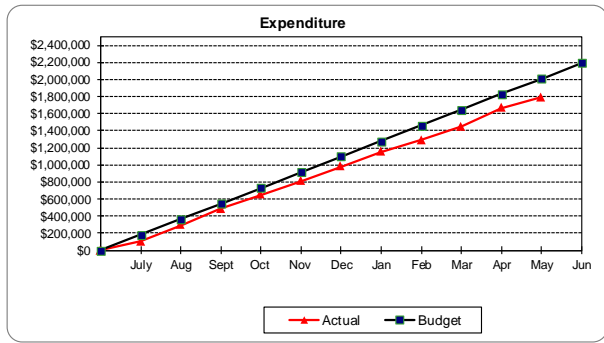
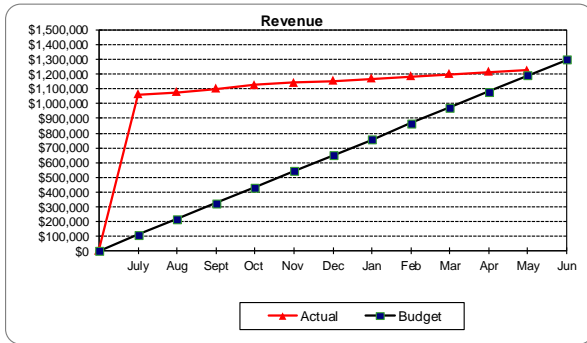
There are no forecast material variances from the adopted budget.

Education & Welfare



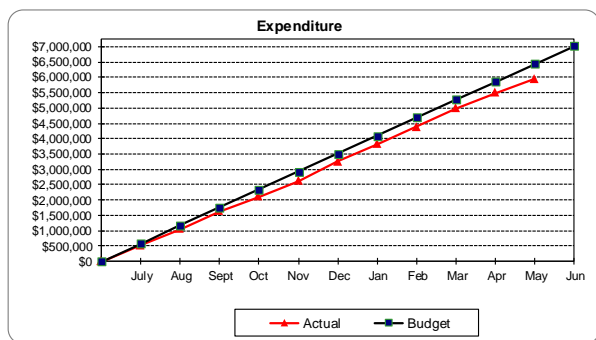
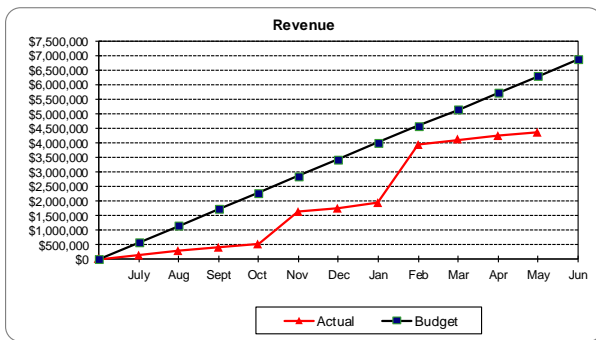
There are no forecast material variances from the adopted budget.

Community Amenities



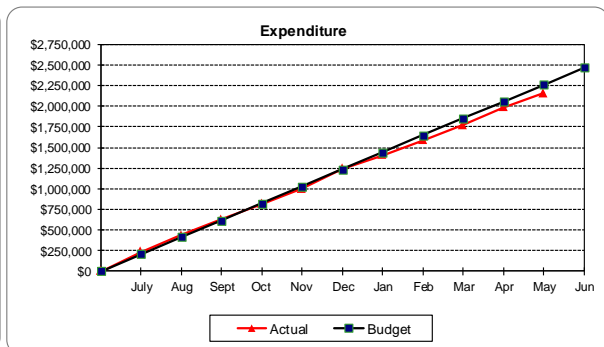
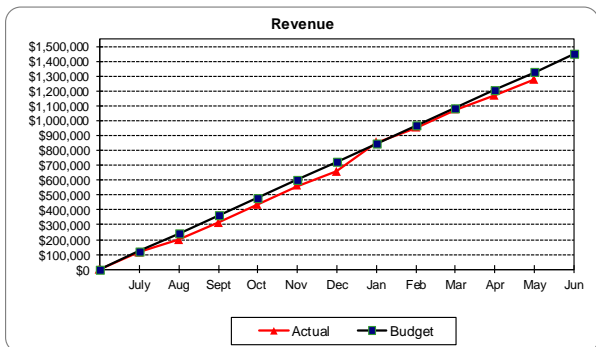
As at reporting date, Domestic Refuse and Recycling charges of \$1,063,188 have been levied for the 2016/17 financial year.

Recreation & Culture



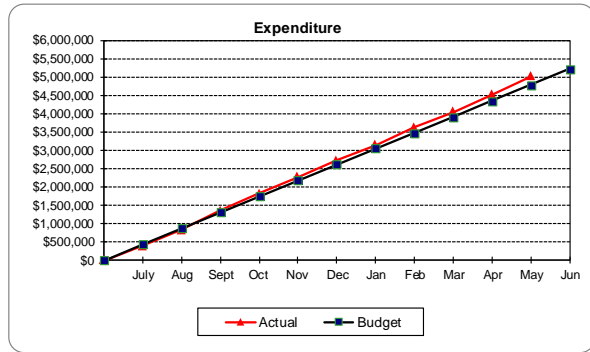
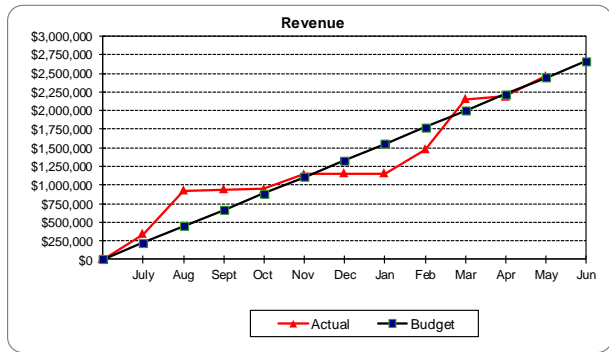
Budget variations exist for various Carried Forward Projects (from 2015/16) including the Eaton Foreshore, Eaton Drive Verges, plus capital building projects. The spike in November and February revenues primarily relate to grant funding from the Dept Sport and Recreation for Glen Huon Sports Pavilion project. Under budget revenue primarily relates to the timing of grant funded major projects.

Eaton Recreation Centre



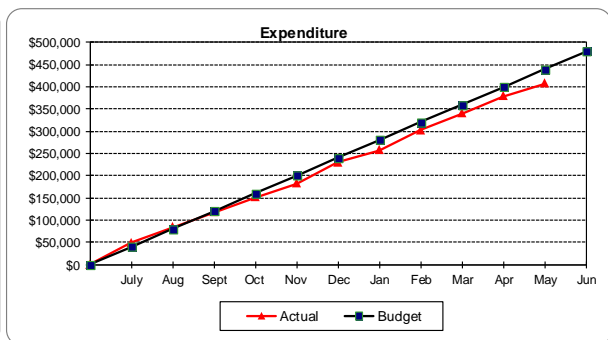
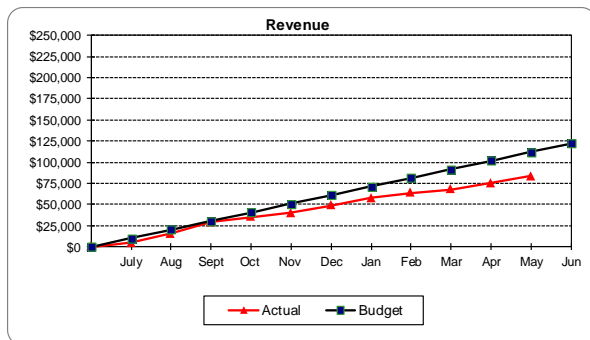
Expenditure and revenues are as per budget estimates. There are no forecast material variances from the adopted budget.

Transport



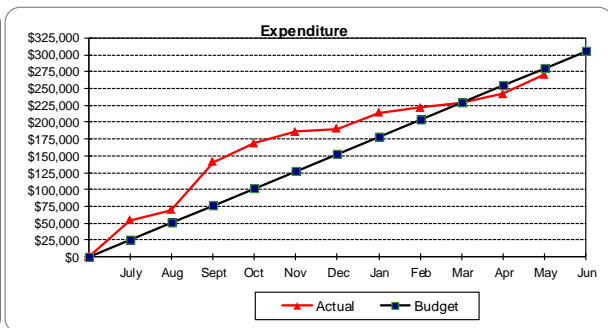
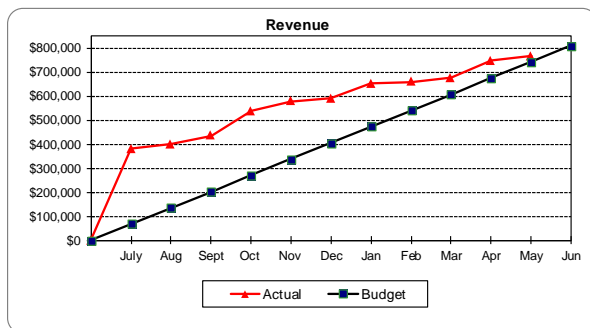
A budget variance exists for Bridge works preliminaries, funded by the Collie River Bridge Reserve (JTPS), which have commenced on the Millbridge to Treendale Bridge (over Collie River).

Economic Services



As at reporting date building licence revenue received is \$78,661 against a revised annual budget of \$110,000.

Other Property & Services



There are no forecast material variances from the adopted budget.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

Change to Officer Recommendation

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

Discussion:

Note There is a correction to the amount provided in the Interest Income. The Reserve Interest amount states \$297,803, this is to be corrected and to read \$242,380.

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

174-17 MOVED - Cr. C N Boyce SECONDED - Cr. P R Perks

THAT the Monthly Statement of Financial Activity for the period ended 31 May 2017 be adopted.

CARRIED
7/0

12.7.2 **Title: Schedule of Paid Accounts as at 28 June 2017**

Reporting Department: *Corporate & Community Services*

Reporting Officer: *Mrs Teresa Morley – Accounts Payable Officer*

Legislation: *Local Government Act 1995 (Financial Regulations)*

Officer Comment

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

Council Role - **Executive/Strategic**

Voting Requirements - **Simple Majority**

Change to Officer Recommendation **No Change.**

OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

175-17 **MOVED - Cr. T G Gardiner SECONDED - Cr. L Davies**

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

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
02/06/2017	1st Leschenault Scouts	2016/2017 Grant To Purchase Camping Equipment	MUNI	958.00
02/06/2017	21 Graphic Design Pty Ltd	Half Page Advert Design For Calendar Of Events	MUNI	99.00
02/06/2017	A & L Printers Pty Limited	Timecard Books Using Standing Artwork	MUNI	1,130.00
02/06/2017	Adelphi Tailoring	Ranger Uniform	MUNI	594.00
02/06/2017	All Aussie Truck and Bobcat Services	Various Invoices	MUNI	330.00
02/06/2017	Alleasing	Monthly Lease Of 3 X Dell Servers	MUNI	27,480.72
02/06/2017	Amity Signs and Industrial Products	Various Invoices	MUNI	834.90
02/06/2017	Arrow Bronze	Single Niche Plaque - Supply and Engrave	MUNI	193.87
02/06/2017	Aurecon Australia Pty Limited	Professional Services Rendered	MUNI	1,605.64
02/06/2017	Australian Taxation Office	PAYG Pay Run 02/06/2017	MUNI	60,201.00
02/06/2017	Bluesteel Enterprises Pty Ltd	Repairs To Waterloo Fire Truck	MUNI	9,686.52
02/06/2017	Baileys Fertilisers	Soil And Water Analysis	MUNI	875.60
02/06/2017	Big W (Division of Woolworths Limited)	Book Stock	MUNI	453.00
02/06/2017	Boyles Plumbing and Gas	Repairs To Pratt Road Standpipe	MUNI	227.17
02/06/2017	Brody England	ERC Basketball Umpire 31/05/2017	MUNI	154.00
02/06/2017	Brownes Foods Operations Pty Limited	ERC - Cafe/Resale Stock	MUNI	62.07
02/06/2017	Bunbury Army Surplus	Anton Manning Work Boots	MUNI	169.00
02/06/2017	Bunbury Machinery	Machine Hire	MUNI	224.99

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
02/06/2017	Bunbury Subaru	Scheduled Service for DA 563	MUNI	802.21
02/06/2017	Bunnings Group Limited	Various Invoices	MUNI	59.55
02/06/2017	Gateway Internet Services	Support/Cover While Stephen Eaton On Leave	MUNI	2,447.50
02/06/2017	Courier Australia	Postage And Freight	MUNI	40.73
02/06/2017	Craven Foods	ERC - Cafe/Resale Stock	MUNI	726.71
02/06/2017	Creative In Nature	Library Workshop	MUNI	150.00
02/06/2017	DAPCO Tyre & Auto Service	Vehicle Maintenance	MUNI	742.90
02/06/2017	DFES	ESL Quarter 4	MUNI	51,849.74
02/06/2017	Dardanup Garage and Service Station	750000km Service DA8200	MUNI	502.60
02/06/2017	Dardanup Rural Supplies	Retic Supplies	MUNI	5.05
02/06/2017	Dardanup Senior Citizens	2016/2017 Grant Microphone And Portable PA System	MUNI	449.00
02/06/2017	Dataline Visual Link Pty Limited	Security Access Repairs	MUNI	372.50
02/06/2017	Department for Local Gov & Communities	ERC Holiday Program Annual Service Fee	MUNI	301.00
02/06/2017	Desley Wilson	ERC Netball Umpire 30/05/2017	MUNI	118.00
02/06/2017	Donna Bastow	ERC Basketball Umpire 31/05/2017	MUNI	154.00
02/06/2017	Economic Development Australia	Membership Economic Development Australia	MUNI	400.00
02/06/2017	EDUCA Ltd	ERC - Annual subscription EDUCA - Vacation Care	MUNI	858.00
02/06/2017	Elliotts Irrigation P/L	Retic Repairs	MUNI	779.24
02/06/2017	Chooks in the City	Library Workshop	MUNI	465.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
02/06/2017	Express Print	Contact Notice Books - As Per Quote No 58,875	MUNI	522.50
02/06/2017	Forestvale Trees Pty Ltd	Plants For P&G	MUNI	792.00
02/06/2017	Fuji Xerox Australia Pty Limited	Photocopier Leasing	MUNI	875.60
02/06/2017	Gayle Narkle	ERC Netball Umpire 29/05/2017	MUNI	44.00
02/06/2017	Guardians of Happiness	Library Workshop	MUNI	300.00
02/06/2017	Harvey Norman	Microwave For Staff Kitchen	MUNI	199.00
02/06/2017	Health Insurance Fund of WA (HIF)	Payroll Deductions	MUNI	340.00
02/06/2017	Heatleys Sales Pty Limited	Safety Wear	MUNI	665.92
02/06/2017	Hynes Contracting	Road Drainage	MUNI	385.00
02/06/2017	Insight Call Centre Services	After Hours Call Centre Service - April 2017	MUNI	407.56
02/06/2017	Joshua Wigmore	2016/2017 Grant - Travel Assistance	MUNI	400.00
02/06/2017	Jim's Mowing	Mowing At Eaton Admin	MUNI	66.00
02/06/2017	Just Automotive Electronics & Auto Electrics	Repair Faulty Light Switch DA648	MUNI	295.02
02/06/2017	Justine Eichner	ERC Basketball Umpire 31/05/2017	MUNI	154.00
02/06/2017	Kaitlin O'Dea	ERC Netball Umpire 29/05/2017	MUNI	90.00
02/06/2017	Kelly Pardoe	ERC Netball Umpire 30/05/2017	MUNI	90.00
02/06/2017	Leschenault Biosecurity Group Inc	2016/2017 Grant - Fox Traps And Other Fox Control Equipment	MUNI	1,320.00
02/06/2017	LGIS Risk Management Services	Business Continuity Project As Per Proposal	MUNI	3,300.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
02/06/2017	Landgate	Gross Rental Valuations	MUNI	1,211.13
02/06/2017	Local Government Professionals Australia WA	2016-2017 First Time Affiliate Membership Cynthia Barbetti	MUNI	22.50
02/06/2017	Luke Botica	Reimbursement Of Travel Expenses While In Perth	MUNI	20.50
02/06/2017	McKayhla Pomare	ERC Basketball Umpire 31/05/2017	MUNI	44.00
02/06/2017	ALGA National Congress	M Chester & M Bennett National General Assembly 18/06/2017 - 21/06/2017	MUNI	2,258.00
02/06/2017	Neil Nicholson	Reimbursement For The Purchase Of Items For DER Presentation	MUNI	11.80
02/06/2017	Nites Electrical	Albatross Cres Street Light Repairs	MUNI	181.50
02/06/2017	PFD Food Services Pty Limited	ERC - Cafe/Resale Stock	MUNI	1,344.30
02/06/2017	PFI Cleaning Supplies	ERC - Cafe/Resale Stock	MUNI	81.05
02/06/2017	Pagoda Resort	Overnight Accom, Meals & Parking For Mrs Natalie Hopkins 25/05/ 2017	MUNI	264.85
02/06/2017	Paige Vincent	ERC Basketball Umpire 31/05/2017	MUNI	154.00
02/06/2017	Pete Lewis	Library Workshop	MUNI	70.00
02/06/2017	Peter Stampoultzis	Reimb For 55" T.V, Power Board, HDMI Cable And Wall Bracket	MUNI	1,593.80
02/06/2017	Phenomenon Event Services Pty Ltd	Looking Glass Event May 2017- Event Theming- Unique Supplier	MUNI	6,481.70
02/06/2017	PowerCrank Batteries	Batteries	MUNI	242.22
02/06/2017	QK Technologies Pty Limited	ERC - Annual Software Support, Qikkids & Qk Kiosk 01/07/2017 - 30/06/2018	MUNI	1,210.00
02/06/2017	Raelene Tedd	ERC Netball Umpire 30/05/2017	MUNI	88.00
02/06/2017	Riverside Signs	Supply 2mm Aluminium Signs	MUNI	401.50

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
02/06/2017	Ryan Baker	ERC Basketball Umpire 31/05/2017	MUNI	132.00
02/06/2017	SOS Office Equipment	Photocopier Meter Readings	MUNI	2,887.57
02/06/2017	Sarah Gates	Yoga Instruction 17/05/2017 and 24/05/2017	MUNI	110.00
02/06/2017	MedicalTogether	Advertising On Appointment Cards At Eaton Medical Centre	MUNI	1,210.00
02/06/2017	South West Cycle Club	2016/2017 Grant - Dardanup Open Cycle Event	MUNI	3,500.00
02/06/2017	Geographe Ford/ Bunbury Hyundai	30,000km Service DA648	MUNI	573.30
02/06/2017	Staples Australia Pty Limited	Stationery	MUNI	138.36
02/06/2017	StrataGreen	Jute Matting	MUNI	1,120.03
02/06/2017	Synergy	Electricity Accounts	MUNI	179.95
02/06/2017	T J Depiazzi & Sons	Pine Bark Mulch	MUNI	287.05
02/06/2017	Teny Puot	ERC Basketball Umpire 31/05/2017	MUNI	66.00
02/06/2017	Therese Price	ERC Netball Umpire 30/05/2017	MUNI	142.50
02/06/2017	Total Eden Pty Limited	Spot marking Paint White	MUNI	347.51
02/06/2017	Tracy Tupaea	ERC Netball Umpire 30/05/2017	MUNI	88.00
02/06/2017	Vanessa Black	ERC Netball Umpire 30/05/2017	MUNI	67.50
02/06/2017	Veolia Environmental Services (Aus) Pty Ltd	Sweep Gascoyne Circle, Swan Ave, Merchison Parade	MUNI	284.63
02/06/2017	Vogue Furniture	Office Furniture	MUNI	529.00
02/06/2017	WA Tower Service	Monthly Lease Of Tower Space For Wireless Connection - May 2017	MUNI	513.00
02/06/2017	WALGA	Special Breakfast With Hon David Templeman	MUNI	50.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
02/06/2017	Water Corporation	Water Accounts	MUNI	13.36
02/06/2017	Weathersafe WA	Re-Stitch Shade Sails In PDFE (UV Protected) Cotton	MUNI	3,210.00
02/06/2017	Woolworths Limited	ERC - Cafe/Resale stock	MUNI	749.28
02/06/2017	Xavier Cotton	ERC Basketball Umpire 31/05/2017	MUNI	44.00
09/06/2017	Australind Junior Soccer Club	Kidsport Recoup	TRUST	520.00
09/06/2017	Lewis Edgar Foster	Refund of Kerb Bond B/L2015160370	TRUST	665.28
09/06/2017	Pina Barbera	Refund Of Key Bond - Receipt 108565	TRUST	40.00
09/06/2017	All Aussie Truck and Bobcat Services	Various Invoices	MUNI	3,208.00
09/06/2017	Angela Winter	Library workshop	MUNI	240.00
09/06/2017	Artisan Paving	Supply And Installing Of Federation Red Pavers Inc Prep Work With Bobcat	MUNI	8,817.60
09/06/2017	BCL Group	Eaton Foreshore Stage 2 Car Park, Drainage And Lighting Construction	MUNI	182,820.65
09/06/2017	Blackwoods Atkins	Safety Workwear	MUNI	112.79
09/06/2017	Blue's Towing	Remove & Impound Abandoned Vehicle	MUNI	88.00
09/06/2017	Brody England	ERC Basketball Umpire 07/06/2017	MUNI	132.00
09/06/2017	Bunbury Hiab & Tilt Tray	Transport 5 Ton Digger To Crooked Brook Road	MUNI	242.00
09/06/2017	Bunbury Machinery	Machine Hire	MUNI	2,249.94
09/06/2017	Carly Louise Woods	Crossover Rebate Lot 1075 6 Lila Way, Millbridge A11376	MUNI	233.00
09/06/2017	Cassey Simone Marks	Crossover Rebate Lot 1065 7 Primrose Vista, Millbridge A11370	MUNI	249.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
09/06/2017	CB Traffic Solutions	8 Hours Traffic Management	MUNI	1,801.80
09/06/2017	Cleanaway	Various Invoices	MUNI	1,821.08
09/06/2017	Cleanaway Solid Waste Pty Ltd	Various Invoices	MUNI	7,170.05
09/06/2017	Coates Hire Limited	Hire of Barricades May 17	MUNI	524.80
09/06/2017	DAPCO Tyre & Auto Service	20,000km service - DA017 Toyota Prado	MUNI	448.48
09/06/2017	David Hermanus Lukas Claassen	Crossover Rebate Lot 1074 4 Lila Way, Millbridge A11375	MUNI	228.00
09/06/2017	David Wells - Builder	Repairs To Lunch Shed At Don Hewison Centre	MUNI	7,472.50
09/06/2017	Dean Davey	ERC Netball Umpire 08/06/2017	MUNI	15.00
09/06/2017	Donna Bastow	ERC Basketball Umpire 07/06/2017	MUNI	154.00
09/06/2017	Eaton Toy Library	2016/2017 Grant - Purchase Of Toys And Shelving	MUNI	1,000.00
09/06/2017	Eaton Pet Vet	Various Invoices	MUNI	395.18
09/06/2017	Emma Woollans	ERC Netball Umpire 06/06/2017	MUNI	88.00
09/06/2017	Fulton Hogan Industries Pty Limited	Town Site Road Maintenance	MUNI	196.99
09/06/2017	G Cubed	Library Workshop	MUNI	907.00
09/06/2017	GCS Hire Pty Limited	Various Invoices	MUNI	6,256.87
09/06/2017	GCS Integrated Services Pty Ltd	Various Invoices	MUNI	209.47
09/06/2017	GHD Pty Limited	Groundwater monitoring	MUNI	3,520.00
09/06/2017	Gayle Narkle	ERC Netball Umpire 06/06/2017	MUNI	66.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
09/06/2017	Harley Dykstra	Surveying Costs Associated with Gnomesville Purchase	MUNI	2,643.00
09/06/2017	Hays Tree Lopping	Remove Damaged Tree Henty Road	MUNI	363.00
09/06/2017	Holcim (Australia) Pty Limited	Various Invoices	MUNI	928.40
09/06/2017	Hynes Contracting	Remove Footpath Panels At The Back Of The Admin Building	MUNI	1,430.00
09/06/2017	IT Blackspot	Library Workshop	MUNI	300.00
09/06/2017	JP Group - CPSS Pty Ltd	Lease Of Transfer Station At Lot 81 Banksia Road, Dardanup - July 2017	MUNI	944.16
09/06/2017	Jennylee Maaka	ERC Netball Umpire 06/06/2017	MUNI	66.00
09/06/2017	Justine Eichner	ERC Basketball Umpire 07/06/2017	MUNI	154.00
09/06/2017	Kaitlin O'Dea	ERC Netball Umpire 06/06/2017	MUNI	67.50
09/06/2017	Lauren Vincent	ERC Basketball Umpire 07/06/2017	MUNI	44.00
09/06/2017	Landgate	Gross Rental Values - Revaluation 2016/2017	MUNI	120,000.00
09/06/2017	Landscape and Maintenance Solutions Pty Ltd	Mowing As Per Contract	MUNI	12,945.58
09/06/2017	Les Mills Asia Pacific	Monthly Music Licence Fees 01/06/2017 - 30/06/2017	MUNI	1,144.01
09/06/2017	Lions Club of Millbridge Inc	2016/2017 Grant For The Purchase Of BBQ Trailer	MUNI	2,500.00
09/06/2017	Local Government Professionals Australia NSW	Australasian LG Performance Excellence Program	MUNI	6,545.00
09/06/2017	Matthew Wilson	ERC Basketball Umpire 07/06/2017	MUNI	60.00
09/06/2017	Magnum Tech Intl. Pty. Ltd	ERC - EFT Stand for Cafe	MUNI	102.85
09/06/2017	Marindi Fabrications	ERC - Repairs To Basketball Rings	MUNI	198.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
09/06/2017	McKayhla Pomare	ERC Basketball Umpire 07/06/2017	MUNI	66.00
09/06/2017	Mulder Kampman Design	Contract Administrator/ Project Manager During Construction Of Shire Depot	MUNI	17,957.28
09/06/2017	Nightguard Security Service Pty Limited	Security Alarm Monitoring Service	MUNI	631.40
09/06/2017	Nites Electrical	Eaton Offices Transportable - Supply And Install Duress Alarm	MUNI	3,083.01
09/06/2017	Paige Vincent	ERC Basketball Umpire 07/06/2017	MUNI	110.00
09/06/2017	Perfect Landscapes	Mowing Contract	MUNI	11,088.00
09/06/2017	QMANI Pty Ltd	SMS Monthly Minimum Charge 01/05/2017 - 31/05/2017	MUNI	157.30
09/06/2017	Roslyn Helen Ruland	Refund of ERC Membership Fees. Overpaid Through Online Subscription	MUNI	194.50
09/06/2017	Raelene Tedd	ERC Netball Umpire 06/06/2017	MUNI	67.50
09/06/2017	Riding for the Disabled - Capel	2016/2017 Grant For The Purchase Of Archival Cabinet	MUNI	1,000.00
09/06/2017	Ryan Baker	ERC Basketball Umpire 07/06/2017	MUNI	132.00
09/06/2017	SafeTCard Australia	Monitoring Fees For SafeTcard Devices	MUNI	264.00
09/06/2017	ShineServices - Robin Shine	EAP Services for May 2017	MUNI	390.00
09/06/2017	Site Safe Temporary Fencing South West	Eaton Drive Extension - Hire Of Temporary Fence	MUNI	1,372.00
09/06/2017	Geographe Ford/ Bunbury Hyundai	45,000 km Service DA8170	MUNI	500.00
09/06/2017	SportsPower Bunbury	40 x Sportspower vouchers for Membership Promotion (June/July 2017)	MUNI	2,000.00
09/06/2017	Staples Australia Pty Limited	Stationery	MUNI	209.91
09/06/2017	Stephen Eaton	Reimbursement Of Westnet Internet Expenses 01/09/2016-01/06/2017	MUNI	1,379.41

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
09/06/2017	Synergy	Electricity Accounts	MUNI	23,880.37
09/06/2017	Tara Louise Paganini Andrijasevich	Refund Of Library Fee Charged	MUNI	5.00
09/06/2017	Telstra	Telephone Accounts	MUNI	29.50
09/06/2017	Teny Puot	ERC Basketball Umpire 07/06/2017	MUNI	66.00
09/06/2017	The Fibre Eclectic	Library Workshop	MUNI	360.00
09/06/2017	Therese Price	ERC Netball Umpire 06/06/2017	MUNI	105.00
09/06/2017	Woolworths Limited	Various Invoices	MUNI	56.91
09/06/2017	Work Clobber	ERC staff uniform	MUNI	294.59
16/06/2017	Australind HBL Auskick	Kidsport Recoup	TRUST	170.00
16/06/2017	Bunbury Netball Association (Incorporated)	Kidsport Recoup	TRUST	420.00
16/06/2017	Eaton Dardanup Football Club	Kidsport Recoup	TRUST	140.00
16/06/2017	Eaton Junior Football Club	Kidsport	TRUST	3,370.00
16/06/2017	AXIO Maintenance and Construction	Reattach Barge Board. Supply And Install Flashing	MUNI	693.55
16/06/2017	Alex Carter-Raftos	ERC Basketball Umpire 14/06/2017	MUNI	66.00
16/06/2017	All Aussie Truck and Bobcat Services	Various Invoices	MUNI	544.50
16/06/2017	Aurecon Australia Pty Limited	Professional Services Rendered	MUNI	758.67
16/06/2017	AusQ Training	Traffic Management Refresher for Mark Atherton 13/06/ 2017	MUNI	339.00
16/06/2017	Australasian Performing Right Assoc Limited	Dardanup Hall - Music Licence fee (01/07/2017 to 30/06/2018)	MUNI	70.47
16/06/2017	Australia Post.	Monthly invoice for mail and postage for May 2017	MUNI	1,417.47

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
16/06/2017	Australian Taxation Office	PAYG Pay run 16/06/2017	MUNI	59,425.00
16/06/2017	BOC Limited	Monthly Hire Of Oxygen Bottle In May 2017	MUNI	11.95
16/06/2017	Boyles Plumbing and Gas	Plumbing Repairs To Be Recouped From BCL	MUNI	1,073.25
16/06/2017	Brody England	ERC Basketball Umpire 14/06/2017	MUNI	154.00
16/06/2017	Brownes Foods Operations Pty Limited	ERC - Cafe/Resale stock	MUNI	58.65
16/06/2017	Building Commission	Reconciliation - MAY 2017	MUNI	5,773.69
16/06/2017	Bunbury Coffee Machines	ERC - Cafe/Resale Stock	MUNI	452.00
16/06/2017	Bunbury Harvey Regional Council	Various Invoices	MUNI	2,451.08
16/06/2017	Bunbury Holden	Vehicle Maintenance	MUNI	869.08
16/06/2017	Bunbury Trucks	Vehicle Maintenance	MUNI	672.05
16/06/2017	Bunnings Group Limited	Various Invoices	MUNI	178.84
16/06/2017	Burekup - Brunswick CWA	Refund CWA Pearl Plumbing - Shire Costs	MUNI	150.00
16/06/2017	Caltex Australia Petroleum Pty Limited	Fuel - May 2017	MUNI	18,445.15
16/06/2017	Carbone Brothers Pty Limited	Gravel Delivered To Waterloo Road	MUNI	5,869.29
16/06/2017	Cleanaway	Various Invoices	MUNI	51,578.40
16/06/2017	Cleanaway Solid Waste PTY LTD	Various Invoices	MUNI	11,108.83
16/06/2017	Coca-Cola Amatil (Australia) Pty Limited	ERC - Cafe/Resale stock	MUNI	217.07
16/06/2017	Construction Training Fund : BCITF	May 2017 Reconciliation	MUNI	2,925.12

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
16/06/2017	Corinne Shaw	Reimbursement Of Expenses While In Perth	MUNI	186.65
16/06/2017	Courier Australia	Postage and Freight	MUNI	49.26
16/06/2017	Craven Foods	ERC - Cafe/Resale Stock	MUNI	531.39
16/06/2017	Data # 3 Limited	4x Sophos AP55 Wireless Access Point	MUNI	1,402.90
16/06/2017	Dataline Visual Link Pty Limited	Maintenance of CCTV system	MUNI	3,898.13
16/06/2017	David Wells - Builder	Refund Of Verge Permit Application Fee for 2016170385	MUNI	260.00
16/06/2017	Dean Davey	ERC Netball Umpire 12/06/2017	MUNI	22.00
16/06/2017	Desley Wilson	ERC Netball Umpire 15/06/2017	MUNI	60.00
16/06/2017	Donna Bastow	ERC Basketball Umpire 14/06/2017	MUNI	154.00
16/06/2017	Dorma BWN Automatics Pty Limited	Unscheduled Repairs To Front Entrance Doors (Damaged Pelmet).	MUNI	501.79
16/06/2017	Dowsing Group Pty Ltd	Dual Use Pathway Construction - Eaton Drive	MUNI	64,707.50
16/06/2017	Eaton Chemmart Pharmacy	Employee Flu Vaccinations 2017	MUNI	224.25
16/06/2017	Eaton Laser	Office Door Name Plates	MUNI	109.62
16/06/2017	Eaton Pet Vet	Vet Talk- Walk on the Wild Side Looking Glass Event	MUNI	55.00
16/06/2017	Environmental and Agricultural Testing Services	Ground Water Analysis For DOW Licenced Ground Water Extraction Points	MUNI	2,623.50
16/06/2017	Evelyn Butchart	Catering	MUNI	867.00
16/06/2017	First Action Emergency Ready	Warden vests for ERC - Cafe/Resale stock staff	MUNI	1,051.50
16/06/2017	Fit2Work	Monthly Invoice For Employee Police Checks 01/05/2017 - 31/05/2017	MUNI	38.39
16/06/2017	Forestvale Trees Pty Ltd	Plants For P&G	MUNI	2,970.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
16/06/2017	Geographe Civil	Lower Sewer Pit Lid - 7 Graham Street, Eaton	MUNI	1,375.00
16/06/2017	Glen Huon Primary School P & C Association	2016/2017 Grant - Activities in Eco Village	MUNI	990.00
16/06/2017	Grand Cinemas	ERC - 26 Child Admission To Cinemas As Part Of Vacation Care Excursion	MUNI	221.00
16/06/2017	Health Insurance Fund of WA (HIF)	Payroll Deductions	MUNI	340.00
16/06/2017	Heatleys Sales Pty Limited	Safety Wear	MUNI	857.24
16/06/2017	JCW Electrical Pty Ltd	Light Repairs	MUNI	5,979.28
16/06/2017	JP Group - CPSS Pty Ltd	Lease of transfer station at Lot 81 Banksia Road, Dardanup - June 2017	MUNI	944.16
16/06/2017	Jason Signmakers	Street Signs - Eleanor Way, Reuben Way, Bocker Street	MUNI	393.87
16/06/2017	Jennylee Maaka	ERC Netball Umpire 13/06/2017	MUNI	66.00
16/06/2017	Jo Jingles South West	Library Workshop	MUNI	2,480.00
16/06/2017	Justine Eichner	ERC Basketball Umpire 14/06/2017	MUNI	154.00
16/06/2017	Kaitlin O'Dea	ERC Netball Umpire 13/06/2017	MUNI	180.00
16/06/2017	Kenny Pomare	ERC Basketball Umpire 14/06/2017	MUNI	22.00
16/06/2017	Kings Tree Care	Various Invoices	MUNI	16,712.00
16/06/2017	Kirsty Shooter	Rates Refund For Assessment 14 Wandoo Way Eaton	MUNI	699.38
16/06/2017	Kmart	Floor Mats	MUNI	38.50
16/06/2017	Lauren Vincent	ERC Basketball Umpire 14/06/2017	MUNI	44.00
16/06/2017	Local Government Supervisors Assoc of WA Inc	2017 Parks and Works Conference and Expo - Mr David Mort	MUNI	929.50

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
16/06/2017	Lynden Carruthers	Quarterly Cash Prize Winner	MUNI	250.00
16/06/2017	Malatesta Road Paving & Hotmix	Eaton Drive - Supply And Lay 30mm Ac10 Asphalt, Estimated 8,540m2	MUNI	120,463.11
16/06/2017	McKayhla Pomare	ERC Basketball Umpire 14/06/2017	MUNI	44.00
16/06/2017	Mindsystems	Bluebeam Software Upgrade To 2017 Extreme With Enterprise Licence	MUNI	18,465.48
16/06/2017	Moore Stephens (WA) Pty Ltd	Guidance And Advice To Natalie Hopkins Up To May 2017	MUNI	418.00
16/06/2017	Natasha Bowron	ERC Netball Umpire 13/06/2017	MUNI	67.50
16/06/2017	Nightguard Security Service Pty Limited	Security Alarm Monitoring Service For ERC	MUNI	90.20
16/06/2017	PFD Food Services Pty Limited	ERC - Cafe/Resale Stock	MUNI	168.70
16/06/2017	PFI Cleaning Supplies	Cleaning Products	MUNI	351.65
16/06/2017	PSN Events Pty Ltd	Smarter Cities Event 2017 - M Bennett	MUNI	437.80
16/06/2017	Paige Vincent	ERC Basketball Umpire 14/06/2017	MUNI	110.00
16/06/2017	Parks and Leisure Australia	Threats & Risks in Community Events Seminar	MUNI	220.00
16/06/2017	Pindan Construction	Eaton Sports Pavilion	MUNI	787,577.79
16/06/2017	Prestige Products	Cleaning Supplies	MUNI	632.61
16/06/2017	Procad Pty Limited	AutoCAD 12 Month Maintenance Subscription Renewal	MUNI	2,145.00
16/06/2017	Rosa Soisalo	ERC Refund Of Remaining Days Left On 6 Month Membership	MUNI	60.45
16/06/2017	Raeco International Pty Limited	Barcode Protector For ECL	MUNI	95.70
16/06/2017	Ryan Baker	ERC Basketball Umpire 14/06/2017	MUNI	132.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
16/06/2017	Sanet Marion Haenga	Crossover Rebate Lot 1 1 Belvedere Crescent Eaton A11319	MUNI	302.00
16/06/2017	Schweppes Australia Pty Limited	ERC - Cafe/Resale Stock	MUNI	152.92
16/06/2017	Sophie Docker	ERC Netball Umpire 13/06/2017	MUNI	67.50
16/06/2017	Southern's Water Technology	Replace 80mm Galvanised Pipe	MUNI	931.68
16/06/2017	Geographe Ford/ Bunbury Hyundai	75000 km Service Hyundai Sata Fe DA9295	MUNI	379.00
16/06/2017	Staples Australia Pty Limited	Stationery	MUNI	786.83
16/06/2017	Surveying South	Mark Out Positions Of Light Poles.	MUNI	1,355.75
16/06/2017	Synergy	Electricity Accounts	MUNI	1,610.10
16/06/2017	Telstra	Telephone Accounts	MUNI	7,908.80
16/06/2017	Therese Price	ERC Netball Umpire 13/06/2017	MUNI	135.00
16/06/2017	Vanessa Black	ERC Netball Umpire 13/06/2017	MUNI	132.00
16/06/2017	Veolia Environmental Services (Aus) Pty Ltd	Cleaning Of Culverts On Falcon Road	MUNI	2,798.40
16/06/2017	West Australian Mechanical Services Pty Ltd	Server Room Failed Air Conditioner	MUNI	13,873.75
16/06/2017	Western Australian Treasury Corporation	Loan Repayment	MUNI	38,928.40
16/06/2017	Woolworths Limited	Various Invoices	MUNI	628.16
16/06/2017	Workforce Road Services Pty Ltd	Shenton Road, Burekup - Spotting And Centre Lining Of Road	MUNI	10,914.20
16/06/2017	Xavier Cotton	ERC Basketball Umpire 14/06/2017	MUNI	44.00
02/06/2017	Australian Institute of Building Surveyors	AIBS Membership Renewal	MUNI	998.00

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
16/06/2017	Department of Transport	Align Licence To 31/07/2017 for DA15307	MUNI	24.35
16/06/2017	Shire of Dardanup	ERC Petty Cash	MUNI	238.10
02/06/2017	WA Super	Payroll Deductions	MUNI	34,470.49
02/06/2017	Concept One	Superannuation Contributions	MUNI	218.52
02/06/2017	The Universal Super Scheme	Superannuation Contributions	MUNI	96.90
02/06/2017	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	144.40
02/06/2017	REST Superannuation	Superannuation Contributions	MUNI	228.00
02/06/2017	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	235.43
02/06/2017	AustralianSuper	Superannuation Contributions	MUNI	670.02
02/06/2017	Burton Superannuation Fund	Superannuation Contributions	MUNI	218.51
02/06/2017	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	296.32
02/06/2017	Media Super	Superannuation Contributions	MUNI	198.92
02/06/2017	Construction & Building Industry Super	Superannuation Contributions	MUNI	337.20
02/06/2017	Hostplus	Superannuation Contributions	MUNI	259.47
16/06/2017	WA Super	Payroll Deductions	MUNI	35,629.23
16/06/2017	Concept One	Superannuation Contributions	MUNI	218.52
16/06/2017	The Universal Super Scheme	Superannuation Contributions	MUNI	96.90
16/06/2017	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	144.40
16/06/2017	REST Superannuation	Superannuation Contributions	MUNI	204.25

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
16/06/2017	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	235.43
16/06/2017	AustralianSuper	Superannuation Contributions	MUNI	737.68
16/06/2017	Burton Superannuation Fund	Superannuation Contributions	MUNI	218.51
16/06/2017	ANZ Smart Choice Super (Onepath Masterfund)	Superannuation Contributions	MUNI	331.87
16/06/2017	Media Super	Superannuation Contributions	MUNI	198.92
16/06/2017	Construction & Building Industry Super	Superannuation Contributions	MUNI	341.61
16/06/2017	Hostplus	Superannuation Contributions	MUNI	259.47
09/06/2017	Engineers Australia	Engineers Australia Membership Renewal 2017-2018	MUNI	557.00
12/06/2017	Pluralsight	Pluralsight Software eLearning Subscription 31/05/2017 - 30/05/2018	MUNI	837.89
16/06/2017	Book Depository	Book Stock Eaton	MUNI	188.35
16/06/2017	Getgo Aus Pty Ltd	Payment Of Licence To Use GoTo Service	MUNI	66.84
16/06/2017	MailStore Software GmbH	Annual Maintenance Renewal Mailstore	MUNI	1,444.61
16/06/2017	Qantas Airways Limited	Return Flights From Perth To Canberra For Mark Chester	MUNI	2,272.22
16/06/2017	Facebook Ireland Limited	Paid Advertising Post For Bootcamp Challenge Campaign	MUNI	60.50
16/06/2017	MailChimp	Subscriptions To Mailchimp E-Newsletter	MUNI	105.14

DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
23938 - 24212		CERTIFICATE OF Chief Executive Officer		1,950,622.76
44821 - 44823		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.		1,260.45
				75,990.97
				4,137.66
				837.89
				557.00
				2,033,406.73



MR MARK L CHESTER
Chief Executive Officer

CARRIED
7/0

13 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

13.1 Title: Local Law –Plastic Bag Ban

Reporting Department: Elected Member

Reporting Officer: Cr. C N Boyce

Legislation: Local Government Act 1995

Background -

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

The following resolution was made [299-16]:

THAT Council:

1. *Advises WALGA that it supports a state-wide ban in line with the Australian Capital Territory, South Australia, Tasmania and the Northern Territory, that prohibits retailers from providing single-use, lightweight polyethylene plastic bags of 35 microns or less and lightweight plastic bags marked 'degradable', while continuing to allow the use of heavier department store plastic bags, compostable bags that comply with AS4736, barrier bags (e.g. fruit and vegetables), paper bags and green bags.*
2. *Advises WALGA that while supportive of a state-wide ban, is not supportive of any changes that will place enforcement responsibility on local government and subsequently results in a need for further resourcing at the Shire.*
3. *Provides a copy of this report to WALGA as feedback to the Discussion Paper – Plastic Bags – August 2016.*

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications -

- *Chief Executive Officer Comment*

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

Budget – Whole of Life Cost None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

- *Elected Member Comment*

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

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

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

- *Chief Executive Officer Comment*

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

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

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

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

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

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

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

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

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

That the existing resolution be replaced with a resolution to defer the item until the Ordinary Council Meeting to be held on 19 July 2017 in order to gather more information about the matter.

Discussion:

Cr. C N Boyce – I'd like to ask for this to be deferred until the next meeting. I would like to gather more background information first and to take it to the next South West Zone Meeting first. By the next Ordinary Meeting we should also have more of an idea of how East Fremantle's Local Law is progressing.

OFFICER RECOMMENDED RESOLUTION

THAT Council:

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

COUNCIL RESOLUTION

176-17 MOVED - Cr. C N Boyce SECONDED - Cr. P R Perks

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

CARRIED
7/0

13.2 Title: Foreshadowed Motion Cr. L D Harris – Bunbury and Districts Softball Association – Self Supporting Loan

Reporting Department: Elected Member
 Reporting Officer: Cr. L D Harris
 Legislation: Local Government Act 1995

Background

Cr Harris announced the following at the Ordinary Meeting of Council held on the 7 June 2017, during the item being discussed behind closed doors.

Cr. L D Harris – I would like to foreshadow a motion to be put forward at the 28 June 2017 Council Meeting - There has been quite a lot of discussion regarding the club's self-supporting loan. I intend to move at the next meeting that the pavilion be assessed for all items for fitout, and that the club be consulted.

FORESHADOWED MOTION

THAT Council:

1. *Assess the Bunbury and Districts Softball Pavilion for all items deemed to be required for the fit-out.*
2. *Write to the Bunbury and Districts Softball Association (BADSA) and invite them to put forward any items of furniture and equipment they deem necessary for additional fit-out of the Softball Pavilion.*
3. *Offer the BADSA a self-supporting loan to cover the costs of the additional fitout.*

Legal Implications - None.

Strategic Community Plan None.

Environment - None.

Precedents - None.

Budget Implications None.

Budget – Whole of Life Cost None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

The Bunbury and District Softball Association have not approached the Shire for assistance with the fit-out of their new pavilion.

An offer of a self-supporting loan to assist the Association can be made if Cr Harris' foreshadowed motion is adopted.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

COUNCILLOR RECOMMENDED RESOLUTION

THAT Council:

1. Assess the Bunbury and Districts Softball Pavilion for all items deemed to be fit-out.
2. Write to the Bunbury and Districts Softball Association [BADSA] and invite them to put forward any items of furniture and equipment they deem necessary for additional fit-out of the Softball Pavilion.
3. Offer the BADSA a self-supporting loan to cover the costs of the additional fitout.

FURTHER INFORMATION

Note: The following information was provided via email [27/06/2017] to all Councillors prior to the meeting for consideration.

Cr Harris has advised that the discussion and foreshadowed motion that is recorded below from the behind closed doors meeting [07/06/2017] was to have read as follows (amendments in red):

*Cr. L D Harris – I would like to foreshadow a motion to be put forward at the 28 June 2017 Council Meeting - There has been quite a lot of discussion regarding the **Football** club's self-supporting loan. I intend to move at the next meeting that the **Softball** pavilion be assessed for all items **deemed** for fitout, and that the club be consulted.*

FORESHADOWED MOTION

THAT Council:

1. *Assess the Bunbury and Districts Softball Pavilion for all items deemed to be **required for the** fit-out.*
2. *Write to the Bunbury and Districts Softball Association (BADSA) and invite them to put forward any items of furniture and equipment they deem necessary for additional fit-out of the Softball Pavilion.*
3. *Offer the BADSA a self-supporting loan to cover the costs of the additional fitout.*

Further to this information, Cr Harris has asked that Part 3 of the Foreshadowed Motion be amended from:

3. Offer the BADSA a self-supporting loan to cover the costs of the additional fitout.

to read:

3. Offer the BADSA a self-supporting loan to cover the costs of all items deemed fitout including extra fitout items.

Note: Cr. L D Harris will move the following resolution at the meeting to be held on 28 June 2017:

Discussion:

Cr. L D Harris – In putting this forward, I want to have compatibility in this process between the two projects (new football and softball pavilions). Everything here I support and I don't see that there would be any major issue with Council's offer.

Cr. C N Boyce – I don't see any reason for this offer to go ahead now, a month away from getting the final figures for the project. The softball club hasn't requested a self-supporting loan. The only thing that this has been pushed along by is that the football club wanted the trust funds before the final invoices have come in. There's no time critical element here.

Cr. M T Bennett – Cr. Harris, can I clarify that this is you, not the football club, requesting this?

Cr. L D Harris – Yes, that's correct.

Cr. A Mountford – While I appreciate what Cr. Boyce says regarding the lack of urgency, we're only offering the softball club the same as what we offered the football club. We want to put ourselves on a level playing field between the two clubs.

Cr. M T Bennett – I recently had discussions with the softball club and they were going to Perth to buy what they needed. I'm speaking against the motion in that all along the planning process the softball club said they'd go down this track provided there was no cost to them. Then the two projects were split apart. That's the planning process we went through. Fortunately for long term relationships we now have two separate buildings, which is better for everyone. My opinion is let sleeping dogs lie. The softball club has said all along that they'll look at the possibilities presented to them as long as there was no cost. The softball club have been putting money aside for the past four years to afford their fitout.

Cr. L D Harris – It's interesting on that note about the softball club. This Council never had that proposition put in front of them; it was never debated. Considerable amount of funds moved to cover the softball pavilion, there was no Council decision to split the budget, a considerable amount was taken from football to do the project for softball that never came to Council. I guarantee that you will not find this anywhere on the books. For that purpose I say that the outcome is magnificent, all I'm talking about is fairness and equity and that the budget was never established for the softball club. In fairness, I'm saying that the softball club bring up the fitout costs. I'm not saying that they must pay, just that they be afforded this opportunity. I accept that my last motion didn't get through but there is still assessment to be made for football. I want to come together for a final discussion on cost sharing. If you go back to the Heads of Agreement, it said "building and fitout". Now Council says building only. I believe left as it is, there will be long term issues.

AMENDED COUNCILLOR RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

MOTION LOST MOVED Cr. L D Harris SECONDED - Cr. A Mountford

THAT Council:

1. Assess the Bunbury and Districts Softball Pavilion for all items deemed to be fit-out.
2. Write to the Bunbury and Districts Softball Association [BADSA] and invite them to put forward any items of furniture and equipment they deem necessary for additional fit-out of the Softball Pavilion.
3. Offer the BADSA a self-supporting loan to cover the costs of all items deemed fitout including extra fitout items.

MOTION LOST
2/5

Councillor Bennett requested that his name be recorded, as is Council practise all names were recorded: -

For	Against
Cr Harris Cr Mountford	Cr Bennett Cr Davies Cr Perks Cr Gardiner Cr Boyce

13.3 Title: Foreshadowed Motion Cr. P R Perks – Responsible Cat Ownership Program

Reporting Department: Elected Member
Reporting Officer: Cr. P R Perks
Legislation: Local Government Act 1995

Background

Council budgeted in the 2016/17 year an amount of \$4,950 set to increase to \$5,250 in the Draft 2017/18 Corporate Business Plan for the Cat Sterilisation Program. The program provides a subsidy [150 x Cat Sterilisation Vouchers @ \$35ea) to Shire of Dardanup community members towards having their cats sterilised.

There is approximately \$4,740 remaining funds from the 2016/17 year. I propose that rather than absorb the unspent funds into the 2017/18 budget, that they be allocated to a new area of Responsible Cat Ownership Program.

Legal Implications - None.

Strategic Community Plan None.

Environment - None.

Precedents - None.

Budget Implications -

To be discussed at the Special Council meeting Corporate Business Plan.

Budget – Whole of Life Cost None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

Note: Director Engineering & Development Services and Acting Director Corporate & Community Services to provide further information at the Council meeting.

Chief Executive Officer Comment

I recommend that this not go to the budget meeting as it is our practice not to have items that late. The option for Council to have a 'wish list' is in place for councillor requests. When this has happened previously it has been frowned upon, as it should, because all of the work had been done to date is affected by last minute changes. Last minute changes result in council trying to cut something else to fit a later request or increase the rates by more than the 4.5% that Council requested.

If this resolution gets approved then we would have 2 days to make changes to the draft budget. My recommendation will be that it not be approved as there is insufficient details of the actual use of the funds and the matter should be referred to the mid-year budget review.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation

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

That point three of the Officer Recommended Resolution be changed to read "Council refer the request for additional funds to the mid-year budget review meeting on 30 June 2017", to ensure that allocation of these funds does not affect other areas of the budget.

OFFICER RECOMMENDED RESOLUTION

THAT Council refers the following to the Special Council Meeting to be held on 30 June 2017:

1. Council approve roll over of cat sterilisation subsidy from 2016/17 financial year to go towards a Responsible Cat Ownership Program 2017/18;
2. That the \$5,250 allocated toward Cat Sterilisation in the proposed 2017/18 annual budget remain in place;
3. Council allocate an additional \$4,000 toward establishing a Responsible Cat Ownership Program; and
4. Council request the Chief Executive Officer establish a working group to plan the implementation of targeted Responsible Cat Ownership Program including the allocation of funds.

Discussion:

Cr. P R Perks – I have a slight change to the motion – most of you I have already spoken to about this but what I'm trying to achieve through a workshop with Ranger Services. We're trying to come up with the most effective strategies to promote responsible cat ownership, such as a microchip day, information on cat trapping etc. I apologise for the late notice but I just found out that a resident is trapping and killing cats that don't belong to them. It's about trying to take ownership as a Shire. I was hoping for additional \$4,000 for the program but I am happy to defer that request until budget review.

Cr. M T Bennett – My suggestion is to remove part 3 of the recommended resolution, or change part 3 as follows – 'refer request for additional funds at the mid-year review of budget.'

Cr. P R Perks – The plan is to work with Ranger Services and the Chief Executive Officer to identify most effective strategies from existing programs. Community education and existing programs have to be run alongside each other though.

Cr. L D Harris – I am against the motion, but not because of Cr. Perks' ideas. What dog campaign there are also dog ownership issues? There are already mechanisms in place to promote responsible pet ownership, such as fines being handed out. I wonder where the education starts and finishes. I don't think that it will make any difference in behaviour.

Manager Development Services, Mr Steve Potter – There are some issues with feral cats and some suggestions made at the meeting the other day; the low sterilisation voucher usage means that it would be better to get the message [that vouchers are available] out there.

Cr. C N Boyce – My understanding is that there are a lot of feral cats living in Millar’s Creek. The longer that this goes on, the more cats breed and wildlife killed. This allows funds for a range of different incentives.

Cr. A Mountford – I’m not against the principle but we seem to be looking at feral cats to a large degree. These are not going to be caught by responsible cat owners.

Cr. P R Perks – To sum up, the rangers don’t have the support in place to catch these cats. I’m concerned about the wildlife and about residents being upset. It’s not about babying people; it’s about enabling them to be responsible. If we do a trapping program at night and inform residents, residents will keep their cats in at night and change their behaviour. It’s about long term behaviour changes.

COUNCIL RESOLUTION

177-17 MOVED - Cr. P R Perks SECONDED - Cr. C N Boyce

THAT Council refers the following to the Special Council Meeting to be held on 30 June 2017:

- 1. Council approve roll over of cat sterilisation subsidy from 2016/17 financial year to go towards a Responsible Cat Ownership Program 2017/18;**
- 2. That the \$5,250 allocated toward Cat Sterilisation in the proposed 2017/18 annual budget remain in place;**
- 3. Council refer the request for additional funds to the mid-year budget review meeting on 30 June 2017; and**
- 4. Council request the Chief Executive Officer establish a working group to plan the implementation of targeted Responsible Cat Ownership Program including the allocation of funds.**

CARRIED
6/1

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

None.

15 PUBLIC QUESTION TIME

None.


16 MATTERS BEHIND CLOSED DOORS

None.

17 CLOSURE OF MEETING

The Presiding Officer advised that the date of the next Ordinary Meeting of Council will be Wednesday 19 July 2017, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

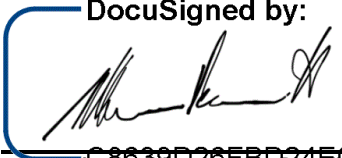
There being no further business the Presiding Officer declared the meeting closed [5.57pm].



CONFIRMATION OF MINUTES

“As the person presiding at the meeting at which these minutes were confirmed on 19 July 2017, I certify that these minutes have been confirmed as a true and accurate record of proceedings.

DocuSigned by:



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