



**CONFIRMED**

# MINUTES

# ORDINARY MEETING

Held

30 August 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 30 AUGUST 2017, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 5.00PM.

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

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

##### *Acknowledgement of Country*

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

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

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

##### *Emergency Procedure*

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

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

##### **2.1 Attendance**

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

Cr. Luke Davies	-	Elected Member
Cr James Lee	-	Elected Member
Cr Patricia Perks	-	Elected Member
Cr Allen Mountford	-	Elected Member
Cr. Danny Harris	-	Elected Member
Mr Mark Chester	-	Chief Executive Officer
Mrs Donna Bailye	-	Executive Governance Officer
Mrs Tracey Maisey	-	Governance Officer
Mr Luke Botica	-	Director Engineering & Development Services
Mr Phil Anastasakis	-	Director Corporate & Community Services
Mr Steve Potter	-	Manager Development Services

## 2.2 Apologies

Mrs Cathy Lee	-	Manager Governance & HR
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## 3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

None.

## 4 PUBLIC QUESTION TIME

### 4.1 Dr Phillip Smith – Regarding Item 12.4.5 – Lot 50 (754) Ferguson Road (St Aidan Winery), Ferguson – Proposed Restaurant Extension

Dr Phillip Smith submitted a question via email to Council prior to the meeting regarding some of the conditions of approval in the officer recommended resolution. Shire President, Cr. M T Bennett advised that the question and officer's response will be dealt with at the time the item is considered by Council.

### 4.2 Mr Cecil Mountford – Regarding Item 12.2.2 – Request for Road Upgrade of Mountford Road, Crooked Brook

Mr Cecil Mountford asked the following of Council regarding Item 12.2.2 and the Request for upgrade of Mountford Road:

*“Unfortunately the request for upgrade was supposed to have been arrived prior to Council finalising the budget. The comments I’d like to make are that the Councillors are doing as good a job as they can, but it’s the second time that my driveway has*

*been built with gravel. Unless those trees can be removed and the drain can be dug, when rain of recent magnitude is received it causes chaos in the area. The other point that I'll make is that I've requested not to have to put in firebreaks. I'd like to point out that I've been told that Ratcliffe West Road has been granted exemption and I don't know how, when I've had 25 years of no exemptions granted on Mountford Road. How is it that Mountford Road has to put in firebreaks and others don't?"*

*Shire President, Cr M T Bennett – I'm not sure. I can't remember that particular exemption being in the Bushfire Advisory Committee (BFAC) Minutes.*

*Cr. P S Robinson – Some people in various properties apply for 3-year exemptions. These come through the area Fire Control Officer and to the BFAC. Those people with exemptions have formally applied for them.*

*Mr Cecil Mountford – It doesn't seem reasonable that two of the properties have to put firebreaks in and others don't.*

*Cr. M T Bennett – We will find out and advise.*

*Cr. L D Harris – There is a time prior to fire season that these applications need to be made by.*

## **5 APPLICATIONS FOR LEAVE OF ABSENCE**

None.

## **6 PETITIONS/DEPUTATIONS/PRESENTATIONS**

### **6.1 Millbridge Lions – Presentation of Thanks**

*Shire President, Cr. M T Bennett noted that the Millbridge Lions had recognised Council's work with their organisation and had presented a small Lions Club Pennant as a token of appreciation to Cr. P R Perks.*

*Cr. M T Bennett thanked the Millbridge Lions for their ongoing work in the community.*

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

7.1 Ordinary Meeting Held 9 August 2017

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

219-17 MOVED - Cr. P S Robinson SECONDED - Cr. T G Gardiner

**THAT the Minutes of the Ordinary Meeting of Council held on 9 August 2017, be confirmed as true and correct subject to no corrections.**

CARRIED  
9/0

**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 a proximity interest in Item 12.4.5 as he owns property immediately opposite the proponent.*

*Cr P R Perks declared an impartiality interest in item 12.4.4 due to having worked for the proponent in the past. .*

## 12 REPORTS OF OFFICERS AND COMMITTEES

### CHANGE TO ORDER OF BUSINESS

#### COUNCIL RESOLUTION

220-17      MOVED - Cr. P S Robinson      SECONDED - Cr. A Mountford

**THAT Council change the Order of Business and deal with Item 12.4.5 as the next items of business [5.09pm] to accommodate the public in the gallery.**

CARRIED  
9/0

12.4.5      *Title: Application for Development Approval – Lot 50 (754) Ferguson Road (St Aidan Winery), Ferguson – Proposed Restaurant Extension*

*Reporting Department: Engineering & Development Services*

*Reporting Officer: Miss Alice Baldock – Planning Officer*

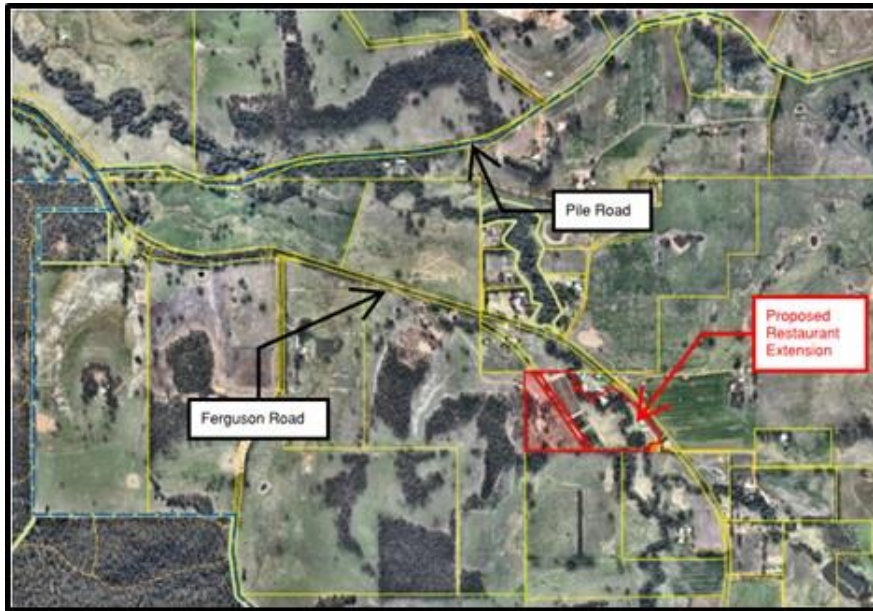
*Legislation: Planning and Development Act 2005*

### DECLARATION OF INTEREST

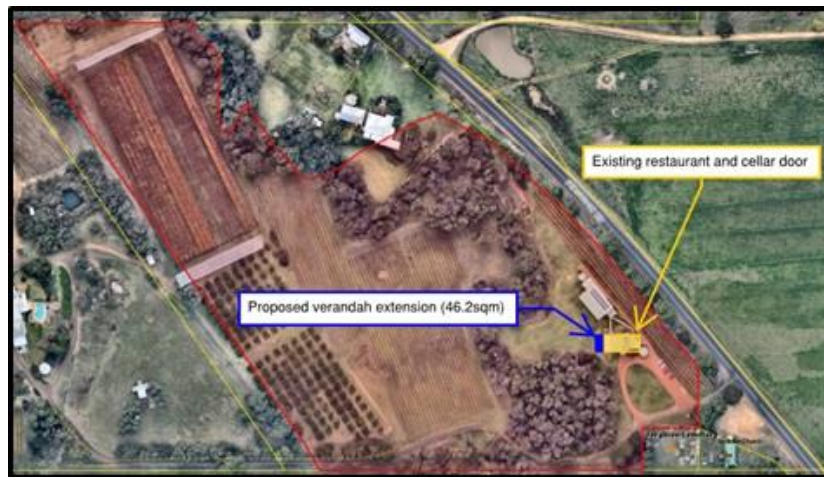
Cr. T G Gardiner declared a Proximity Interest in item 12.4.5 as he owns property immediately opposite the proponent.

Cr. T G Gardiner left the room [5.09pm].

### Location Plan



### Site Plan



### Background

Council has received an Application for Development Approval for the construction of an enclosed verandah extension onto the existing restaurant at Lot 50 (754) Ferguson Road, Ferguson (St Aidan Winery). Full details of the application are contained in (Appendix ORD: 12.4.5).

The 3.7ha lot is zoned 'General Farming' under the Shire of Dardanup Town Planning Scheme No. 3. (TPS3) and is situated within the Landscape Protection Area. The property abuts similarly zoned properties to its north, west and south with Ferguson Road abutting its eastern boundary. The Ferguson River traverses the slightly undulating property in a general south to north direction which is bordered by remnant native vegetation along its banks.

Lot 50 is used for residential, viticultural, horticultural and associated commercial uses. The associated commercial uses approved under TPS3 include a restaurant, cellar door sales and private recreation function area, all of which operate out of the

purpose-built buildings in the eastern portion of the property and the adjacent grassed area.

The historical approvals for this property are listed below with the approved land uses under TPS3 identified in brackets:

- November 2004 - Cellar Door Sales Building (Cellar Door Sales) – Approval lapsed;
- March 2006 – Cellar Door Sales Building (Cellar Door Sales) – Approval lapsed;
- February 2009 – Wine Cellar, Tasting Room & Restaurant (Cellar Door Sales and Restaurant);
- November 2010 – Movie and Concert Functions – six permitted per 12 month period (Recreation-Private);
- April 2013 – Undercover Area (Development Only – No additional land use approved);
- July 2014 – Lean-to extension to ‘Undercover Area’ and Water Tank (Development Only - No additional land use approved);
- November 2014 – Toilets and Storeroom (Development Only - No additional land use approved); and
- November 2016 – Movie, Theatre and Concert Functions – 12 permitted per 12 month period (Recreation – Private). It is to be noted that the applicant is yet to comply with a number of Development Approval conditions prior to this land use being exercised.

The application under consideration is for the construction of a 46.2m<sup>2</sup> enclosed extension of the existing restaurant. The extension is designed to suit all weather conditions with a sunroof and stackable glass doors (see Appendix ORD: 12.4.5 for full veranda details).

- *Advertising*

In the Zoning Table contained in TPS3 the land use of ‘restaurant’ is identified as an ‘A’ use within the ‘General Farming’ zone.

A land use with an ‘A’ permissibility is defined as follows:

*‘A’ means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 7.2.*

The land use for a “restaurant” was originally approved in 2007 and this proposal relates to an extension to the existing cellar door sales and restaurant building. The proposal was advertised by way of notification to seven adjoining land owners,

inviting comment within a 21 day advertising period. The advertising period resulted in no submissions being received.

### Legal Implications

Appeal rights exist at the State Administrative Tribunal.

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

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

- Clause 5.2.3 Landscape Protection Area; and
- Appendix IIA – Carparking.

Each of the above will be discussed in turn.

- *Landscape Protection Area.*

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.*

The proposal complies with the above development standards for the Landscape Protection Area for the following reasons:

- A moderate amount of roadside vegetation exists between the proposed development and Ferguson Road.
- Whilst being slightly visible from Ferguson Road, the extension fits in with the design of the existing building.
- *Appendix IIA - Carparking*

Under TPS3, the required car parking for the land use of 'Restaurant' is calculated at a rate of one parking space for every 4m<sup>2</sup> of seating area. Officers have calculated that based on a total floor area of 121m<sup>2</sup> (existing restaurant plus the proposed extension) the required number of parking bays is 30 bays.

Car parking has been addressed through previous Development Approvals. The existing hard stand carpark next to the 'Restaurant/Cellar Door Sales' building is capable of accommodating 112 bays. The applicant has also previously provided information relating to an overflow parking area, which is to be used for events purposes associated with the Development Approval issued in 2016.

Notwithstanding the fact that ample space is available for the provision of parking it is considered that having the bays marked on-site would assist in ensuring that patrons are made aware of where parking is to occur in an orderly and proper manner. It is also recommended that the existing crossover is to be widened and reconstructed to allow two-way traffic to enter and exit the property safely.

- *Officer Recommendation*

It is recommended that Council approves the application which represents an extension to an existing structure already approved for the use of restaurant / cellar door sales.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

#### OFFICER RECOMMENDED RESOLUTION

THAT Council approves the proposed extension to the existing restaurant / cellar door sales at Lot 50 (754) Ferguson Road, Ferguson (St Aidan Winery), subject to the following conditions:

1. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plan(s) and must not be altered or modified without the further written consent of Council.
2. All stormwater from the proposed building(s) shall be contained on site in accordance with the Shire's specifications (ENG 20 – Stormwater Discharge from Buildings) prior to the occupation and/or use of the proposed development.

3. The existing crossover shall be reconstructed to the Shire's specifications (Policy ENG 10 – Crossovers in Townsites and Rural Areas) to allow sufficient width for two- way traffic prior to occupation of the proposed development.
4. A minimum of 30 carparking bays shall be marked to the Shire's specifications in accordance with Appendix IIA of Town Planning Scheme No. 3.

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) Provision of carparking for those with special accessibility needs is to be in accordance with Australian Standard 1428.1-2001.
- v) 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.
- vi) Any additional toilets that may be required are to comply with the Building Code of Australia. Toilets are to be connected to an effluent disposal system which complies with the requirements of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and the AS/NZS 1547:2012 – On-site domestic wastewater management. Please note: An upgrade or addition to the existing effluent disposal system may be required. Applications for additions/upgrade to the effluent disposal system are to be approved by the Department of Health (WA).
- vii) The applicant is advised that the proposed addition to the existing building is to comply with the Health (Public Buildings) Regulations 1992.
- viii) The applicant is advised that an amended Public Building Approval with an amended site plan will be required to be submitted to the Shire.

## FURTHER INFORMATION

*Note: The following information was tabled at the meeting.*

*Further to the Agenda Item 12.4.5 being considered by Council, additional information is provided herewith.*

### Officer Comment

*Further to Councillor queries regarding Condition 3 of Item 12.4.5, Officers have further reviewed the matter and identified several issues with regards to the locality of the crossover and existing gate at St. Aidan Winery as follows:*

- *Existing masonry entry gate is located approximately 15m from the St Aidan property boundary and is located in the road reserve.*
- *Council records indicate the existing entry gate does not have approval from Council.*
- *Approximately 110m<sup>2</sup> of adjacent vineyard is also located in the road reserve.*

*A plan illustrating the relevant issues is attached. (Appendix ORD: 12.4.5A).*

*In light of the above, officers consider that whilst safe access and egress to the property remains a concern, it needs to be considered as part of a holistic view of the crossover locality in negotiation with the landowner. As such it is recommended the following modifications are made to the Officer Recommended Resolution for Item 12.4.5:*

1. *Condition 3 to be removed from the resolution.*

2. *Additional condition to be included as follows:*

*“The applicant is to prepare a road safety audit to facilitate the safe access/egress of patrons to the property. The audit is to be prepared by a suitably qualified consultant, approved by the Director of Engineering and Development Services, and its recommendations implemented prior to occupation of the approved premises.”*

3. *Additional resolution to be included as follows:*

*“Instructs staff to liaise with the property owner to negotiate options to resolve the outstanding land tenure issues and outstanding approvals associated with the existing entry gate, crossover and portion of vineyard.”*

4. *Additional Advice Note to be included as follows:*

*“With regards to Condition 3 and Resolution B the applicant is encouraged to liaise with Council’s Engineering and Planning staff in resolving the outstanding matters.”*

*The new Officer Recommended Resolution is to read as follows:*



*OFFICER RECOMMENDED RESOLUTION "A"*

*THAT Council approves the proposed extension to the existing restaurant / cellar door sales at Lot 50 (754) Ferguson Road, Ferguson (St Aidan Winery), subject to the following conditions:*

- 1. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plan(s) and must not be altered or modified without the further written consent of Council.*
- 2. All stormwater from the proposed building(s) shall be contained on site in accordance with the Shire's specifications (ENG 20 – Stormwater Discharge from Buildings) prior to the occupation and/or use of the proposed development.*
- 3. ~~The existing crossover shall be reconstructed to the Shire's specifications (Policy ENG 10 – Crossovers in Townsites and Rural Areas) to allow sufficient width for two way traffic prior to occupation of the proposed development.~~ The applicant is to prepare a road safety audit to facilitate the safe access/egress of patrons to the property. The audit is to be prepared by a suitably qualified consultant, approved by the Director of Engineering and Development Services, and its recommendations implemented prior to occupation of the approved premises.*
- 4. A minimum of 30 car parking bays shall be marked to the Shire's specifications in accordance with Appendix IIA of Town Planning Scheme No. 3.*

*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) Provision of car parking for those with special accessibility needs is to be in accordance with Australian Standard 1428.1-2001.*
- v) 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.*



- vi) *Any additional toilets that may be required are to comply with the Building Code of Australia. Toilets are to be connected to an effluent disposal system which complies with the requirements of the Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974 and the AS/NZS 1547:2012 – On-site domestic wastewater management. Please note: An upgrade or addition to the existing effluent disposal system may be required. Applications for additions/upgrade to the effluent disposal system are to be approved by the Department of Health (WA).*
- vii) *The applicant is advised that the proposed addition to the existing building is to comply with the Health (Public Buildings) Regulations 1992.*
- viii) *The applicant is advised that an amended Public Building Approval with an amended site plan will be required to be submitted to the Shire.*
- ix) *With regards to Conditions 3 and Resolution B the applicant is encouraged to liaise with Council’s Engineering and Planning staff in resolving the outstanding matters.*

AND

*OFFICER RECOMMENDED RESOLUTION “B”*

*THAT Council instructs the Chief Executive Officer to liaise with the property owner to negotiate options to resolve the outstanding land tenure issues and outstanding approvals associated with the existing entry gate, crossover and portion of vineyard.*

**SUSPENSION OF STANDING ORDERS**

**COUNCIL RESOLUTION**

221-17      MOVED -    Cr. C. N Boyce                      SECONDED -    Cr. A Mountford

**THAT Council Suspend Standing Orders [5.10pm] in order to hear from the proponent, Dr Phil Smith regarding the officer recommended resolution.**

CARRIED  
8/0

**COUNCIL RESOLUTION**

222-17      MOVED -    Cr. P S Robinson      SECONDED -    Cr. C N Boyce

**THAT Council resume Standing Orders [5.25pm].**

CARRIED  
8/0

**RESUMPTION OF STANDING ORDERS***Discussion:*

*Cr. P S Robinson – I am uncomfortable with points 3 and 4 of the officer recommended resolution. For point 4, St Aidan can take a lot of cars, on an ordinary day the car parking is very orderly. For other places that need marked bays, these are new venues; St Aidan has been there for ages. For the crossover, I'm concerned that by a person making an application it exposes them to an audit of the whole property. In terms of the entry, as a Council we used this place for a function and were happy to use the existing entry. I recommend that the other issues officers have raised are dealt with at a later time. I recommend the original officers recommendation with the removal of points 3 and 4.*

*Cr. P R Perks – I'm conflicted about the crossover. My issue is if we leave this now and it doesn't happen at some later stage and then there's an accident, what are we opening ourselves up for? It may not be time critical but still needs to be considered. Is there a particular timeframe we should stick to?*

*Manager Development Services, Mr Steve Potter –It has possibly reached the critical point to consider other aspects, despite only being a small development application. It's the right time to consider these issues from a safety perspective.*

*Cr. P R Perks –Is there another point where this would come up again?*

*Manager Development Services, Mr Steve Potter – The development application stage is a trigger point.*

*Cr. C N Boyce – Do we know if there have been any traffic issues?*

*Director Engineering and Development Services, Mr Luke Botica – None directly related to St Aidan.*

*Cr. M T Bennett – We went through an exhaustive process with a similar business down the road; we made them put hardstand parking in which we're not asking here. Favouring one business over another is not how I like to operate. I know that there are traffic issues (not accidents) on movie nights. Ins and outs may be solved with bringing in part 3 and 4. I would be voting against this. I want the Valley to progress safely.*

*Cr. C N Boyce – My understanding from the debate was that the issue of the crossover will be dealt with at the same time that they talk about the land ownership/road reserve issue. Is that correct?*

*Director Engineering & Development Services, Mr Luke Botica - It can be.*

*Manager Development Services, Mr Steve Potter – If we were to include part 3, and part B from the addendum, I think we can deal with both.*

*Cr. P S Robinson – I'm happy to add the officers recommended resolution part B of the new officer recommendation. We haven't really talked about the fact that this application is not for an increase in people. There are never 200 people there on a weekend for lunch. It's about increasing the amenity.*

*Cr. C N Boyce – I would move resolution B of the amendment alone*

### Change to Officer Recommendation

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

Resolution was changed to address the planning issues and the matter of the crossover will be dealt with at a later stage, that being when the matter of the gate and the road reserve is fully investigated.

### **COUNCIL RESOLUTION "A"**

223-17      MOVED -    Cr. P S Robinson      SECONDED -    Cr. J Lee

**THAT Council approves the proposed extension to the existing restaurant / cellar door sales at Lot 50 (754) Ferguson Road, Ferguson (St Aidan Winery), subject to the following conditions:**

- 1. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plan(s) and must not be altered or modified without the further written consent of Council.**
- 2. All stormwater from the proposed building(s) shall be contained on site in accordance with the Shire's specifications (ENG 20 – Stormwater Discharge from Buildings) prior to the occupation and/or use of the proposed development.**

#### **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) Any additional toilets that may be required are to comply with the Building Code of Australia. Toilets are to be connected to an effluent disposal system which complies with the requirements of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* and the *AS/NZS 1547:2012 – On-site domestic wastewater management*. Please note: An upgrade or addition to the existing effluent disposal system may be required. Applications for additions/upgrade to the effluent disposal system are to be approved by the Department of Health (WA).
- v) The applicant is advised that the proposed addition to the existing building is to comply with the *Health (Public Buildings) Regulations 1992*.
- vi) The applicant is advised that an amended Public Building Approval with an amended site plan will be required to be submitted to the Shire.

CARRIED  
7/1

**AND**

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION“B”**

224-17      MOVED -    Cr. C N Boyce                      SECONDED -    Cr. J Lee

**THAT Council instructs the Chief Executive Officer to liaise with the property owner to negotiate options to resolve the outstanding land tenure issues and outstanding approvals associated with the existing entry gate, crossover and portion of vineyard.**

CARRIED  
8/0

*Note: Cr. T G Gardiner returned to the room [5.44pm].*

**CHANGE TO ORDER OF BUSINESS****COUNCIL RESOLUTION**

225-17      MOVED -    Cr. P S Robinson      SECONDED -    Cr. L D Harris

**THAT Council change the Order of Business and deal with Item 12.2.3 as the next item of business [5.45pm] to accommodate the public in the gallery.**

CARRIED  
9/0

12.2.3      Title:    Drainage Proposal For The Glen Huon Oval

*Reporting Department:    Engineering & Development Services*

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

*Legislation:                Local Government Act 1995*

Background -

Council is requested to consider the reallocation of project funds for the installation of subsoil drainage at the Glen Huon Oval.

The Shire was recently notified that its application to the Building Better Regions Fund (BBRF) for the Eaton Town Centre Drainage Project was unsuccessful. In the submission, the Shire was seeking a dollar-for-dollar funding amount of \$401,000 for a total project cost of \$802,000. The Shire's contribution of \$401,000, made up of project funds in the 2017-2018 budget and funds held in Reserve from 2016-2017, is currently still available.

A copy of the report to the Eaton Townscape Committee Meeting held on the 6 February 2016 is provided in (Appendix ORD: 12.2.3) – this report provides background on the project.

Although the funds are still required for modifications to the drainage in the Eaton Town Centre, it is suggested that any works be deferred until such time as the scope of further development in the Eaton Town Centre is fully known. This includes the implementation of the Eaton Fair Activity Centre Plan and the future development of the Shire's administration building and new library.

It is however, suggested that Council consider reallocating some of the available funds to the installation of subsoil drainage at the Glen Huon Oval.

As the Council would be aware, the oval has been excessively wet in recent weeks and the ongoing wet conditions on the ground have resulted in the last two scheduled home games of the Eaton Boomers Football Club to be relocated from Eaton. The Shire has also received some negative publicity regarding the condition of the ground via the local newspapers and social media.

Council was aware of the challenges faced with the oval and it was decided to attempt to manage the conditions through a program of surface treatments that would assist in the permeability of the soil instead of attempting to install a drainage system so close to the commencement of use of the oval.

The proposed surface treatments, combined with pumping of water from the field was undertaken. However, the sheer magnitude of rainfall, as well as the high number of consecutive wet days has proven too much for the treatments to be effective.

Shire staff have investigated the situation and believe that subsoil drainage and renovation works are necessary to improve the condition of the oval for the next football season.

Ultimately, it is expected that full redevelopment of the oval surface will be required. This includes:

- Removal of existing turf and soil profile;
- Replacement of the soil with imported sand of suitable permeability;
- Installation of a comprehensive subsoil system;
- Shaping the oval to assist in drainage;
- Soil conditioning suitable for growing a sports turf;
- Installation of a new irrigation system;
- Importing and laying roll-out turf (this will significantly reduce growing time as compared to using stolons); and
- The installation of an iron filtration system on the existing bore.

These works are significant and will require substantial funds to be allocated by Council. Such works needs to be planned well both technically and financially, including developing a business case for funding opportunities as well allowing sufficient time in the Shire's forward plans to accumulate the necessary funds for a project of this size. Subject to the availability of external funding, the ultimate solution for the oval could be expected to be at least five years away.

As an interim measure, staff have examined the option of installing only subsoil drainage as an affordable yet effective measure that can bring some drainage relief at the oval. This could be in the form of a subsoil system that fully covers the oval to one that partially covers the oval – the extent will depend on how much the Council is willing to spend on the oval.

Any subsoil drainage that is installed will be such that it will continue to be used in future when the oval is fully redeveloped (i.e. will form part of the ultimate design for the oval).

The following subsoil drainage options are available for consideration:

- *Option One*

A full subsoil drainage system comprising of 25 100mm drains at 6 metre spacings, flowing north-south to a new main or collector drain, then into the existing drainage system. This is estimated at \$122,780 excluding GST.



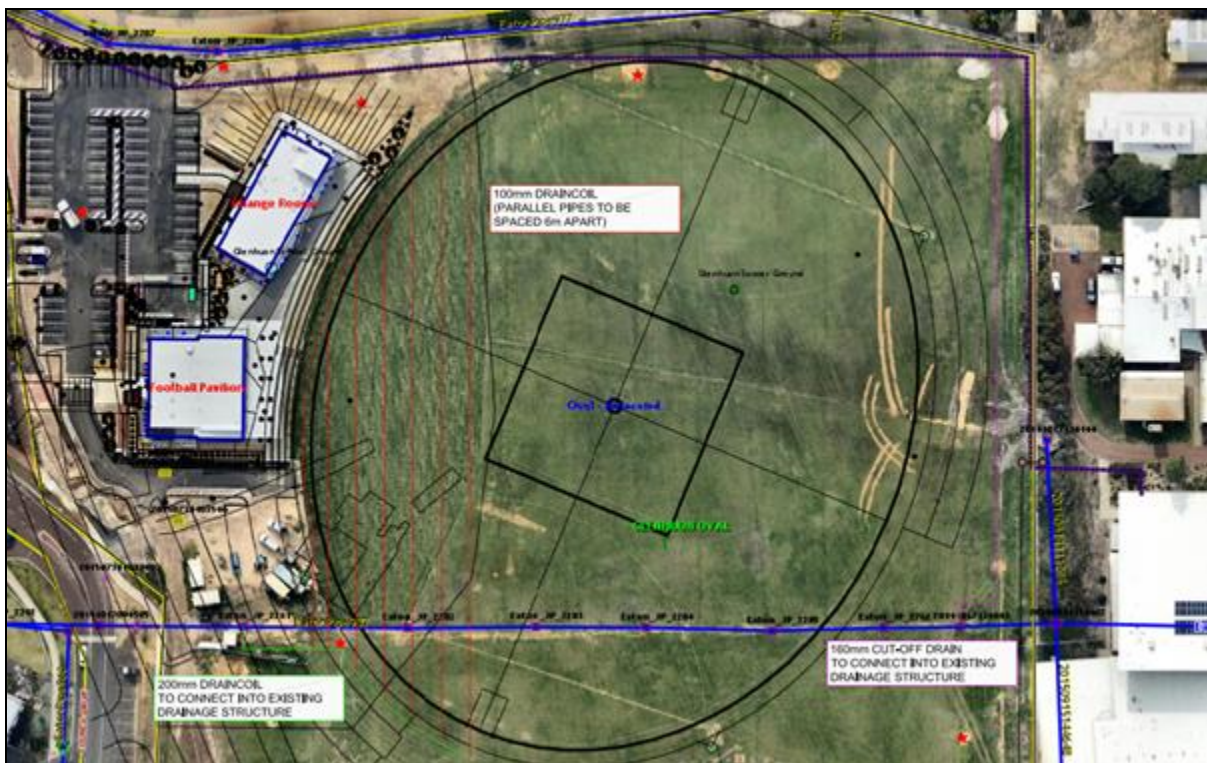
- *Option Two*

A similar subsoil drainage system to Option 1 except the drains are at 12 metre spacings. This is estimated at \$76,480 excluding GST.

- *Option Three*

A partial subsoil drainage system covering the western 20% of the oval at 6 metre spacings. This option aims at targeting what has been the wettest portion of the oval. Note that this option also includes the installation of a 160mm cut-off drain at the eastern boundary. This is estimated at \$39,835 excluding GST.

The following diagram shows Option 3.



It should be noted that in all three options, the installation method suggested is similarly to that used at Wells Recreation Park, which ensures a narrow trench that the turf can cover naturally when undertaken during the active growing season.

Although a full subsoil drainage system would be desirable, it is suggested that Option 3 be adopted not only to reduce costs, but also because the oval will be used during the summer months by tee-ball. Option 3 can be implemented with minimal impact on the use of the oval by tee-ball. Further to this, additional drains can be added in following years if deemed necessary.

Legal Implications - None.

Strategic Community Plan - None.

Environment

The installation of the subsoil system will drain water into the Shire's nearby piped drainage system which discharges into Hands Creek and then into the Collie River. The Eaton Town Centre Drainage Project proposed installing a vegetated detention basin incorporating Water Sensitive Urban Design principles. This included the reduction of flows down Hands Creek as well as enhancements to the creek that would increase the nutrient stripping capacity of the system.

Precedents

The Shire installed a similar subsoil system at the Wells Recreation Park in Dardanup.

Budget Implications -

The following funds are available, that would have otherwise been used in the Eaton Town Centre Drainage Project if the BBRF application were successful:

<b>Unspent 2016-2017 Funds held in Reserve:</b>	
J12602 Hands Avenue - Filtration	\$100,785
J12603 Hands Avenue - Drainage A	\$31,827
J12604 Hands Avenue - Drainage A	\$122,003
<b>2017-2018 Budget Allocations – Net Amounts:</b>	
J11612 Eaton Town Centre	\$106,090
J11614 Hands Avenue – Shire Office - Reticulation	\$13,659
<b>Total Funds Available</b>	<b>\$374,364</b>

The above funds will now not be expended in 2017-2018 due to the BBRF application being unsuccessful and due to the uncertainty currently pertaining to the development of the Eaton Town Centre. Consideration should be given to how much of the unspent funds should be allocated to the subsoil drainage system installation at the Glen Huon Oval.

Based on Option 3, it is proposed to re-allocate \$13,659 from Job Number J11614 and \$36,341 from Job Number J11612 to generate \$50,000 that can be used for the installation of the subsoil drainage. The remaining \$69,749 from Job Number J11612 will be transferred to Reserve for future use on the Eaton Town Centre when the project scope is determined. The following table outlines the 2017-2018 budget allocations required for Option 3:

Job Number	Project	Original Budget	Amended Budget	Transfer to Reserve
J11612	Eaton Town Centre	\$106,090	\$0	\$69,749
J11614	Hands Avenue – Shire Office - Reticulation	\$13,659	\$0	\$0
New Project	Glen Huon Oval Subsoil System	NA	\$50,000	NA

It should be noted that unspent funds from 2016-2017 projects (J12602, J12603 and J12604) are currently held in Reserve. Any unspent funds from the \$50,000 allocated to the subsoil drainage works will also be transferred to Reserve when the works are complete.



Budget – Whole of Life Cost

Regardless of the subsoil drainage system option selected, the subsoil drainage system will form part of the overall redevelopment of the oval in future.

Council Policy Compliance - None.

Risk Assessment - High.

The level of risk will depend on the extent of subsoil drainage system installed at the oval. An extensive system, particularly one combined with full redevelopment of the oval will dramatically reduce the risk of flooding and waterlogging at the oval to virtually non-existent. No system will almost certainly result in similar conditions as those experienced recently if another wet winter of this magnitude is experienced.

Officer Comment

It is recommended that Council approves the installation of a subsoil system at the Glen Huon Oval as an interim measure until full redevelopment of the playing surface can be undertaken in future. The effectiveness of the drainage system is related to the amount of funds Council is willing to put toward the works.

Option 3 is the smallest, therefore cheapest of the three options presented to Council; however, is expected to provide reasonable value for money as it targets the area most effected by surface water pooling and waterlogging. It also provides a drain at the toe of the embankment between the Glen Huon Reserve and the College. This system can be expanded in future years if further drainage is proposed.

It should be realised that there is still a relatively high risk associated with Option 3. This risk can be reduced through effective management of the playing surface (i.e. periodic aeration and de-compaction leading up to and during the football season) and/or through the installation of further subsoil drainage.

It is important to note that the oval will be used by tee-ball during the football off-season. Option 3 would be the least invasive, would minimise conflict with tee-ball and would avoid difficulties of trying to reinstate turf while being used.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

**OFFICER RECOMMENDED RESOLUTION**

THAT Council:

1. Directs the Chief Executive Officer to include the redevelopment of the football playing surface at Glen Huon Reserve as a project in the Shire's 10 Year Plans.
2. Reallocates the following project funds in the 2017-2018 Budget to enable the funding of the installation of a subsoil drainage system for the Glen Huon Oval (Option 3):

Job Number	Project	Original Budget	Amended Budget	Transfer to Reserve
J11612	Eaton Town Centre	\$106,090	\$0	\$69,749
J11614	Hands Avenue – Shire Office - Reticulation	\$13,659	\$0	\$0
New Project	Glen Huon Oval Subsoil System	NA	\$50,000	NA

- Directs the Chief Executive Officer to implement the installation of a subsoil drainage system for the Glen Huon Oval (Option 3) to be operational and with playing surface reinstated prior to the commencement of the 2018 football season.

*By Absolute Majority*

*Note: The Councillors were provided with an Alternative Resolution at the meeting.*

*Discussion:*

*Cr. L D Harris – I move the following alternative resolution in regards to this item.*

*“THAT Council:*

- Directs the Chief Executive Officer to include the redevelopment of the football playing surface at Glen Huon Reserve as a project in the Shire’s 10 Year Plans.*
- Reallocates the following project funds in the 2017-2018 Budget to enable the funding of the installation of a subsoil drainage system for the Glen Huon Oval (Option 1):*

Job Number	Project	Original Budget	Original Reserve	Amended Budget	Amended Reserve
J11612	Eaton Town Centre	\$106,090	NA	\$0	NA
J11614	Hands Avenue – Shire Office - Reticulation	\$13,659	NA	\$0	NA
J12603	Hands Avenue – Drainage A	NA	\$31,827	NA	\$16,576
New Project	Glen Huon Oval Subsoil System	NA	NA	\$135,000	NA

- Directs the Chief Executive Officer to implement the installation of a subsoil drainage system for the Glen Huon Oval (Option 1) to be operational and with the playing surface reinstated prior to the commencement of the 2018 football season.*
- Requires the tee-ball competition to relocate from the Glen Huon Oval for the duration of the 2017-2018 tee-ball season to allow the installation of the subsoil drainage system and reinstatement of the playing surface.*

5. *Directs the Chief Executive Officer to provide assistance to the Bunbury & Districts Softball Association to find an alternative ground for the tee-ball competition for the 2017-2018 season."*

*Cr. J Lee seconded the proposed alternate resolution.*

*Shire President, Cr. M T Bennett – If we don't have the surface reinstated by the beginning of 2018, what will happen?*

*Cr. L D Harris – We need to get straight onto the subsoil drainage so that if it's done early in the summer it gives time for the playing service to come back to normal.*

*Cr. M T Bennett – Is there any way we can accommodate the tee-ball?*

*Director Engineering and Development Services, Mr Luke Botica – They shut down over Christmas. If we can time the work during that period (to start as soon as they finish), that gives us 2-3 weeks to put drainage in, then the grass grows back.*

*Cr. M T Bennett – Could we use rolled grass?*

*Director Engineering and Development Services, Mr Luke Botica – The current price is for without rollout turf. If we added that in it would be at extra cost.*

*Cr. M T Bennett – Could we pull turf from somewhere else in the Shire?*

*Director Engineering and Development Services, Mr Luke Botica – Yes, this is possible.*

*Cr. L D Harris – The softball club have two brand new diamonds for tee-ball and warm up area on other side also. To stop this going ahead, I think you will cause some grief come football season. We have to be careful that we don't just hold up the football oval. Collie Football Club was concerned about injury possibilities on the oval. I believe that the state of the oval was putrid. I think option 1 is the best.*

## SUSPENSION OF STANDING ORDERS

### COUNCIL RESOLUTION

226-17      MOVED -    Cr. P S Robinson      SECONDED -    Cr. A Mountford

**THAT Council Suspend Standing Orders [5.56pm] in order to hear from the Mr Warren Jones, President of the Bunbury & Districts Softball Association.**

CARRIED  
9/0

**COUNCIL RESOLUTION**

227-17            MOVED -    Cr. P S Robinson            SECONDED -    Cr. P R Perks

**THAT Council resume Standing Orders [5.58pm].**

CARRIED  
9/0

**RESUMPTION OF STANDING ORDERS***Discussion:*

*Cr. P R Perks – I don't like getting these things last minute; it's not fair for us to be making a big decision. I'm not happy with how we're taking money away from Hands Avenue and the town centre; we haven't had a chance to treat the soil properly. I also have photos of the drainage issues at Hands Creek and we're putting so much pressure on it already. We need to be planning for the whole area and working out what's happening with the water. This might be good for the football club but not for residents in that area. It also adversely affects the softball club in its first season. I can't support this based on those reasons.*

*Cr. J Lee – I was there on match day. It's lovely to walk through a nice gate into a new club lounge and when you see only one team playing. And I say there was only one team playing because both teams were covered in mud and you couldn't differentiate between the two. We got a stir from the papers for spending so much on the pavilion, fencing etc and then the surface is unacceptable. The price started out at \$400k and is already down to \$130k. A band-aid solution is not acceptable. As far as the Eaton Boomers are concerned, we're in a position to have a team that bears the name of our largest township, we should finish this project so that the football club can get on with it.*

*Cr. C N Boyce – My question to Cr. Lee is, "Are the Boomers supporting our community?"*

*Cr. J Lee – The families who attend the games are members of our community.*

*Cr. C N Boyce – The oval has always had these issues. I have some old photos taken of the oval (photos were shown to Council) I would agree with Cr. Perks that the erosion down Hands Creek is more important to address. What we're looking at now is planning on piping the oval and making Hands Creek worse. I agree that the oval needs to be dealt with, I also think that we need to do a hydrology study on the whole area.*

*Cr. A Mountford– (to Director Engineering and Development Services, Mr Luke Botica) – If we went for option 3, would there be enough room for the tee-ball to play without shifting them?*

*Director Engineering and Development Services, Mr Luke Botica – Yes, I believe so. One of the considerations was financial. But it does provide some space on the oval.*

*Cr. P R Perks – (to Director Engineering and Development Services, Mr Luke Botica) - If we did the \$39k option now and concentrated on getting that completed, would that support the work that we did there?*

*Director Engineering and Development Services, Mr Luke Botica – Building Better Regions fund, wasn't going to be done within 12 months. Also depends on what's going to happen with Eaton town centre. Do know what's going on with the drainage.*

*Cr. P R Perks – 3-year plan in place, do you think that would have a positive outcome?*

*Director Engineering and Development Services, Mr Luke Botica – There are risks in starting the drainage project now; we don't know where it will end up. Eaton Town Centre will dictate what we do with the drainage.*

*Cr. P R Perks – What do you think we should do about Hands Creek?*

*Director Engineering and Development Services, Mr Luke Botica – The objective is to reduce the flow.*

*Cr. P R Perks – My issue is that it's so critical because of the state of it now. I don't think we have 3 years to fix it.*

*Director Engineering and Development Services, Mr Luke Botica – In regards to the impact of the drainage on the oval and its impact on Hands Creek – it will add more water to hands creek but not during peak flows. Because the drainage has to soak into the oval, it could take a day or two to find its way to hands creek. It shouldn't increase erosion.*

*Cr. P S Robinson – Regardless of which option we choose, we'd want to start the work as soon as things dry up?*

*Director Engineering and Development Services, Mr Luke Botica – Yes. As soon as we can drive on the oval.*

*Cr. L D Harris – If the oval at is re-laid with grass, I can accept that process if it's done in December.*

*Cr. M T Bennett – Can I ask you then to remove 4 and 5 from your resolution?*

*Cr. L D Harris – I don't have a problem with that if the work can be accommodated within those timeframes.*

*Cr. J Lee – Seconded – I'm happy with that amendment.*

*Cr. C N Boyce – With the \$135k, will this fix the oval surface properly?*

*Director Engineering and Development Services, Mr Luke Botica – Subsoil drainage systems work best in permeable material. Drains quickly pass through sand. In this particular case we're putting it into the existing ground. Ideal situation is to put new layer of sand then drainage.*

*Chief Executive Officer, Mr Mark Chester – The work that is proposed with Cr Harris' motion, it won't be wasted if we do more improvements in the future.*

*Cr. T G Gardiner – The removal of parts 4 and 5 will buy us time for that bigger project.*

*Cr. P S Robinson – What I really want to know is can you guarantee that the tee-ballers will not be disadvantaged?*

*Director Engineering and Development Services, Mr Luke Botica – I can't guarantee anything but I can say that we will put a project plan in place to look at all the risks. We will do the best we can.*

*Cr. L D Harris – I will speak for the motion – Mr Luke Botica's solution is sensible. The reality is the state of the oval last year, it's quite possible that other clubs will boycott games here.*

#### Change to Officer Recommendation -

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

Resolution was amended to allocate funding for the installation of a subsoil drainage system.

#### **COUNCIL RESOLUTION**

228-17      MOVED - Cr. L D Harris      SECONDED - Cr. J Lee

#### **THAT Council:**

- 1. Directs the Chief Executive Officer to include the redevelopment of the football playing surface at Glen Huon Reserve as a project in the Shire's 10 Year Plans.**
- 2. Reallocates the following project funds in the 2017-2018 Budget to enable the funding of the installation of a subsoil drainage system for the Glen Huon Oval (Option 1):**

Job Number	Project	Original Budget	Original Reserve	Amended Budget	Amended Reserve
J11612	Eaton Town Centre	\$106,090	NA	\$0	NA
J11614	Hands Avenue – Shire Office - Reticulation	\$13,659	NA	\$0	NA
J12603	Hands Avenue – Drainage A	NA	\$31,827	NA	\$16,576
New Project	Glen Huon Oval Subsoil System	NA	NA	\$135,000	NA

3. Directs the Chief Executive Officer to implement the installation of a subsoil drainage system for the Glen Huon Oval (Option 1) to be operational and with the playing surface reinstated prior to the commencement of the 2018 football season.

CARRIED

5/4

*By Absolute Majority*

## COUNCIL RESOLUTION

229-17      MOVED - Cr P Robinson      SECONDED - Cr P Perks

**THAT Council return to the Order of Business under Council Standing Orders [6.21pm] - being Item 12.2.1 of the agenda.**

CARRIED

9/0

## RETURN TO ORDER OF BUSINESS

*Note: Cr. C N Boyce left the room and Cr. L D Harris left the meeting [6.21pm].*

*Note: Cr P R Perks left the room [6.22pm].*

### 12.1 CHIEF EXECUTIVE OFFICER REPORT

None.

### 12.2 DIRECTOR ENGINEERING & DEVELOPMENT SERVICES REPORT

12.2.1      Title: Changes in Scope of Works for the Waterloo Road Bridge Widening Project (Shire Job Number J12578)

*Reporting Department: Engineering & Development Services*

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

*Legislation: Local Government Act 1995*

#### Background -

The Waterloo Road Bridge Widening Project is included in the current budget for works to be carried out in the 2017-2018 financial year. The project involves the widening of Bridge No. 0193 over the Ferguson River so that the horizontal curve which passes through the bridge can be improved. This project was identified

through a road safety audit and is partially funded under the State Black Spot Program.

The purpose of this report is to advise Council of recent advice from Main Roads WA, who are delivering the project on the Shire's behalf, that:

1. There is a need to increase the budget allocation to this project as a result of a change in scope of works; and
2. The nature of the works requires the full closure of Waterloo Road at the bridge location (i.e. no thoroughfare in either direction at this point) during bridge construction works.

The initial scope of works was aimed at a relatively simple cantilever type widening of the bridge. Such a treatment involves the extension of the bridge deck on one side of the bridge. However, bridge design and investigation work has identified the need to remove the entire deck on the bridge in order to achieve the necessary bridge design and strength parameters. Due to the nature of this work, the project budget allocation will need to be increased.

Main Roads WA have also assessed the opportunity to maintain a single lane of traffic flow over the bridge during construction. However, due to the nature of the works, combined with the required barricading and horizontal curve, a single lane access over the bridge has been assessed as being not possible. Main Roads have therefore advised that Waterloo Road will need to be closed for a period of up to three months.

### Legal Implications

Section 3.50 and 3.50A of the Local Government Act 1995 are applicable for any closures of vehicle thoroughfare:

#### **3.50. Closing certain thoroughfares to vehicles**

- (1) *A local government may close any thoroughfare that it manages to the passage of vehicles, wholly or partially, for a period not exceeding 4 weeks.*
- (1a) *A local government may, by local public notice, order that a thoroughfare that it manages is wholly or partially closed to the passage of vehicles for a period exceeding 4 weeks.*
- (2) *The order may limit the closure to vehicles of any class, to particular times, or to such other case or class of case as may be specified in the order and may contain exceptions.*
- [(3) *deleted*]
- (4) *Before it makes an order wholly or partially closing a thoroughfare to the passage of vehicles for a period exceeding 4 weeks or continuing the closure of a thoroughfare, the local government is to —*
  - (a) *give local public notice of the proposed order giving details of the proposal, including the location of the thoroughfare and where, when, and why it would be closed, and inviting submissions from any person who wishes to make a submission; and*
  - (b) *give written notice to each person who —*



- (i) *is prescribed for the purposes of this section; or*
- (ii) *owns land that is prescribed for the purposes of this section;*  
*and*
- (c) *allow a reasonable time for submissions to be made and consider any submissions made.*
- (5) *The local government is to send to the Commissioner of Main Roads appointed under the Main Roads Act 1930 a copy of the contents of the notice required by subsection (4)(a).*
- (6) *An order under this section has effect according to its terms, but may be revoked by the local government, or by the Minister, by order of which local public notice is given.*
- [(7) *deleted*]
- (8) *If, under subsection (1), a thoroughfare is closed without giving local public notice, the local government is to give local public notice of the closure as soon as practicable after the thoroughfare is closed.*
- (9) *The requirement in subsection (8) ceases to apply if the thoroughfare is reopened.*

*[Section 3.50 amended by No. 1 of 1998 s. 11; No. 64 of 1998 s. 15; No. 49 of 2004 s. 26.]*

### **3.50A. Partial closure of thoroughfare for repairs or maintenance**

*Despite section 3.50, a local government may partially and temporarily close a thoroughfare, without giving local public notice, if the closure —*

- (a) *is for the purpose of carrying out repairs or maintenance; and*
- (b) *is unlikely to have a significant adverse effect on users of the thoroughfare.*

Strategic Community Plan - None.

### Environment

The bridge works will be undertaken with consideration of the environment in the vicinity of the bridge.

### Precedents

Bridge works is a common activity undertaken in the Shire.

Similarly, road closures of varying durations have occurred on many occasions in the Shire, including closures for bridge works.

### Budget Implications

The change in scope requires an increase to the budget allocation for the project. This increase is dealt with in a separate report to Council in this Agenda (Item 12.2.4).

Budget – Whole of Life Cost

The changes will not have an adverse impact on the life cycle management of the bridge.

Council Policy Compliance - None.

Risk Assessment - High.

There is significant risk associated with this project. If the bridge works are not undertaken (i.e. the bridge is not widened), there will remain a substandard curve over the bridge. A road safety audit has identified the need to address the geometry. Although there have been no accidents to date that can be directly attributed to the substandard curve, there is still the risk of an accident occurring in future as a result of the substandard curve of which the Council was fully aware of.

There is also significant amount of risk associated with the road closure. Waterloo Road is a critical transport route, carrying a substantial portion of heavy vehicle traffic. Traffic counts undertaken in 2013 indicate traffic volumes in the vicinity of 660 vehicles per day of which 155 are trucks. Of the 155 trucks per day, 81 were multi-combination vehicles (MCV). If Waterloo Road is closed, alternative routes will need to be considered for the traffic that normally use this route. Due to there being no other MCV routes available between South Western Highway and Ferguson Road, consideration will need to be given to a temporary route utilising the nearby local road network. Regardless of the route selected, the relatively large volume of traffic and heavy vehicles is expected to have a significant impact on the alternative route.

The alternative route selection will need careful consideration and public consultation to ensure that all risks are reduced as far as possible and managed throughout the road closure period.

Officer Comment

The purpose of this report is to inform Council of the pending bridge works, the need to increase the project budget (quantified in a separate report) and the need to consider the temporary closure of Waterloo Road at the bridge for up to three months.

Shire staff are seeking endorsement from Council to proceed with project preparations which include the necessary steps to be taken to ultimately gain Council approval for a road closure on Waterloo Road if deemed as the only possible option under the circumstances. In accordance with Section 3.50 of the Local Government Act 1995, submissions will need to be sought from the public and service providers for further consideration of Council before deliberating on an order for road closure. A further report will be presented to Council in future for this purpose.

Initial assessments by staff of possible alternative MCV routes, suggests a route that includes South Western Highway, Martin Pelusey Road, Boyanup Picton Road and Ferguson Road. The section of Ferguson Road passing through the Dardanup town site would need to be utilised in this route and staff expect such a proposal would draw a significant amount of public comment. If this route is selected, it is likely to be timed to minimise impact on the adjacent school. For example, works may be considered for the summer holiday period.

Regardless of the route, the roads will also need to be assessed and may require slight modifications and other works to suit the operation of MCVs. The routes will also need to be approved by Main Roads Heavy Vehicle Operations.

If Council is supportive of further considering the option of a road closure on Waterloo Road, all matters associated with the requirements of the Local Government Act and the selection of an alternative route will be presented to Council in a separate report in future. The report will seek Council deliberation on issuing an order of road closure if a road closure is deemed the best option by staff.

The need to consider a road closure on Waterloo Road also highlights the need to continue to develop a resilient road network in the Shire – in other words, ensure that alternative routes are available should any part of the network become inaccessible. For example, the Pile Road/Mungalup Road Route has been fully constructed and sealed in recent years and now serves the purpose as an alternative route to Collie should the Coalfields Highway be closed.

The Shire's Road Asset Management Plan and forward plans identify the development of the Dardanup Bypass Road. The Dardanup Bypass Road is effectively an extension of Waterloo Road southwards through to the Boyanup Picton Road south of the Dardanup town site. The construction of this route would provide a suitable alternative access to Ferguson Road should any part of the northern section become inaccessible. This project is currently scheduled to commence in 2025-2026.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

*Discussion:*

*Cr. P S Robinson – (to Director Engineering and Development Services, Mr Luke Botica) When they did the Koombana Drive works in Bunbury, initially it appeared that the road would have to be closed but it was eventually worked out to keep the road open. Can we not keep this road open at all?*

*Director Engineering and Development Services, Mr Luke Botica – We can speak to the contractor about that after they have been appointed.*

## OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

230-17      MOVED - Cr. T G Gardiner      SECONDED - Cr. J Lee

**THAT Council:**

- 1. Directs the Chief Executive Officer to continue to liaise with Main Roads WA and the appointed bridge contractor to determine whether there are any options that will maintain the thoroughfare, and not require a full road closure, on Waterloo Road during bridge works on Bridge No. 0193;**

2. In the event that a full road closure during bridge works cannot be avoided, directs the Chief Executive Officer to prepare a report to Council for consideration of approving an order of road closure in accordance with Section 3.50 of the Local Government Act 1995 and addressing the following matters:
- a) Particulars of the road closure;
  - b) The selected route for multi-combination vehicles; and
  - c) The public consultation undertaken and any submissions received.

CARRIED  
6/0

12.2.2 Title: Request for Road Upgrade of Mountford Road Crooked Brook

*Reporting Department: Engineering & Development Services*

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

*Legislation: Local Government Act 1995*

Background

Correspondence has been received from Mr Cecil Mountford (Lot 602 Crooked Brook Road) requesting Council to consider undertaking upgrade works on Mountford Road. He has also advised that a further resident who uses Mountford Road, Mr Peter Cataldo (Lot 694 Crooked Brook Road), also supports this request to Council.

The request is in response to a significant rain event, which occurred in May this year that resulted in washaways on the road and a substantial amount of gravel and silt being deposited into Mr Mountford's property. Mr Mountford has advised that 74mm of rain fell over a period of 1.5 to 2 hours. Although staff are unable to substantiate the exact amount of rainfall experienced in the Crooked Brook locality, an inspection of the damage to the road and Mr Mountford's property would infer that a high intensity rain event had occurred.

Since the event, the Shire has reinstated the road and roadside drains, and Mr Mountford's property had been cleared of spoil and debris. The Shire's Principal Works Supervisor has been carrying out regular inspections of Mountford Road to ensure the road remains in a reasonable condition.

Mountford Road is currently a poorly formed road consisting of a depleted gravel surface and a limited amount of drainage. The road starts at Crooked Brook Road and extends eastwards for 800 metres where it terminates at private property. There is a single span timber bridge at 480 metres along this road, which is in a poor state.



The Master Plan for Road Improvements contained in the Shire's Road Asset Management Plan indicates that Mountford Road should be upgraded to a 4.5 metre wide gravel pavement within a full formation width of 8.5 metres (i.e. full profile consisting of pavement and roadside drains). It is important to note that the road will not be sealed. This standard is adopted due to the rural setting and very low traffic volumes (i.e. less than 20 vehicles per day).

The timing for the upgrade of Mountford Road has been discussed and considered by Council several times in the past ten years. The upgrade of the road consists of two components, both of which are scheduled in the 10 Year Plans that form part of the Shire's RAMP:

- Construction of a gravel road – currently scheduled for 2019-2020; and
- Replacement of Bridge No. 3694 with a culvert – currently scheduled for 2018-2019.

The replacement of the single span bridge is scheduled through the Local Bridge Program, which is managed by Main Roads WA on behalf of Local Government. The programming of bridge works is dependent on state and federal funding and is prioritised against other bridge needs in the South West Region. In other words, there is little opportunity to influence the timing of the bridge replacement, unless the Shire chose to fully fund the project from its own financial sources.

The timing of the road upgrade was based on the timing of the bridge replacement – that is, simply occurring after the completion of the bridge replacement works. The road upgrade can be separated from the bridge replacement work, should the Council wish to bring forward the upgrade of Mountford Road.

Shire staff have undertaken a closer inspection of the road to determine the constraints and parameters for an upgrade. The following comments are made, and are considered important when considering the timing of the works:

- Tree clearing is required – a clearing permit will need to be sought prior to clearing any of the native vegetation.
- The road reserve width is 10 metres – the minimum standard adopted for rural roads is 20 metres.
- In order to develop suitable roadside drains, a full road reserve width is required. Therefore, the resumption of land from neighbouring properties will be necessary.
- Land resumption widths will be dictated by the topography, location of buildings and the means adopted for the management of stormwater runoff. In other words, an even resumption of 5 metres on each side of the road would not be suitable under the circumstances.
- Land resumption requirements will need to be negotiated and agreed to by the adjoining landowners.
- It is proposed to include upslope cut-off swales to intercept surface stormwater runoff. This will minimise run-off volumes along the road and will limit the potential for damage to embankment batters and roadside drains.

#### Legal Implications

Council has the care, control and management of Mountford Road.

Strategic Community Plan - None.

#### Environment

The clearing of native vegetation is required to upgrade the road. The Shire will need to apply to the Department of Environment for a permit to clear native vegetation. No clearing can occur unless approval is received and any conditions of the approval have been met.

#### Precedents

The Shire has upgraded other gravel roads in the Shire in the past.

#### Budget Implications

The Shire's forward plans indicate a desktop value of works in the vicinity of \$110,000; however following the inspection and consideration of the constraints and parameters, staff envisage that the cost would be more likely in the vicinity of \$150,000. A detailed estimation will be developed when an alignment and design is prepared.

If Council were to approve for the upgrade to be undertaken in the 2017-2018 financial year, it will need to consider the omission of another scheduled project(s) of

equivalent value from the current budget. It is recommended that, should Mountford Road be included, it be exchanged with J12781 South Road Gravel Resheet Project.

### Budget – Whole of Life Cost

The road upgrade is currently scheduled for the 2019-2020 year. Bringing the project forward to 2017-2018 will have negligible impact on the overall life cycle cost of the road.

Council Policy Compliance - None.

Risk Assessment - High.

The risk lies in the timing of the project. Should Council leave the upgrade as per the current 10-year plan, there is risk that a further significantly large rain event could damage the road further and impact on the adjoining property.

However, based on the advice of Mr Mountford that 74 mm of rain fell over 1.5 to 2 hours, and using intensity frequency duration design rainfall depth data sourced from the Bureau of Meteorology, a similar sized event would be well below an annual exceedance probability of 1%.

IFD Design Rainfall Depth (mm) Issued: 19 August 2017

Rainfall depth for Durations, Exceedance per Year (EY), and Annual Exceedance Probabilities (AEP).  
[FAQ for New ARR probability terminology](#)

Table  Unit: mm

Duration	Annual Exceedance Probability (AEP)						
	63.2%	50%#	20%*	10%	5%	2%	1%
1 min	1.93	2.11	2.73	3.18	3.65	4.30	4.84
2 min	3.35	3.65	4.64	5.35	6.08	7.10	7.92
3 min	4.47	4.88	6.23	7.21	8.21	9.60	10.7
4 min	5.39	5.89	7.56	8.77	10.0	11.7	13.2
5 min	6.16	6.75	8.69	10.1	11.5	13.6	15.2
10 min	8.83	9.70	12.6	14.7	16.9	19.9	22.4
15 min	10.6	11.6	15.1	17.6	20.2	23.9	26.9
30 min	13.9	15.3	19.7	23.0	26.3	31.1	35.0
1 hour	18.0	19.7	25.2	29.3	33.5	39.6	44.5
2 hour	23.2	25.3	32.4	37.6	43.1	50.9	57.4
3 hour	27.0	29.4	37.7	43.8	50.3	59.7	67.5
6 hour	35.0	38.2	49.1	57.4	66.3	79.2	90.1
12 hour	45.0	49.1	63.5	74.6	86.7	104	119
24 hour	56.9	62.1	80.0	94.0	109	131	150
48 hour	70.8	76.9	97.7	114	131	155	175
72 hour	80.7	87.3	109	125	142	166	185
96 hour	89.4	96.4	119	135	152	175	193
120 hour	97.8	105	129	145	160	183	200
144 hour	106	114	139	154	169	191	208
168 hour	115	124	149	165	179	201	217

Source: Bureau of Meteorology

Based on this information, it is expected that the risk of a recurrence similar to the rain event experienced in May between now and the scheduled construction year would be low. However, there have been other occasions in past years where washouts have occurred on Mountford Road. The likelihood of them occurring again is not entirely reliant on the size of the rain event, but also on the state of upkeep and maintenance of the road.

There is a high risk that the project, if approved by Council for 2017-2018, may not be completed in time for the next winter. This is based on the need to undertake land resumptions and obtain approvals for tree clearing. Both of these processes are difficult to manage from a time perspective and are expected to consume a significant amount of time before construction can be commenced. This process combined with survey and design is likely to push the project late into the construction season and in a position that is at risk of being affected by wet weather. The optimum solution to this situation is to stage the project so that all preliminary project activities are undertaken and resolved in the first year and then road construction can occur in the following year.

#### Officer Comment

It is suggested that Council give consideration to the timing of the project, in particular for the need to negotiate the resumption of land and to obtain a clearing permit. Staff suggest that the best course of action would be:

1. Undertake survey and design in 2017-2018;
2. Apply for a clearing permit once designs are completed;
3. Commence negotiations for land resumptions and agree on the arrangements for purchases to occur in 2018-2019; and
4. Include the upgrade of the road in the 2018-2019 construction program at which time all other approvals would have been obtained.

This course of action is recommended to Council.

Council Role - Executive/Strategic.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

*Note: Cr C N Boyce and Cr P R Perks returned to the room [6.24pm].*

#### *Discussion:*

*Cr. P S Robinson– I've looked at this road, I know that there's only one person who uses it 3 days per week. It's a lot of money to fix a road that's hardly ever used. Can we just attend to the drainage?*

*Director Engineering & Development Services, Mr Luke Botica –To do the drainage, trees have to come out, plus putting in extra pipes. I'm not comfortable discharging the pipes into Mr Mountford's property. We need extra width for decent sized drains.*



**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

231-17            MOVED -    Cr. M T Bennett            SECONDED -    Cr. J Lee

**THAT Council, in relation to the request from Mr Mountford for Council to upgrade Mountford Road:**

- 1.    Directs the Chief Executive Officer to undertake the following activities in 2017-2018 in preparation for the upgrade of the road:**
  - a)    Survey and design of the road;**
  - b)    Commence negotiations and formalise agreements for the purchase of land required for the upgrade of the road; and**
  - c)    Obtains all necessary approvals to allow for the upgrade of the road.**
- 2.    Refers the upgrade project to the next review of the 10 Year Plans of the Road Asset Management Plan for inclusion in the 2018-2019 year.**

CARRIED  
6/2

12.2.3            Title:    Drainage Proposal For The Glen Huon Oval

*Reporting Department:    Engineering & Development Services*

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

*Legislation:                Local Government Act 1995*

*Note: This item was dealt with earlier in the meeting as a Change to the Order of Business. See page 17 of the minutes for the report and Council decision.*

**12.2.4**      Title: *Changes To The 2017-2018 Construction Program*

*Reporting Department: Engineering & Development Services*

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

*Legislation: Local Government Act 1995*

*Background* -

The Council is requested to approve changes to the 2017-2018 Construction Program contained in the 2017-2018 Budget necessary to minimise the impacts resulting from the following circumstances:

1. A reduction in direct grants to be received through the State Road Funds to Local Government Agreement;
2. Changes in the scope of works for several projects which have increased the estimated cost of the projects;
3. The addition of bridge preservation projects for which funding outcomes were unknown at the time of budget development; and
4. Projects that need to be deferred due to delays.

- *Reduction In Direct Grants*

The Shire received correspondence from Main Roads WA advising that it will receive a reduced grant for the 2017-2018 financial year. At the time of budget development, the Shire received notification that it would be receiving \$114,452 in 2017-2018. This amount has now been reduced to \$65,914, a reduction of \$48,538. It has been stated that the reduction is part of the McGowan Labor Government commitment to the State budget repair and is linked to the recent reinstatement of the vehicle licence concessions for Local Government.

- *Changes In The Scope of Works*

The following projects have been reviewed and require amendments to the scope of works:

- *J12657 Eaton Drive Extension Project* – The scope of this project has been increased to include additional planning, modelling and design works required for future works on the road. This also enables full utilisation of Regional Road Group funds that are available in 2017-2018.
- *J12578 Waterloo Road Bridge Widening Project* – As described in the previous report in the meeting agenda, there is a need to undertake works of higher complexity to achieve the necessary widening of the bridge.
- *J12744 Martin Pelusey Road Shoulder Renewal and Improvements Project* – Additional widening is required adjacent to the Golding Crescent intersection to address safety concerns relating to heavy vehicles. This also enables full utilisation of Black Spot Program funds that are available to this project in 2017-2018.

- *Bridge Preservation Projects*

The Shire has received notification that it will receive WA Local Government Grants Commission and Main Roads WA funds for the following bridge preservation projects in 2017-2018 and therefore need to be included into the 2017-2018 Construction Program and Budget:

- Ferguson Road Bridge Project – Bridge No. 3662 – substructure repairs;
  - Recreation Road Bridge Project – Bridge No. 3665A – substructure repairs;
  - Clifton Road Bridge Project – Bridge No. 3667 – substructure repairs;
  - Martin Pelusey Road Bridge Project – Bridge No. 4821 – substructure repairs; and
  - Ironstone Road Bridge Project – Bridge No. 4861 – substructure repairs.
- *Projects That Need To Be Deferred Due To Delays*

The following projects are not required to be carried out in 2017-2018:

- J12766 Banksia Road Final Seal and Reseal Project; and
- J12767 Depiazzi Road Final Seal and Reseal Project.

Both projects involve the final sealing and resealing of the roads after both roads have been widened. The widening of both roads was commenced in 2016-2017 but was not completed in 2016-2017. The widening work has been carried over into the 2017-2018 financial year. It is best practice to carry out final sealing at least six months after primer-sealing of the widening is completed. The widening works will be completed in 2017-2018 but will not allow enough time for the final sealing and resealing to be carried out. Therefore, the above projects should be deferred and Regional Road Group funds returned to the Regional Road Group funding pool for redistribution to other projects.

The budget amendments are hereby brought to Council for deliberation.

Legal Implications -

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

Strategic Community Plan - None.

Environment - None.

Precedents - Changes to the budget are a common occurrence.

Budget Implications

The following changes are suggested (note; only those projects that are changed or added are shown):

Original budget allocations:

PROJECT	JOB NUMBER	SECTION	TYPE	TOTAL EXPENDITURE	TOTAL INCOME	NET COST TO COUNCIL
<b>Road Projects</b>						
Eaton Drive	J12657	New extension	Extension	\$670,728	\$670,728	\$0
Waterloo Road	J12578	Bridge Widening	Bridge upgrade - carryforward	\$425,602	\$425,590	\$12
Martin Pelusey Road	J12744	0 - 3.39 SLK	Shoulder Renewal and Improvements	\$69,221	\$45,859	\$23,362
Banksia Road	J12766	1.67 - 2.88 SLK	Final Seal and Reseal	\$64,323	\$44,000	\$20,323
Depiazzi Road	J12767	0.27 - 2.02 SLK	Final Seal and Reseal	\$89,858	\$58,000	\$31,858
Gravel Pit Road	J12780	0 - 1.77 SLK	Gravel resheet	\$75,107	\$0	\$75,107
South Road	J12781	5.60 - 9.73 SLK	Gravel resheet	\$169,056	\$0	\$169,056
<b>Totals</b>				<b>\$1,563,896</b>	<b>\$1,244,177</b>	<b>\$319,719</b>

## Recommended budget allocations:

PROJECT	JOB NUMBER	SECTION	TYPE	TOTAL EXPENDITURE	TOTAL INCOME	NET COST TO COUNCIL
<b>Road Projects</b>						
Eaton Drive	J12657	New extension	Extension	\$750,728	\$750,728	\$0
Waterloo Road	J12578	Bridge Widening	Bridge upgrade - carryforward	\$550,602	\$489,590	\$61,012
Martin Pelusey Road	J12744	0 - 3.39 SLK	Shoulder Renewal and Improvements	\$124,221	\$71,859	\$52,362
Banksia Road	J12766	1.67 - 2.88 SLK	Final Seal and Reseal	\$0	\$0	\$0
Depiazzi Road	J12767	0.27 - 2.02 SLK	Final Seal and Reseal	\$0	\$0	\$0
Gravel Pit Road	J12780	0 - 1.77 SLK	Gravel resheet	\$0	\$0	\$0
South Road	J12781	5.60 - 9.73 SLK	Gravel resheet	\$157,556	\$0	\$157,556
<b>Bridge Projects</b>						
Ferguson Road	TBA	3362	Substructure repairs	\$111,000	\$111,000	\$0
Recreation Road	TBA	3665A	Substructure repairs	\$168,000	\$168,000	\$0
Clifton Road	TBA	3677	Substructure repairs	\$300,000	\$300,000	\$0
Martin Pelusey Road	TBA	4821	Substructure repairs	\$204,000	\$204,000	\$0
Ironstone Road	TBA	4861	Substructure repairs	\$387,000	\$387,000	\$0
<b>Totals</b>				<b>\$2,753,108</b>	<b>\$2,482,177</b>	<b>\$270,930</b>

The recommended changes produce an overall change in net cost to Council of \$48,788, which offsets the shortfall in income resulting from the reduction of \$48,538 in direct grants.

The full construction program is provided in the (Appendix ORD: 12.2.4) – this includes both the original budget allocations and the recommended budget allocations.

Budget – Whole of Life Cost

The changes are expected to have minimal impact on the life cycle management of Shire assets.

Council Policy Compliance - None.

Risk Assessment - Low.

The recommended changes to the budget will ensure that the changes to projects and funds to be received have minimal effect on the Shire's projected surplus.

Officer Comment -

The Gravel Pit Road Gravel Resheeting Project has been effectively removed from the 2017-2018 Budget as a means to balance the increase in expenditure in other projects and the reduction in income resulting from the changes to the direct grant. This project will be considered for inclusion into the 2018-2019 Budget. This delay is not expected to be detrimental to the condition of the road.

The budget allocation for the South Road Gravel Resheeting Project has been reduced slightly, also for the purposes of balancing the changes in budget.

Although this report is presented to Council for the purposes amending the budget to accommodate changes in projects and income, Council may also wish to consider the change in direct grant allocation imposed on all Councils across the state and may wish to express its disappointment to the State Government.

Council Role - Executive/Strategic.

Voting Requirements - Absolute Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

232-17 MOVED - Cr. M T Bennett SECONDED - Cr. C N Boyce

**THAT Council:**

- Amends the following budget allocations in the 2017-2018 Budget:**

PROJECT	JOB NUMBER	SECTION	TYPE	TOTAL EXPENDITURE	TOTAL INCOME	NET COST TO COUNCIL
Eaton Drive	J12657	New extension	Extension	\$750,728	\$750,728	\$0
Waterloo Road	J12578	Bridge Widening	Bridge upgrade – carry forward	\$550,602	\$489,590	\$61,012
Martin Pelusey Road	J12744	0 - 3.39 SLK	Shoulder Renewal and Improvements	\$124,221	\$71,859	\$52,362
Banksia Road	J12766	1.67 - 2.88 SLK	Final Seal and Reseal	\$0	\$0	\$0
Depiazzi Road	J12767	0.27 - 2.02 SLK	Final Seal and Reseal	\$0	\$0	\$0

PROJECT	JOB NUMBER	SECTION	TYPE	TOTAL EXPENDITURE	TOTAL INCOME	NET COST TO COUNCIL
Gravel Pit Road	J12780	0 - 1.77 SLK	Gravel resheet	\$0	\$0	\$0
South Road	J12781	5.60 - 9.73 SLK	Gravel resheet	\$157,556	\$0	\$157,556

2. Includes the following bridge projects into the 2017-2018 Budget:

PROJECT	JOB NUMBER	SECTION	TYPE	TOTAL EXPENDITURE	TOTAL INCOME	NET COST TO COUNCIL
Ferguson Road	TBA	3362	Substructure repairs	\$111,000	\$111,000	\$0
Recreation Road	TBA	3665A	Substructure repairs	\$168,000	\$168,000	\$0
Clifton Road	TBA	3677	Substructure repairs	\$300,000	\$300,000	\$0
Martin Pelusey Road	TBA	4821	Substructure repairs	\$204,000	\$204,000	\$0
Ironstone Road	TBA	4861	Substructure repairs	\$387,000	\$387,000	\$0

CARRIED  
8/0

By Absolute Majority

### 12.3 ENGINEERING SERVICES REPORTS

None.

### 12.4 DEVELOPMENT SERVICES REPORT

12.4.1 Title: Delegation of Authority to the Chief Executive Officer – Appointment of Authorised Officers – ‘Public Health Act 2016’ and ‘Health (Asbestos) Regulations 1992’

Reporting Department: Engineering and Development Services  
 Reporting Officer: Mr Neil Nicholson - Principal Environmental Health Officer  
 Legislation: Public Health Act 2016;  
 Health (Asbestos) Regulations 1992;  
 Local Government Act 1995

#### Background

The *Public Health Act 2016* received Royal Assent on 25 July 2016 and will eventually replace the *Health Act 1911*.

This report informs Council of the commencement of the *Public Health Act 2016*, and recommends that Council delegate to the Chief Executive Officer the power to appoint Authorised Officers under the Act, and the power to issue “Certificate of Authority” cards to officers.

This report also informs Council of the recent changes to the *Health (Asbestos) Regulations 1992*. These changes include increased penalties for the mishandling of asbestos, and the ability for officers to issue infringement notices. This report recommends that Council appoint *Authorised Officers* and *Approved Officers* under the Regulations, and authorise the Chief Executive Officer to sign the required Certificate of Authority cards for these officers.

### Legal Implications

Council’s appointment of officers for the purposes of enforcement of the *Public Health Act 2016* is to be consistent with the requirements of that Act.

Council’s appointment of officers for the purposes of enforcement of the *Health (Asbestos) Regulations 1992 (As Amended)* is to be consistent with the *Health (Asbestos) Regulations 1992 (As Amended)*, and Part 2 of the *Criminal Procedure Act 2004*.

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 *Public Health Act 2016* provides a modern framework to regulate public health in Western Australia. It is designed to better protect and promote the health of all Western Australians.

The Act is being rolled-out in 5 stages over a total 3 to 5 year period (Appendix ORD: 12.4.1A – Implementation Public Health Act). The roll-out is currently in stage 3, which commenced on 22 January 2017.

While stages 1 and 2 had little implication for Local Government, stage 3 brings the following important changes:

- a) The *Health Act 1911* is now the *Health (Miscellaneous Provisions) Act 1911*.
- b) Any person holding an appointment as an Environmental Health Officer under the Health Act on 22 January 2017 was automatically designated as an

“Authorised Officer” under the *Public Health Act 2016* (Appendix ORD: 12.4.1B - Stage 3 Public Health Act).

*Officer Note: Due to this automatic designation Neil Nicholson, Principal Environmental Health Officer and Corinne Shaw, Environmental Health Officer are now Authorised Officers.*

- c) Section 30 of the Act requires that an enforcement agency (local government) issue their Authorised Officers with an officer ID card (“Certificate of Authority”).
- d) Section 21 of the Act allows an Enforcement Agency to delegate all powers conferred on it to the local government Chief Executive Officer. This includes the power to designate (appoint) authorised officers, and the power to issue a Certificate of Authority to an officer (Appendix ORD: 12.4.1C - Certificate of Authority Template).
- e) Local Government is required to prepare and maintain a list of Authorised Officers.
- f) The appointment of Local Government Environmental Health Officers (EHOs) is now the responsibility of Local Government. The Executive Director of Public Health no longer has a role in appointing EHOs. Also, EHO appointments are no longer gazetted.

*Officer note: The Act requires that appointed persons (EHOs) have appropriate qualifications.*

It is envisaged that in future the designation of Authorised Officers, and the approval of Certificates of Authority, will be roles undertaken by the Chief Executive Officer under the delegated authority of Council.

This report recommends that, in accordance with Section 21 (1) (b) of the *Public Health Act 2016*, Council delegate to the Chief Executive Officer of the Shire of Dardanup, the power to:

- a) Designate a person as an Authorised Officer under Section 24 of the *Public Health Act 2016*; and
- b) Issue a Certificate of Authority under Section 30 of the *Public Health Act 2016*.

- *Asbestos Regulations*

In addition to the implementation of the new Public Health Act, the *Health (Asbestos) Regulations 1992* have been amended to provide Local Governments with greater powers to deal with asbestos regulation breaches. The amendments include the power to issue infringements, and a doubling of the maximum penalty for certain offences.

Regulation 15D of the amended Health (Asbestos) Regulations requires that Local Government (Council) appoint two types of officers:

- Authorised Officer/s – Have power to issue infringement notices; and
- Approved Officer/s – Have power to withdraw infringement notices.

The Health (Asbestos) Regulations cite the *Criminal Procedure Act 2004* Part 2 as the legal mechanism for issuing infringements. The Act states the procedure for



serving infringement notices. It also states that a person appointed as an Authorised Officer cannot also be appointed as an Approved Officer (Appendix ORD: 12.4.1D – Part 2 Criminal Procedures Act). Regarding this, it is recommended that the Shire's Environmental Health Officers be appointed as Authorised Officers, and the Manager of Development Services be appointed as an Approved Officer.

The Regulations also state that the Local Government is to issue an Authorised Officer with a certificate, badge, or identity card. However, the Regulations state that the Certificate of Authority identity card issued under Section 30 of the *Public Health Act 2016* will suffice for this purpose, and the card simply needs to identify the officer as a person authorised to issue infringement notices.

There is no provision in the Health (Asbestos) Regulations that allows Council to delegate its' powers to the Chief Executive Officer. As such, every appointment of an officer under the Health (Asbestos) Regulations must be approved by Council.

This report recommends that Council approve, by simple majority vote, the appointment of Mr Neil Nicholson (Principal Environmental Health Officer) and Ms. Corinne Shaw (Environmental Health Officer) as *Authorised Officers*; and Mr. Steve Potter (Manager of Development Services) as an *Approved Officer*.

This report also recommends that Council give formal consent to the Chief Executive Officer to sign the officer identity card on Council's behalf.

Council Role - Legislative.

Voting Requirements - Simple Majority.

Change to Officer Recommendation - No Change.

## OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

233-17      MOVED - Cr. P R Perks      SECONDED - Cr. P S Robinson

### THAT Council:

1. Delegate to the Chief Executive Officer the authority to designate a person, or class of persons, as Authorised Officers for the purposes and provisions of the *Public Health Act 2016* in accordance with Section 21 (1)(b)(i) of the *Public Health Act 2016*.
2. Delegate to the Chief Executive Officer, in accordance with Section 21 (1)(b)(i) of the *Public Health Act 2016*, the power to issue a Certificate of Authority to an Authorised Officer under Section 30 of the *Public Health Act 2016*.
3. Appoint Mr Neil Nicholson (Principal Environmental Health Officer) and Ms. Corinne Shaw, (Environmental Health Officer) as Authorised Officers in accordance with Regulation 15D (5) of the *Health (Asbestos) Regulations 1992 (As Amended)*.

4. **Appoint Mr Steve Potter (Manager Development Services) as an Approved Officer in accordance with Regulation 15D (5) of the *Health (Asbestos) Regulations 1992 (As Amended)*.**
5. **Authorise the Chief Executive Officer to sign the Certificate of Authority officer identity card to be issued to Mr Neil Nicholson and Ms. Corinne Shaw in accordance with Regulation 15D, sub-regulations (6) and (7) of the *Health (Asbestos) Regulations 1992 (As Amended)*.**

CARRIED  
8/0

12.4.2 Title: Request To Consider a Nil Cash-in-Lieu Contribution For Public Open Space – (Access Housing Australia Pty Ltd)

Reporting Department: Engineering & Development Services  
Reporting Officer: Cecilia Muller – Principal Planning Officer  
Legislation: Planning & Development Act 2005

Location Plan -



## Site Plan -



## Background -

Council has received written correspondence from Access Housing Australia Pty Ltd requesting Council consider a 'nil' cash-in-lieu contribution towards public open space (POS) relevant to the Western Australian Planning Commission (WAPC) Survey Strata Approval No 181-17. A copy of the correspondence submitted by the applicant is provided in (Appendix ORD: 12.4.2A).

Lot 56 is zoned 'Residential' with an R30 density coding under Town Planning Scheme No. 3 (TPS3) and is approximately 4200m<sup>2</sup> in area. The property abuts 'Residential' zoned properties on its eastern, southern and western boundaries. A "Recreation" reserve abuts Lot 56 to the north.

In April 2016 Council granted development approval for 14 grouped dwellings (11 aged/dependent persons units and 3 standard R30 units) subject to conditions.

Subsequent to the development commencing Council received a referral notice from the Western Australian Planning Commission (WAPC) for an application for survey-strata subdivision that was consistent with the approved development, thereby creating 14 individual strata-lots and a portion of common property. Council was invited to make comment or provide recommended conditions pertinent to the application.

On 4 April 2017 Shire officers acting under delegated authority responded to the referral notice indicating that Council had no objections to the proposed survey-strata subdivision subject to the imposition of certain recommended conditions. This included the recommended inclusion of a standard condition/advice note for a POS contribution applicable to all subdivision applications resulting in three or more new lots as follows:

### Condition:

3. *An area of at least 10% in area, in a position to be agreed with the Western Australian Planning Commission, being shown on the diagram or plan of*

*survey (deposited plan) as a reserve for 'Recreation' and vested in the Crown under Section 152 of the Planning and Development Act 2005, such land to be ceded free of cost and without any payment of compensation by the Crown. (Local Government)*

Advice Note:

1. *With regard to Condition 3, provisions of section 153 of the Planning and Development Act 2005 provide that arrangements can be made, subject to further approval of the Western Australian Planning Commission for a cash-in-lieu contribution by the landowner/applicant to the local government.*

The recommended condition and advice note were reflected in the WAPC's approval dated 30 May 2017 which is contained in (Appendix ORD: 12.4.2B).

The development has recently been completed and the applicant is now seeking a determination from Council to waive the cash-in-lieu contribution for public open space prior to requesting clearance from Council.

Legal Implications -

The WAPC has advised that in the event that the Shire decides not to seek a cash-in-lieu POS contribution, the Commission does not object to the Shire clearing the condition accordingly.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications - None.

Based on the sale price of Lot 56 Mitchell Way to Access Housing for \$395,000, the POS cash-in-lieu contribution is estimated to be worth in the vicinity of \$39,500 (10%).

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

*Development Control Policy 2.3 relates to Public Open Space in Residential Areas and clauses 4.3.1 and 4.3.2 read as follows:*

- 4.3.1 *Sections 20C (1) to 20C (7) of the Act contain provisions under which a cash payment can be made by the subdivider in lieu of providing land for open space. The Commission recognises that in certain circumstance the use of these provisions should be encouraged. These circumstances include subdivisions where:*

- *the land area is such that a 10 percent contribution would be too small to be of practical use;*
- *there may be sufficient public open space already in the locality;*
- *public open space is planned in another location by way of a town planning scheme or local structure plan.*

4.3.2 *Taking account of the provisions of 4.3.1 the Commission may impose an open space condition with a footnote seeking the provision of a cash-in-lieu equivalent of the public open space, where:*

- *the local government has requested the condition and identified an existing or potential deficiency of public open space;*
- *the local government has an adopted strategy to provide open space by land acquisition in the locality of the subdivision; and*
- *the otherwise required 10% area of open space would yield an area of unsuitable size/s and dimension/s to be of practicable use.*

Furthermore, Planning Bulletin No. 21 'Cash-in-Lieu of Public Open Space' is relevant to the matter and outlines the purposes for which cash-in-lieu of public open space given up may be expended.

In this regard it notes:

*Cash-in-lieu funds may be used in the following manner:*

- *for the purchase of land for parks, recreation grounds or open spaces generally, in the locality in which the subdivision is situated;*
- *in repaying loans raised by the local government for the purchase of such land; or*
- *with the approval of the Minister for Planning, for the improvement or development as parks, recreation grounds or open spaces generally of any land in the said locality vested in or administered by the local government for any of those purposes.*

Officers have assessed the proposal against the provisions of 4.3.2 and consider there are both arguments for and against waiving the cash-in-lieu requirement as outlined below.

- *Arguments For:*
  - It could be argued there is no identified deficiency in the provision of public open space within the Dardanup townsite. Council has previously indicated its intent to obtain and on-sell the "Recreation" reserve to the north of Lot 56 for potential housing which could perhaps demonstrate there is no shortage of open space in the locality.

- Council does not have an adopted strategy to provide additional open space by land acquisition in the locality.
  - The unit development has been completed with a covered gazebo and landscaped area south of the Mitchell Way exit. This area is 30.94m<sup>2</sup> in size and provides some recreation space for the residents residing in this strata survey development, albeit small in area (representing 0.7% of the developable area).
  - 11 of the 14 units are for residents over 55 years of age and therefore it could be argued there is a lower requirement for additional POS to be provided.
  - The developer in this instance is Access Housing which is not-for-profit organisation providing affordable housing options to the community.
- *Arguments Against:*
    - Based on an average of 2 residents per dwelling, the development has the capacity to result in an additional 30 residents within the Dardanup townsite. Such residents are likely to expect adequate provision of POS in the future and will place additional demands on existing POS.
    - It is noted in Planning Bulletin No. 21 that with the approval of the Minister for Planning, the cash-in-lieu funds can be used for the improvement or development of parks, recreation grounds or open spaces generally of any land in the said locality vested in or administered by the Local Government for any of those purposes. In the near future, Council will commence the process of preparing a Dardanup Communities Facilities Plan which may identify improvements within existing areas of POS for which the funds could be used for and which are likely to be accessed by the residents of the new development.
    - The waiving of the cash-in-lieu contribution could set an undesirable precedent whereby other developers also mount a similar argument for not being required to pay cash-in-lieu contributions.

Officers consider Council has two options in considering this request.

Council Role - Quasi-judicial

Voting Requirements - Absolute Majority.

OFFICER RECOMMENDED RESOLUTION "A"

THAT Council:

1. Advises Access Housing Pty Ltd that with regard to Condition (3) and Advice Note (1) of strata-subdivision approval 181-17 dated 30 May 2017, a cash-in-lieu contribution for public open space will not be required.

2. Authorises the Chief Executive Officer to clear condition (3) of the approval as advised by the Western Australian Planning Commission in accordance with Council's decision.
3. Authorises staff to advise the Western Australian Planning Commission of Council's decision.

**OR**

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION "B"**

THAT Council advises Access Housing Pty Ltd that with regard to Condition (3) and Advice Note (1) of strata-subdivision approval 181-17 dated 30 May 2017, the request for a 'nil' cash-in-lieu contribution for public open space is refused for the following reasons:

1. The residents of the new development will place additional demand on existing public open space and expect the future provision of a high standard of public open space in the locality.
2. The funds are likely to be required for the future upgrade of public open space and/or facilities within the Dardanup townsite which will be utilised by the residents of the new development.
3. The waiving of the cash-in-lieu payment would set an undesirable precedent and may result in other developers also seeking cash-in-lieu contributions be waived by Council.

*Discussion:*

*Cr. P R Perks – To make a decision on this now would be unwise. Can we defer this?*

*Cr. M T Bennett – No, we can only refuse it.*

*Cr. A Mountford – I'd like to move option B. We are under enormous financial pressure. Upfront is less than \$3,000 per house, not an enormous amount. I believe that we're not in a position to do this.*

*Cr. M T Bennett – Can we put in that Council considers the reduction in the original cost of land sufficient at this stage? If we just give in, we'll finish with no rates out of it.*

**Change to Officer Recommendation**

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

The addition of part 4 to Officer Recommended Resolution B to note the financial pressure that Council is under and to clarify that no further contributions will be made to the project.

**COUNCIL RESOLUTION**

234-17            MOVED -    Cr. A Mountford            SECONDED -    Cr. J Lee

**THAT Council advises Access Housing Pty Ltd that with regard to Condition (3) and Advice Note (1) of strata-subdivision approval 181-17 dated 30 May 2017, the request for a 'nil' cash-in-lieu contribution for public open space is refused for the following reasons:**

1.     **The residents of the new development will place additional demand on existing public open space and expect the future provision of a high standard of public open space in the locality.**
2.     **The funds are likely to be required for the future upgrade of public open space and/or facilities within the Dardanup townsite which will be utilised by the residents of the new development.**
3.     **The waiving of the cash-in-lieu payment would set an undesirable precedent and may result in other developers also seeking cash-in-lieu contributions be waived by Council.**
4.     **The reduction of the land sale price is considered a reasonable contribution to the project.**

CARRIED

8/0

*By Absolute Majority*



12.4.3 Title: Adoption of Noise Management Plan – Lot 501 Recreation Drive, Eaton (Glen Huon Oval) – Use Of The Softball Pavilion for ‘Club Premises’ and Community Purposes’ (Bunbury and Districts Softball Association)

Reporting Department: Engineering & Development Services  
Reporting Officer: Miss Alice Baldock – Planning Officer  
Legislation: Planning & Development Act 2005

Location Plan



Site Plan



### Background -

Council has received a Noise Management Plan (NMP) from the Bunbury and Districts Softball Association (BADSA) for consideration. A copy of the plan is provided in (Appendix ORD: 12.4.3).

Lot 501 is zoned 'Other Community' under the Shire of Dardanup Town Planning Scheme No. 3 (TPS3) and is approximately 5.9 hectares in area. It abuts the Eaton Fair Commercial Centre and Eaton Administration Office to the west; Eaton Community College and the Eaton Recreation Centre to the east; and residential areas to the north and south.

Lot 501 has recently been redeveloped with the construction of three (3) community buildings: the softball pavilion, football pavilion and the football change rooms. This application relates only to the softball pavilion located in the southern portion of Lot 501, which is leased by BADSA.

An application for Development Approval under Town Planning Scheme No. 3 and Planning Approval under the Greater Bunbury Region Scheme for use of the softball pavilion building for 'Club Premises' and 'Community Purposes' was approved by Council at the meeting held on 26 April 2017, subject to conditions. Of relevance to this report is Condition (b) which states:

- b) *A Noise Management Plan shall be prepared by the applicant and submitted to the Council for approval prior to the use of the proposed development for social functions and be implemented thereafter to the satisfaction of the Shire. The Noise Management Plan shall provide measures to mitigate any potential noise impacts generated from the approved use on nearby residents and ensure compliance with the Environmental Protection (Noise) Regulations 1997.*

Council's approval also included an advice note as follows:

- ii) *With regard to Condition b), the applicant is advised of the following recommended noise mitigating measures to be incorporated into the Noise Management Plan:*
- *No amplified music is to be played before 7am Monday to Saturday; or 9am Sunday or public holidays.*
  - *No extensions of the above hours are to be sought or granted.*
  - *Front doors and internal function room doors to be kept closed at all times amplified music is playing.*
  - *No amplified music to be played in outdoor areas.*
  - *Use of the outdoor area to end by 10pm, and external doors closed.*

- *No emptying of rubbish bins into external waste receptacles after 10pm.*
  - *All use of the premises to cease by 11pm on Sunday, Monday, Tuesday, Wednesday and Thursday, and 12 midnight Friday and Saturday.*
  - *A limit on the number of private functions operating beyond 10pm to a maximum 12 per year (1 per calendar month);*
  - *A telephone contact is to be provided for the responsible club representative for nearby residents to alert if noise becomes an issue.*
- iii) *Registration with the Shire of Dardanup as a 'Food Business' must be obtained by the applicant before food or bar operations commence.*
- iv) *Registration as a 'Food Business' will need to be sought by any external person/body seeking to use the premises.*
- v) *The premises must be operated in accordance with the Food Standards Code pursuant to the Food Act 2008, at all times.*

The NMP received is largely consistent with the above and outlines the measures that will be undertaken to mitigate against any potential noise impacts on nearby residents and to ensure compliance with the *Environmental Protection (Noise) Regulations 1997*. However, the applicant has submitted a written request for Council to consider an amendment to the wording of Point 5 which states:

*'Use of the outdoor area to end by 10pm, and external doors closed.'*

The applicant has provided the following justification for the proposed amendment to the wording:

- Advises that late games finish around 10pm and extra time may be required after 10pm for the players to warm down and to pack up the diamonds; and
- Advises that even if the above were to occur, all external doors to the pavilion will be closed at 10pm.

The applicant proposes that the NMP can address this through the following provision:

*'BADSA will endeavour to minimise activity in the outdoor area by 10pm, however it needs to be noted that the late game concludes around this time. Players then normally have a 5 minute warm down and the diamonds are required to be packed up. External doors can be closed at 10pm.'*

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 NMP submitted by the applicant largely meets all of the proposed recommendations that were outlined under Advice Note ii) relevant to Condition b) of Council Resolution 86/17.

The applicant's justification to enable low-impact activities related to the packing up of sporting equipment after the indicated time is considered to be a minor modification to the recommended wording of the Noise Management Plan. The applicant has agreed that the external pavilion doors will still be closed at 10pm.

It is also noted that the Club President has proposed the following measures to inform nearby landowners in the event of a complaint:

- NMP (inclusive of BADSA contact details) to be put on BADSA's web site, Facebook book page, and a laminated copy placed on the front door of the pavilion.
- BADSA President will hold a copy of the complaints register at home in case of any complaints received.
- A further copy will be available onsite.

The Shire's Environmental Health Services department has reviewed the NMP submitted and has raised no concerns.

Officer Recommendation

It is recommended that Council endorses the Noise Management Plan submitted by the Bunbury and Districts Softball Association subject to conditions.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

235-17            MOVED -    Cr. C N Boyce                            SECONDED -    Cr. A Mountford

**THAT Council endorses the Noise Management Plan submitted by Bunbury and Districts Softball Association as satisfying Condition b) of Council Resolution 86-17 subject to the following conditions:**

1.    **The Noise Management Plan is to be implemented by the Bunbury and Districts Softball Association at all times of operation, including both club related activities and when hiring out the facility to third-parties.**
2.    **Bunbury and Districts Softball Association shall be responsible for addressing all complaints regarding noise caused by its members or any third-parties hiring the facility.**

**Advice notes:**

- i)    **This approval is to be read in conjunction with the Notice of Development Approval dated 4 May 2017 for the use of the facility for 'Club Premises and Community Purpose'.**
- ii)   **Nothing in this approval removes the requirement of Bunbury and Districts Softball Association (or third-parties using the facility) to comply with the requirements of the Environmental Protection (Noise) Regulations 1992.**

CARRIED  
8/0

12.4.4            *Title: Application for Development Approval – Lot 76 (176-204) Collie River Road, Burekup – Proposed Outbuilding with Reduced Boundary Setback – (Greycliffe Grazing)*

*Reporting Department:    Engineering & Development Services*  
*Reporting Officer:         Miss Alice Baldock- Planning Officer*  
*Legislation:                 Planning and Development Act 2005*

**DECLARATION OF INTEREST**

Cr. P R Perks declared an Impartiality Interest in item 12.4.4 as she has previously worked for the proponent.

Cr. P R Perks left the room [6.32pm].



## Location Plan



## Site Plan



## Background

Council has received an Application for Development Approval for the construction of an outbuilding with a reduced primary street setback at Lot 76 (176-204) Collie River Road.

The 32ha lot is zoned '*General Farming*' under the Shire of Dardanup Town Planning Scheme No. 3 (TPS3) and is situated within the Landscape Protection Area. The property abuts similarly zoned undulating properties to its south, west and east with the Collie River being the northern boundary of the property. Collie River Road traverses through the northern portion of the property in a general east to west direction which is bordered by mature vegetation.

The subject property is used for agricultural purposes and contains two existing dwellings and four existing outbuildings.

Full details of the proposal are contained in (Appendix ORD: 12.4.4) and are summarised below:

- The proposed outbuilding is 216m<sup>2</sup> in floor area;
- The proposed outbuilding is 18m in length, 12m in width, with a wall height of 4.0m and ridge height of 5.058m;
- The proposed outbuilding will be clad in Colorbond “Surf Mist” (white) with “Manor” (red) trim; and
- The proposed outbuilding will be setback approximately 7m from the primary street boundary and approximately 170m from the neighbouring property boundary.

The proposed 7m street setback does not comply with the required 20m setback requirement under TPS3 relevant to the “*General Farming*” zone and therefore Council is requested to consider a variation.

- *Notification Of Application*

The application was not advertised as officers concluded that the proposed outbuilding would not immediately impact adjoining landowners, considering the large setback distances from side lot boundaries. The land parcel directly north of Collie River Road is part of the same lot (Lot 76) and is also owned by the applicant.

Legal Implications

Appeal rights exist through the State Administrative Tribunal.

Strategic Community Plan - None.

Environment - None.

Precedents

There is an existing zincalume outbuilding on Lot 76 with a nil setback from the Collie River Road reserve boundary as indicated in the site plan included with this report. Although the construction of the existing outbuilding pre-dates TPS3 it could be argued that a precedent has already been set for this property.

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; and
- Appendix II Development Table Part B – Non-Residential Land Uses.

Each of the above will be discussed in turn.

- *Landscape Protection Area*

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.*

The primary aim for the Landscape Protection Area is to provide protection to areas of significant landscape values. This was given consideration in the proponent's justification of the proposed outbuilding location (see Appendix ORD: 12.4.4).

In terms of compliance with the above provisions, officers consider the proposed location of the farm outbuilding is clustered with the existing farmhouse and other outbuildings.

- *Appendix II Development Table Part B – Non-Residential Land Uses*

*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 13m variation to the 20m minimum setback outlined in *Appendix II*. The proposed location is currently clear of any vegetation, is relatively flat in topography and is screened by mature trees along the boundary fence.

The applicant provided the following justification for the reduced setback:

- *We have possible options for placement of the new shed, but the property terrain, and cost of extra hard stand material and fencing exclude other possible shed sites from being a practical option.*
- *The proposed location is restricted by an existing shed (workshop) to the south, therefore the new shed cannot be placed any further from the roadside on that site.*



- *Building sheeting would be white, corrugated colour bond, with heritage red trim to match and complement existing buildings.*
- *Trees will be retained. (Pine to the north, Eucalypt to the west).*

Officers have conducted a site inspection of the property which confirms the property has an existing zincalume outbuilding with a nil street boundary setback that pre-dates TPS3. The proposed outbuilding will be setback 7m from the property boundary and will be partially screened by mature trees. Given the location of the exiting white coloured shed north of the farmhouse officers agree with the applicant that the proposed outbuilding cannot be moved back further from the street boundary.

It is noted that there is significant storage of machinery and other farming related materials along the internal driveway which is visible from Collie River Road. The applicant has indicated it is his intention to re-locate the materials together with some internal fencing to ensure that the vehicles which will be parked in the outbuilding have adequate access.

In order to ensure that no material is stored between the shed and the street boundary it is proposed that a condition be imposed requiring that the front setback area shall not be used for the storage of machinery, equipment or materials.

- *Officer Recommendation*

It is considered that the proposed outbuilding will be situated in the best possible location to achieve no further loss of vegetation, and is clustered with other existing development. It is recommended that Council approve the application.

Council Role - Quasi-Judicial.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

## OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

236-17      MOVED - Cr. T G Gardiner      SECONDED - Cr. C N Boyce

**THAT Council approves the Application for Development Approval for an outbuilding on Lot 76 (176 - 204) Collie River Road, Burekup subject to the following conditions:**

1. **The layout of the site and the size, design and location of the outbuilding must always accord with the endorsed plan(s) and must not be altered or modified without the further written consent of Council.**
2. **All stormwater from the proposed building(s) shall be contained on site in accordance with the Shire's specifications (ENG 20 – Stormwater Discharge from Buildings) prior to the use of the proposed development.**

3. The existing crossover shall be reconstructed to the Shire's specifications (ENG 10 – Crossovers in Townsites and Rural Areas) prior to the occupation and/or use of the proposed development.
4. The front setback area shall not be used for the storage of motor vehicles, machinery, equipment or materials.

**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  
7/0

*Note: Cr P R Perks returned to the room [6.33pm].*

12.4.5 Title: Application for Development Approval – Lot 50 (754) Ferguson Road (St Aidan Winery), Ferguson – Proposed Restaurant Extension

Reporting Department: Engineering & Development Services

Reporting Officer: Miss Alice Baldock – Planning Officer

Legislation: Planning and Development Act 2005

*Note: This item was dealt with earlier in the meeting as a Change to the Order of Business. See page 5 of the minutes for the report and Council decision.*

## 12.5 DIRECTOR CORPORATE & COMMUNITY SERVICES REPORT

### 12.5.1 Title: Investment Policy – Updated Policy

*Reporting Department: Corporate & Community Services*

*Reporting Officer: Mr Phil Anastasakis – Director Corporate & Community Services*

*Legislation: Local Government Act 1995; Local Government (Financial Management) Regulations 1996*

#### Background -

Council has an existing Investment Policy CP036 which provides guidance for the investment of funds which are surplus to the Council's immediate requirements. From 20 April 2012, new regulations were prescribed that placed restrictions on local government investment practices.

This policy has been reviewed and a number of amendments and updates identified based on industry benchmarks, standards and guidelines. The Policy wording has been expanded and updated to reflect the following objectives:

- To undertake the investment of funds surplus to the Council's immediate requirements in a prudent manner which results in returns being maximized while operating within acceptable risk parameters.
- To ensure the security of Councils funds by using recognized rating categories.
- To have ready access to funds for day-to-day requirements, without penalty.
- To maintain an adequate level of diversification while ensuring security and safeguarding of capital.
- Ensure legislative requirements are adhered to.

The Policy provides greater detail and guidance to staff on the investment of funds by defining the expected standards and risk tolerances, while maintaining a conservative approach to managing investments and the investment portfolio.

The approved investment of Council funds under the policy may be through one or more of the following financial products:

- Interest Bearing Deposits with Authorised Deposit Taking Institutions as defined in the Banking Act 1959 (Commonwealth)(ie: Australian banks, building societies and credit unions) or the Western Australian Treasury Corporation, for a maximum term of 3 years;
- Commercial Bank Bills; or
- Bonds guaranteed by the Commonwealth Government, or a State or Territory Government with a maturity of less than 3 years.
-

Investment Portfolio risk guidelines have been established and must be adhered to by Council Officers when considering the most appropriate investment option. These four criteria are:

1. *Portfolio Credit Framework*: - limit overall credit exposure of the portfolio;
2. *Counterparty Credit Framework*: - limit exposure to individual counterparts/institutions;
3. *Term of Maturity Framework*: - limits based upon maturity of securities;
4. *Liquidity*: - Maintaining adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.

The policy introduces the risk evaluation process where Council investments are to be assessed in accordance with the Standard & Poor's rating agency. A Standard & Poor's (S&P) credit rating is a current opinion of overall financial capacity to meet financial obligations. Investments that are assessed by S&P to have a rating of less than BBB, are regarded as speculative and the policy proposes that Council does not invest in these products or with these organisations.

At the time that this report was produced, the below listed Authorised Deposit Taking Institutions have the following S&P Credit Rating and would be an acceptable investment institution under the Policy:

INSTITUTION	LONG TERM S&P RATING	SHORT TERM S&P RATING
WA Treasury Corporation	AA+	A-1+
Westpac Bank	AA-	A-1+
Commonwealth Bank	AA-	A-1+
Members Equity Bank	BBB	A-2
National Australia Bank	AA-	A-1+
Bankwest	AA-	A-1+

### Legal Implications

#### **Local Government Act 1995 - Section 6.14**

##### *S6.14. Power to invest*

- (1) *Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the Trustees Act 1962 Part III.*
- (2A) *A local government is to comply with the regulations when investing money referred to in subsection (1).*
- (2) *Regulations in relation to investments by local governments may —*
  - (a) *make provision in respect of the investment of money referred to in subsection (1); and*
  - (b) *deleted]*
  - (c) *prescribe circumstances in which a local government is required to invest money held by it; and*
  - (d) *provide for the application of investment earnings; and*
  - (e) *generally provide for the management of those investments.*

#### **Local Government (Financial Management) Regulations 1996 – r19, r19C, r28 and r49**

- R19. *Investments, control procedures for*
- (1) *A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.*
  - (2) *The control procedures are to enable the identification of —*
    - (a) *the nature and location of all investments; and*
    - (b) *the transactions related to each investment.*
- 19C. *Investment of money, restrictions on (Act s. 6.14(2)(a))*
- (1) *In this regulation —*

**authorised institution** means —

    - (a) *an authorised deposit taking institution as defined in the Banking Act 1959 (Commonwealth) section 5; or*
    - (b) *the Western Australian Treasury Corporation established by the Western Australian Treasury Corporation Act 1986;*

**foreign currency** means a currency except the currency of Australia.
  - (2) *When investing money under section 6.14(1), a local government may not do any of the following —*
    - (a) *deposit with an institution except an authorised institution;*
    - (b) *deposit for a fixed term of more than 3 years;*
    - (c) *invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;*
    - (d) *invest in bonds with a term to maturity of more than 3 years;*
    - (e) *invest in a foreign currency.*
- R28. *Investment information required in notes*  
*The notes to the annual budget are to include, in relation to money invested by the local government, an estimate of —*
  - (a) *the amount to be earned from the investment of money held in reserve; and*
  - (b) *the amount to be earned from the investment of other money; and*
  - (c) *the total earnings from investments.*
- R49. *Invested money, information about in annual financial report*  
*The annual financial report is to include, in relation to money invested, details of —*
  - (a) *the amount earned from the investment of money held in reserve; and*
  - (b) *the amount earned from the investment of other money; and*
  - (c) *the total earnings from investments.*

### ***The Trustees Amendment Act 1997 - Part III Investments***

*The Act confirms that, unless otherwise prohibited, trustees such as Councils may invest in any form of investment, but that it has a prudent person obligation and must exercise care, diligence and skill in investing the funds. The Act lists matters a prudent person should have regard to when investing surplus funds.*

### ***Australian Accounting Standards***

*When reporting investment information, local governments are to consider the disclosure requirements provided under AASB 132 – Financial Instrument: Presentation, AASB 7 – Financial Instruments: Disclosures, AASB 139 – Financial Instruments: Recognition and Measurement and AASB 136 – Impairment of Assets.*

*The objective of AASB 132, AASB 7 and AASB 139 is to prescribe the accounting treatment for financial instruments; the three standards should be read and used in conjunction with each other.*

Strategic Community Plan - None.

Environment - None.

Precedents - The policy manual is reviewed regularly.

### Budget Implications

The 2017/18 budget includes estimated revenue of \$492,000 in interest earnings. The updated policy is anticipated to have a positive impact on this budget estimate through increased interest earnings.

### Budget – Whole of Life Cost

There are positive long term financial implications associated with this policy, with increased interest earnings anticipated from the investment policy and investment strategy.

Council Policy Compliance - CP036 - Investment Policy.

Risk Assessment - Low.

### Officer Comment

The policy proposes the continued monthly reporting to Council of the mix and performance of the investment portfolio, but with additional information around budget comparison, performance and investment risk.

An investment strategy is proposed to be developed in conjunction with the investment policy. This strategy will detail the anticipated cash flow movements of Council over the financial year and the appropriate investment type proposed, while maximising interest income. An independent review of this strategy every 4 years is planned to periodically review internal processes, compliance with the policy and the planned investment mix.

Council Role - Legislative/Executive.

Voting Requirements - Simple Majority.

### Discussion:

*Cr. M T Bennett – I notice that we have delegated authority on part D (under ‘Prudent Person Standard’), I don’t think that having funds transferred by phone is necessary?*

*Director Corporate & Community Services, Mr Phillip Anastasakis – No, we can remove this. It really just refers to verbal conversations.*

### Change to Officer Recommendation -

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

*Part (d) of 4.1 was amended by removing the words “by telephone and follow up with confirmation” as Council did not feel that phone transfers were necessary.*

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

237-17            MOVED -    Cr. M T Bennett            SECONDED -    Cr. A Mountford

**THAT Council adopts Council Policy CP036 – Investment Policy:**

***CP036 - Title: Investment Policy***

**1.        *RESPONSIBLE DIRECTORATE***

*Corporate & Community Services*

**2.        *PURPOSE OR OBJECTIVE***

*This policy provides direction and guidelines on the investment of funds which are surplus to the Council's immediate requirements. Council and staff have an obligation to ensure that funds are invested in a responsible manner and to ensure Council conforms with its fiduciary responsibilities under Section 6.14 of the Local Government Act 1995 and Part III of the Trustees Act 1962 (as amended).*

*Notwithstanding the introduction of this Policy Document, the General Financial Management obligations imposed on Officers under the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996 and Australian Accounting Standards should at all times be complied with.*

*The Policy Objectives are:*

- *To undertake the investment of funds surplus to the Council's immediate requirements in a prudent manner which results in returns being maximized while operating within acceptable risk parameters.*
- *To ensure the security of Councils funds by using recognized rating categories.*
- *To have ready access to funds for day-to-day requirements, without penalty.*
- *To maintain an adequate level of diversification while ensuring security and safeguarding of capital.*
- *Ensure legislative requirements are adhered to.*

**3.        *REFERENCE DOCUMENTS***

*All investments are to comply with the following legislative requirements:*

- *Local Government Act 1995 - s6.14*
- *Local Government (Financial Management) Regulations 1996 – r19, r28 and r49*
- *The Trustees Amendment Act 1997 - Part III Investments*
- *Australian Accounting Standards*

#### **4. POLICY**

##### **4.1 PRUDENT PERSON STANDARD**

- a) *Investments will be managed with the care, diligence and skill that a prudent person would exercise. Investment portfolios are to be managed to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.*
- b) *Council will adopt a conservative investment approach to ensure investment capital is preserved and funds are always available in the short term.*
- c) *While exercising the power to invest, consideration is to be given in preservation of capital, liquidity, and the return of investment.*
  - *Preservation of capital is the principal objective of the investment portfolio. Investments are to be performed in a manner that seeks to ensure security and safeguarding the investment portfolio. This includes managing credit and interest risk within identified thresholds and parameters.*
  - *The investment portfolio will ensure there is sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment.*
  - *The investment is expected to achieve a predetermined market average rate of return that takes into account the Council's risk tolerance. Any additional return target set by Council will also consider the risk limitation and prudent investment principles.*
- d) *The Chief Executive Officer, Director Corporate & Community Services and Manager Financial Services, are individually authorised to transfer investment funds in writing or via electronic communication. Where funds are transferred to investments two authorised signatories are required.*
- e) *Council and authorised investment officers have a fiduciary responsibility under Section 6.14 of the Local Government Act 1995 and therefore risks must be kept to a minimum, particularly credit risk.*
- f) *The investment will be managed with the care, diligence and skill that a prudent person would exercise. Officers are to manage the investment portfolios to safeguard the portfolios in accordance with the spirit of this Investment Policy, and not for speculative purposes.*
- g) *Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This Policy requires officers to disclose any conflict of interest to the CEO.*



#### 4.2 APPROVED INVESTMENTS

*Council funds may be invested in one or more of the following financial products (refer to CP036 Appendix 2):*

- *Interest bearing Deposits with Authorised Deposit Taking Institutions as defined in the Banking Act 1959 (Commonwealth)(ie: Australian banks, building societies and credit unions) or the Western Australian Treasury Corporation, for a maximum term of 3 years;*
- *Commercial Bank Bills; or*
- *Bonds guaranteed by the Commonwealth Government, or a State or Territory Government with a maturity of less than 3 years.*

#### 4.3 INVESTMENT PORTFOLIO RISK GUIDELINES

- a) *Council investments are to be assessed in accordance with Standard & Poor's rating agency. A Standard & Poor's (S&P) credit rating is a current opinion of overall financial capacity to meet financial obligations (refer to CP036 Appendix 1). Investments that are assessed by S&P to have a rating of less than BBB, are regarded as speculative and Council will not invest in these products or with these organisations.*
- b) *This investment policy prohibits any investment carried out for speculative purposes including:*
- i) *Derivative based instruments;*
  - ii) *Principal only investments or securities that provide potentially nil or negative cash flow; and*
  - iii) *Standalone securities issued that have underlying futures, options, forward contracts and swaps of any kind.*

*This policy also prohibits the use of leveraging (borrowing to invest) of an investment.*

- c) *Investments entered into must comply with four key criteria relating to:*
- i) *Portfolio Credit Framework: - limit overall credit exposure of the portfolio;*
  - ii) *Counterparty Credit Framework: - limit exposure to individual counterparts/institutions;*
  - iii) *Term of Maturity Framework: - limits based upon maturity of securities;*
  - iv) *Liquidity: - Maintaining adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.*
- d) *Portfolio Credit Framework*

*To control the credit quality on the entire portfolio, the following credit framework limits the percentage exposed to any particular credit rating category.*

***For Bonds guaranteed by the Commonwealth Government, or a State or Territory Government, the credit rating allowable will be that of the guaranteeing government.***

***For Authorised Deposit Taking Institutions investments:***

<b><i>Maximum Exposure as a % of Total Investment Portfolio</i></b>	<b><i>Minimum Long Term Credit Rating (Standard &amp; Poor's)</i></b>	<b><i>Minimum Short Term Credit Rating (Standard &amp; Poor's)</i></b>
<b><i>100%</i></b>	<b><i>AAA</i></b>	<b><i>A-1+</i></b>
<b><i>100%</i></b>	<b><i>AA</i></b>	<b><i>A-1</i></b>
<b><i>60%</i></b>	<b><i>A</i></b>	<b><i>A-2</i></b>
<b><i>20%</i></b>	<b><i>BBB</i></b>	<b><i>A-2</i></b>

***e) Counterparty Credit Framework***

***Exposure to an individual Authorised Deposit Taking Institution counterparty will be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:***

<b><i>Direct Investment Maximum % with any one institution</i></b>	<b><i>Minimum Long Term Credit Rating (Standard &amp; Poor's)</i></b>	<b><i>Minimum Short Term Credit Rating (Standard &amp; Poor's)</i></b>
<b><i>50%</i></b>	<b><i>AAA</i></b>	<b><i>A-1+</i></b>
<b><i>50%</i></b>	<b><i>AA</i></b>	<b><i>A-1</i></b>
<b><i>40%</i></b>	<b><i>A</i></b>	<b><i>A-2</i></b>
<b><i>10%</i></b>	<b><i>BBB</i></b>	<b><i>A-2</i></b>

***f) Term of Maturity Framework***

***The investment portfolio is to be invested within the following maturity constraints:***

<b><i>Overall Portfolio Term to Maturity</i></b>		
<b><i>Portfolio % &lt;= 1 year</i></b>	<b><i>Min 40%</i></b>	<b><i>Max 100%</i></b>
<b><i>Portfolio % &gt; 1 year or &lt;= 3 years</i></b>	<b><i>Min 0%</i></b>	<b><i>Max 60%</i></b>

***g) Liquidity***

***Portfolio management must always maintain adequate levels of liquidity to cover seasonality, planned capital expenditure and contingencies.***

- i) Not less than two (2) quotations shall be obtained from authorised institutions when investing in an institution other than Councils contracted bankers.***

***4.4 REPORTING AND REVIEW***

- a) Investment performance will be reported to the Ordinary Meeting***

*of Council each month and included in the minutes of the meeting. The report will provide details on the investment portfolio including interest rate earned, expected yield, budget comparison, maturity date, and percentage exposure of total portfolio.*

- b) *Documentary evidence must be held for each investment and details thereof maintained in an Investment Register.*
- c) *An Investment Strategy will run in conjunction with the Investment Policy. The Investment Strategy will be reviewed with an independent investment advisor at least once every 4 years. The Strategy will outline:*
- i) *Council's cash flow expectations;*
  - ii) *Optimal target allocation of investment types, credit rating exposure, and term to maturity exposure; and*
  - iii) *Appropriateness of overall investment types for Council's portfolio.*
- d) *The Council's investment advisor must be approved by Council and licensed by the Australian Securities and Investment Commission. The advisor must be an independent person who has no actual or potential conflict of interest in relation to investment products being recommended; and is free to choose the most appropriate product within the terms and conditions of the Investment Policy.*

#### **CP036 – APPENDIX 1**

#### **Standard and Poor's Rating Description**

##### **Credit Ratings**

*Standard & Poor's (S&P) is a professional organisation that provides analytical services. An S&P rating is an opinion of the general credit-worthiness of an obligor with respect to particular debt security or other financial obligation, based on relevant risk factors.*

*Credit ratings are based, in varying degrees, on the following considerations:*

- *Likelihood of payment.*
- *Nature and provisions of the obligation.*
- *Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditors' rights.*
- *In the case of financial institutions, the perceived likelihood of sovereign support.*

*Credit ratings are not absolute measure of default probability. Since there are future events and developments that cannot be foreseen, the assignment of credit ratings is not an exact science. Credit ratings are not intended as*

*guarantees of credit quality or as exact measures of the probability that a particular issuer or debt issue will default.*

*The issue rating definitions are expressed in terms of default risk.*

*Short Term Obligation Ratings are:*

**A-1**

*This is the highest short-term category used by S&P. The obligor's capacity to meet its financial commitment on the obligation is strong. Within this category, certain obligations are designated with a plus sign (+). This indicates that the obligor's capacity to meet its financial commitment on these obligations is extremely strong.*

**A-2**

*A short-term obligation rated A-2 is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations in higher rating categories. However, the obligor's capacity to meet its financial commitment on the obligation is satisfactory.*

**A-3**

*A short-term obligation rated A-3 exhibits adequate protection parameters. However, adverse economic conditions or changing circumstances are more likely to lead to a weakened capacity of the obligor to meet its financial commitment on the obligation.*

*Long Term Ratings Are:*

**AAA**

*An obligation/obligor rated AAA has the highest rating assigned by S&P. The obligor's capacity to meet its financial commitment on the obligation is still extremely strong.*

**AA**

*An obligation/obligor rated AA differs from the highest rated obligations only in a small degree. The obligor's capacity to meet its financial commitment on the obligation is still very strong.*

**A**

*An obligation/obligor rated A is somewhat more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor in higher rates categories. However, the obligor's capacity to meet its financial commitment on the obligation is still strong.*

**BBB**

*An obligation/obligor rated BBB is more susceptible to the adverse effects of changes in circumstances and economic conditions than obligations/obligor*

*in higher rates categories. However, the obligor's capacity to meet its financial commitment on the obligation is still adequate.*

*Plus (+) or Minus (-)*

*The ratings from "AA" to "CCC" may be modified by the addition of a plus or minus sign to show relative standing within the major rating categories.*

## **CP036 – APPENDIX 2**

### **Investment Instrument Description**

#### **Commonwealth/Semi-Government Bonds**

*Fixed income securities issued and guaranteed by the Commonwealth, State or territory Governments of Australia.*

#### **On Call Deposits – An Interest Bearing Deposit**

*Cash invested on an overnight basis. Funds can be recalled or re-invested on the following business day.*

#### **Term Deposit – An Interest Bearing Deposit**

*Funds invested with a financial institution at a predetermined rate (or floating rate margin) that applies to the duration of the deposit. The principal is held on deposit for a fixed term with interest payable either at regular intervals or at maturity. It is not tradeable security and the investor may be penalised when funds are prepaid.*

#### **Banks Bills**

*Bank-accepted bills are bills of exchange drawn by a company or individual (borrower) usually for periods between 30 and 180 days. The bill is accepted by the bank, which in turn accepts the liability for payment at maturity. It is a short-term investment issued at a discount to the face value and is of a very high credit standing and consequently trades at the lowest yields of all commercially issued bills.*

CARRIED  
8/0

12.5.2 Title: Councillor Fees, Expenses & Allowances Policy – New Policy

*Reporting Department:* Corporate & Community Services

*Reporting Officer:* Mr Phil Anastasakis – Director Corporate & Community Services

*Legislation:* Local Government Act 1995; Local Government (Administration) Regulations 1996

Background -

Each year as part of the annual budget development process Council reviews elected member fees and allowances.

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members. SAT has determined four categories (or bands) and has assessed each Local Government to be categorised from Band 1 (largest Councils) through to Band 4 (smallest). Shire of Dardanup has been categorised as Band 3.

Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.

Council has in the past adopted the following practice in considering Councillor fees, expenses and allowances:

- *Councillor Meeting Attendance Fees*

Payable for the attendance at each meeting. SAT determines minimum and maximum fees. It has been the practice of Council to pay elected members an Annual Fee in lieu of an attendance fee for each Council meeting under s5.99 LGA.

- *President's Annual Allowance* -

In addition to the Meeting Attendance Fee, a President or Mayor may be paid an Annual Allowance per s5.98(5) & s5.98A of the LGA.

- *Deputy President's Annual Allowance*

Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors.

- *Reimbursement of Prescribed Expenses*

Members are entitled to be reimbursed for prescribed expenses per s5.98 LGA. In addition, Council may resolve to reimburse additional prescribed expenses. Expenses that are required to be reimbursed are regulated as follows —

- a) *rental charges incurred by a Council member in relation to one telephone and one facsimile machine; and*

- b) child care and travel costs incurred by a Council member because of the member's attendance at a Council meeting or a meeting of a committee of which he or she is also a member*

The extent to which a telephone and fax line rentals referred to in sub regulation (1)(a) can be reimbursed is the actual amount.

The extent to which child care costs referred to in sub regulation (1)(b) can be reimbursed is the actual cost per hour or \$25.00 per hour, whichever is the lesser amount.

The extent to which travel costs referred to in sub regulation (1)(b) can be reimbursed:

- a) if the person lives or works in the local government district or an adjoining local government district, is the actual cost for the person to travel from the person's place of residence or work to the meeting and back; or*
- b) if the person does not live or work in the local government district or an adjoining local government district, is the actual cost, in relation to a journey from the person's place of residence or work and back—*
- (i) for the person to travel from the person's place of residence or work to the meeting and back; or*
- (ii) if the distance travelled referred to in subparagraph (i) is more than 100 km, for the person to travel from the outer boundary of an adjoining local government district to the meeting and back to that boundary.*

Instead of reimbursing a particular type of expenses, Council has traditionally resolved to pay an annual allowance that is within the prescribed range.

- *Allowances In Lieu Of Reimbursement Of Telecommunication Expenses*

Elected Members are paid an Information and Communications Technology (ICT) Expense of \$1,000pa plus reimbursed actual costs for one internet service.

ICT expenses means –

- a) Rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or*
- b) Any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;*

- *Allowances In Lieu Of Reimbursement Of Travelling And Accommodation Expenses*

The maximum annual allowance for travelling and accommodation expenses is the same amount as the amount to which a person would be entitled for those expenses in the same circumstances under the Public Service Award.

Legal Implications

Local Government Act 1995 - Section 5.98 – s5.102AA.

Local Government (Administration) Regulations 1996 – Reg 30, 33 and 33A.

Strategic Community Plan - None.

Environment - None.

Precedents

The policy manual is reviewed regularly. This policy is based on Council's existing practice undertaken each year when the budget is adopted and industry standards.

Budget Implications

Councillor fees, expenses and allowances are included in the 2017/18 budget.

Budget – Whole of Life Cost - None

Council Policy Compliance - CP042 – New Policy.

Risk Assessment - Low.

Officer Comment

The new policy is aimed at providing direction and guidance on the payment of elected members fees, expenses and allowances, while ensuring there is an efficient and flexible process in place for elected members to claim their entitlements.

Council Role - Legislative / Executive.

Voting Requirements - Simple Majority.

Change to Officer Recommendation No Change.

*Note: Cr J Lee left the meeting [6.36pm].*

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

238-17      MOVED - Cr. C N Boyce      SECONDED - Cr. P R Perks

**THAT Council adopts Council Policy CP042 – Councillor Fees, Expenses & Allowances Policy**

***CP042 - Title: Councillor Fees, Expenses & Allowances Policy***

**1. RESPONSIBLE DIRECTORATE**

***Corporate & Community Services***



## **2. PURPOSE OR OBJECTIVE**

*This policy provides direction and guidelines on the payment of elected members fees and allowances.*

*The Local Government Act 1995- Section 5.98 and the Local Government (Administration) Regulations 1996 permits a payment to Councillors for attending Council and committee meetings and the reimbursement of prescribed expenses. The Salaries and Allowances Tribunal (SAT) determines minimum and maximum fees.*

*The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members. Where the SAT has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on Local Governments to set the amounts to be paid or reimbursed within the range determined.*

*SAT has determined four categories (or bands) and has assessed each Local Government to be categorised from Band 1 (largest Councils) through to Band 4 (smallest). Shire of Dardanup has been categorised as Band 3.*

*The Policy Objectives are:*

- *To outline the support that will be provided to Councillors through the payment of allowances and reimbursement of expenses incurred in accordance with the Local Government Act 1995 while performing the official duties of office; and*
- *Ensure legislative requirements are adhered to.*

*The Council shall meet entitlements and reimburse out of pocket expenses that are reasonably incurred as a Councillor and in accordance with the Policy.*

## **3. REFERENCE DOCUMENTS**

*All payments are to comply with the following legislative requirements:*

- *Local Government Act 1995 – s5.98, s5.98A, s5.99, s5.99A, s5.101A, s5.102AA*
- *Local Government (Administration) Regulations 1996 – r30, r33, r33A*

## **4. POLICY**

### **4.1 Eligibility to Fees and Allowances whilst a Councillor**

*The Act provides for the payment of sitting fees, allowances and reimbursement of specific expenses related to or incurred in performing the role of Councillor for the Shire of Dardanup. These are processed each*

*financial year following the adoption of the budget and upon submission of a Councillor Claim request form.*

*Councillors' fees and allowances shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form.*

*Where a Councillor does not hold office throughout the payment period, an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the member held office.*

#### **4.2 Fees For Attending Meetings**

*All Councillors who attend Council or committee meetings are entitled to be paid a sitting fee. The fees can be paid based on individual meetings or as an annual fee, in accordance with Section 5.99 of the Act and Regulation 34 of the Administration Regulations.*

*The Shire of Dardanup's policy is for an annual meeting fee to be paid in lieu of Council and committee meeting attendance fees, which shall be within the prescribed range set by the SAT, regardless of the meeting structure in place, or the number of meetings attended by a particular Councillor. The annual meeting fee, set within this SAT prescribed payment band, shall be determined by Council as part of the annual budget adoption.*

#### **4.3 President Local Government Allowance**

*The prescribed range for the payment of the annual Local Government allowance for the President is determined by the SAT and shall be set by Council as part of the annual budget adoption process in accordance with Section 5.98(5) of the Act and Regulation 33 of the Administration Regulations. The President's allowance shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form.*

*Where the President does not hold office throughout the payment period an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the President held office.*

*The expenditure of the allowance is at the discretion of the President.*

#### **4.4 Deputy President Local Government Allowance**

*The prescribed range for the payment of the annual Local Government allowance for the Deputy President is determined by the SAT and shall be set by Council as part of the annual budget adoption process in accordance with Section 5.98(5) of the Act and Regulation 33 of the Administration Regulations. The Deputy President's allowance shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form.*

*Where the Deputy President does not hold office throughout the payment period an amount of one twelfth of the annual fee is to be paid for each month or part of a month that the Deputy President held office.*

*The expenditure of the allowance is at the discretion of the Deputy President.*

#### **4.5 Reimbursement of ICT Expenses**

*All Councillors are entitled to be paid an annual allowance in lieu of telecommunications expenses within the prescribed range determined by the SAT and shall be set by Council as part of the annual budget adoption process.*

*The annual Information & Communications Technology (ICT) allowance shall be in accordance with Section 5.99A of the Act instead of reimbursement under section 5.98(2) for the actual cost related to Information and Communications Technology that might otherwise have been approved for the reimbursement under Regulation 31 and 32 of the Administration Regulations.*

*The allowance is for costs relating to telephone usage including plans/contracts, rentals, mobile phones, mobile devices, extra telephone lines, call cost, internet service provider fees and consumables incurred while performing the functions of the Councillor.*

*Councillors allowance shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form.*

#### **4.6 Authorised Functions**

*For the purpose of Regulation 32(1)(a) of the Administration Regulations, express authority of the Council is given to Councillors to attend the following functions:*

- a) Attendance by a Councillor at any working group meeting, ordinary or special briefing session and Council forum, notice of which has been given by the Chief Executive Officer;*
- b) Attendance by a Councillor at any meeting of anybody to which the Councillor has been appointed by the Council or to a secondary body as approved by the Chief Executive Officer (but not including any meeting of a regional Local Government);*
- c) Attendance by a Councillor at any annual or special electors' meeting;*
- d) Attendance by a Councillor at a Shire of Dardanup civic function to which all Councillors are invited;*

- e) *Attendance by a Councillor at a citizenship ceremony conducted by the Council;*
- f) *Attendance by a Councillor at any ceremony for the presentation by the Council of awards to school students by any Councillor responsible for presentation of the awards;*
- g) *Attendance by a Councillor at any meeting of a ratepayer/residents association;*
- h) *Attendance by a Councillor at any site where:*
  - *The site is the subject of an item of business on an agenda for a Council briefing session or a Council meeting; and*
  - *The attendance occurs between the issue of the agenda and the Council briefing session or the Council meeting;*
- i) *Attendance by a Councillor at a meeting with the Chief Executive Officer or a Director of the Council at the request of the Chief Executive Officer or a Director;*
- j) *Attendance by a Councillor at a meeting with a ratepayer/resident or a local body or group to discuss any Local Government matter;*
- k) *Attendance by the President at a meeting or function of anybody including any State Government body, in their capacity as the President, including attendance by the Deputy President or a Councillor in place of the President; and*
- l) *Any other function, meeting or event in their role as a Councillor that is supported by a written invitation.*

#### **4.7 Reimbursement Of Expenses**

*Councillor reimbursement of expenses shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form. This Claim form shall be submitted within fourteen (14) days after the close of each quarter or month if applicable.*

##### **4.7.1 Reimbursement Of Child Care Expenses As A Result Of Attendance At An Authorised Function, Meeting Of Council Or Committee**

*In accordance with Section 5.98(2)(a) of the Act and Regulations 31(1)(b) of the Administration Regulations, a Councillor who incurs child care costs (where they are a parent or legal guardian) because of the Councillor's attendance at a Council meeting or meeting of a committee (of which he or she is a member), is entitled to be reimbursed the actual cost per hour or the prescribed amount as determined by the Salaries and Allowances Tribunal whichever is the lesser amount.*

*Child care costs will not be paid for where the care is provided by a member of the immediate family or relative living in the same premises as the Council member.*

*Claims must be made on the claim form provided and be accompanied by a receipt or invoice detailing the date, number of hours, rate and function attended and the details of the service provider.*

#### **4.7.2 Reimbursement Of Travel And Parking Expenses Because Of Attendance At An Authorised Function, Meeting Of Council Or Committee**

*It is noted that under Section 5.98(2)(a) of the Act and Regulations 31(1)(b) of the Administration Regulation, a Councillor who incurs travel expenses because of the Councillor's attendance at a Council meeting or meeting of a committee of which he or she is a member, or authorised function is entitled to be reimbursed for travel from the person's place of residence or work to the meeting and back.*

*If transportation is provided by another Councillor, then only that Councillor is entitled to claim the actual cost applicable.*

*The amount per kilometre to which the person would be entitled for that expense in the same circumstances in accordance with the WA Public Service Award 1992.*

*Parking costs are to be reimbursed at the actual cost upon production of a receipt.*

#### **4.8 Claim for Reimbursement**

*Councillor reimbursement of expenses shall generally be payable quarterly in arrears (Jan, April, July, Oct), with the option of being paid monthly in arrears where requested and upon submission of a Councillor Claim request form. This Claim form shall be submitted within fourteen (14) days after the close of each quarter or month if applicable.*

*In submitting claims for reimbursement the Councillor shall detail the date of the claim, particulars of the claim and nature of business, eg. the amount paid for child care costs, distance travelled, vehicle displacement and the total travelled in kilometres and certify the accuracy of such information.*

*Parking fees will only be reimbursed if receipts accompany a claim. This should be accompanied by supporting documentation where applicable.*

*Expenses for the quarter ended or month of June are to be submitted by 15 July.*

*Failure to present claims within identified time periods will be considered by the Chief Executive Officer and may result in the non-payment of the claim particularly if the claim relates to a former financial period. Under no circumstances is any reimbursement to be made in connection with costs incurred for re-election to the office of Councillor.*

CARRIED  
7/0

## 12.6 COMMUNITY SERVICES REPORTS

None.

*Note: Mrs Donna Bailye left the room [6.39pm].*

## 12.7 CORPORATE SERVICES REPORTS

12.7.1      Title: Schedule of Paid Accounts as at 30 August 2017

<i>Reporting Department</i>	<i>Corporate &amp; Community Services</i>
<i>Reporting Officer:</i>	<i>Mrs Teresa Morley – Accounts Payable Officer</i>
<i>Legislation:</i>	<i>Local Government Act 1995 (Financial Regulations)</i>

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.

*Note: Mrs Donna Bailye returned to the room [6.40pm].*

### OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION

239-17      MOVED -      Cr. A Mountford      SECONDED -      Cr. P S Robinson

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

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24765	04/08/2017	Allan Gilbert Hardisty	Refund Of Cage Hire Bond	TRUST	150.00
EFT24766	04/08/2017	Bunbury Barbarians Rugby Club	Kidsport Recoup	TRUST	200.00
EFT24767	04/08/2017	Cardinals Junior Football Club	Kidsport Recoup	TRUST	97.00
EFT24768	07/08/2017	A Frazer And A D Frazer	Introduction To Hand Lettering Workshop	MUNI	283.25
EFT24769	07/08/2017	Air-Met Scientific Pty Ltd	Meth Check Test Kits	MUNI	239.47
EFT24770	07/08/2017	Alzbeta Baladova Hair & Make Up Artist	Beauty Tips For Teens	MUNI	250.00
EFT24771	07/08/2017	AXIO Maintenance And Construction	Various Invoices	MUNI	184.25
EFT24772	07/08/2017	All Aussie Truck And Bobcat Services	Clean Up Transfer Station	MUNI	297.00
EFT24773	07/08/2017	Amity Signs And Industrial Products	Surveillance Sign	MUNI	92.73
EFT24774	07/08/2017	Arrow Bronze	Memorial Plaques	MUNI	614.34
EFT24775	07/08/2017	Australind Automotive Service Centre	Vehicle Maintenance	MUNI	357.55
EFT24776	07/08/2017	Australind Tyre Service	Vehicle Maintenance	MUNI	418.00
EFT24777	07/08/2017	Boyles Plumbing And Gas	Supply And Install Hand Wash Basin Dardanup Hall Kitchen	MUNI	1,226.72
EFT24778	07/08/2017	Brody England	ERC Basketball Umpire 26/07/2017	MUNI	154.00
EFT24779	07/08/2017	Bunbury Machinery	Hire Flex Drive Pump To Dewater Glen Huon Football Oval	MUNI	376.42
EFT24780	07/08/2017	Bunbury Mower Service	Duel Fuel Containers	MUNI	117.00
EFT24781	07/08/2017	Bunbury Regional Entertainment Centre	Donation As Per Resolution 81-17	MUNI	16,500.00
EFT24782	07/08/2017	Bunbury Retravision	Training Room Screen And Wall Bracket For Martin Pelusey Depot	MUNI	1,217.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24783	07/08/2017	Bunbury Settlement Services Pty Limited	Purchase Of Portion Public Recreation Reserve 24728 - Final Balance	MUNI	2,834.19
EFT24784	07/08/2017	Bunnings Group Limited	Various Invoices	MUNI	2,101.14
EFT24785	07/08/2017	Cleanaway	Various Invoices	MUNI	720.00
EFT24786	07/08/2017	Cleanaway Solid Waste Pty Ltd	Various Invoices	MUNI	5,670.66
EFT24787	07/08/2017	Coca-Cola Amatil (Australia) Pty Limited	ERC - Cafe/Resale Stock	MUNI	218.85
EFT24788	07/08/2017	Construction Training Fund : BCITF	Reconciliation - July 2017	MUNI	3,216.76
EFT24789	07/08/2017	Courier Australia	Postage And Freight	MUNI	53.12
EFT24790	07/08/2017	Dardanup Rural Supplies	Sundry Items	MUNI	272.88
EFT24791	07/08/2017	Dean Davey	ERC Netball Umpire 24/07/2017	MUNI	22.00
EFT24792	07/08/2017	Dell Australia Pty Limited	Various Invoices	MUNI	3,592.49
EFT24793	07/08/2017	Donna Bastow	ERC Basketball Umpire 26/07/2017	MUNI	154.00
EFT24794	07/08/2017	Donna Bullen	Reimbursement For AHRI Professional Membership 2018	MUNI	360.00
EFT24795	07/08/2017	Eaton Home Hardware & Garden	Rat Poison Blocks	MUNI	22.00
EFT24796	07/08/2017	Eaton Pet Vet	Various Invoices	MUNI	75.00
EFT24797	07/08/2017	Evelyn Butchart	Catering	MUNI	1,200.00
EFT24798	07/08/2017	Fit2Work	Annual Account Fee And July Invoice	MUNI	351.78
EFT24799	07/08/2017	GCS Hire Pty Limited	Various Invoices	MUNI	7,821.51
EFT24800	07/08/2017	Heatleys Sales Pty Limited	Various Invoices	MUNI	837.73
EFT24801	07/08/2017	Holcim (Australia) Pty Limited	Concrete New Depot	MUNI	514.80



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24802	07/08/2017	Hynes Contracting	Drainage Maintenance Dardanup Basketball Courts - Kiosk Area	MUNI	2,646.00
EFT24803	07/08/2017	IPWEA National	ERC - Benchmarking User Survey 01/01/2017 - 31/12/2017	MUNI	3,685.00
EFT24804	07/08/2017	Insight Call Centre Services	After Hours Call Centre Service - June 2017	MUNI	375.38
EFT24805	07/08/2017	Karyn Rowe	ERC Netball Umpire 25/07/2017	MUNI	123.75
EFT24806	07/08/2017	Kelly Pardoe	ERC Netball Umpire 25/07/2017	MUNI	67.50
EFT24807	07/08/2017	Kempy's Mobile Car Detailing	Detail Vehicle For Changeover To New Staff Member	MUNI	110.00
EFT24808	07/08/2017	Kenny Pomare	ERC Basketball Umpire 26/07/2017	MUNI	132.00
EFT24809	07/08/2017	Kmart - 1235	Heater For Reception	MUNI	15.00
EFT24810	07/08/2017	Local Government Professionals Australia WA	LG Professionals Membership 17/18 Anton Manning	MUNI	181.00
EFT24811	07/08/2017	Madeline Black	ERC Netball Umpire 25/07/2017	MUNI	90.00
EFT24812	07/08/2017	Mary Boaden	Rates Refund For Assessment A11475	MUNI	923.16
EFT24813	07/08/2017	Matthew Wilson	ERC Basketball Umpire 26/07/2017	MUNI	40.00
EFT24814	07/08/2017	MCG Architects Pty Ltd	Tender And Contract Management Services	MUNI	8,965.00
EFT24815	07/08/2017	Mckayhla Pomare	ERC Basketball Umpire 26/07/2017	MUNI	44.00
EFT24816	07/08/2017	NEC It Solutions Australia	Sharepoint Infrastructure Support	MUNI	343.75
EFT24817	07/08/2017	Nicola Tyrrell	Yoga Instructor At Eaton Recreation Centre - 12, 15 And 19 July	MUNI	165.00
EFT24818	07/08/2017	Natasha Bowron	ERC Netball Umpire 25/07/2017	MUNI	67.50
EFT24819	07/08/2017	Natural Born Killer Clothing	Sample Pack Of Polo Shirts	MUNI	195.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24820	07/08/2017	Nightguard Security Service Pty Limited	Security Alarm Monitoring Service	MUNI	541.20
EFT24821	07/08/2017	Nites Electrical	Various Electrical Works	MUNI	1,769.00
EFT24822	07/08/2017	Paige Vincent	ERC Basketball Umpire 26/07/2017	MUNI	110.00
EFT24823	07/08/2017	Parkridge Group Pty Limited	Rates Refund For Assessment A11275	MUNI	655.04
EFT24824	07/08/2017	Professional Video And Hi-Fi Pty Ltd	Digi Talk Handy Scan Scanner 1050dpi & 4Gb Micro SD Card	MUNI	110.00
EFT24825	07/08/2017	Promote You	Embroidery	MUNI	30.80
EFT24826	07/08/2017	Qmani Pty Ltd	SMS Monthly Charge - 01/07/2017 To 31/07/2017	MUNI	82.50
EFT24827	07/08/2017	Rachel Clarke	Refund Of Dog Registration - Sterilised	MUNI	15.00
EFT24828	07/08/2017	Raelene Tedd	ERC Netball Umpire 27/07/2017	MUNI	93.75
EFT24829	07/08/2017	Robert Drennan	FCO Allowance	MUNI	500.00
EFT24830	07/08/2017	Ryan Baker	ERC Basketball Umpire 26/07/2017	MUNI	154.00
EFT24831	07/08/2017	Shine Services - Belinda Shine	EAP Counselling Services	MUNI	130.00
EFT24832	07/08/2017	Shire Of Harvey	Liability Costs For D Fielding - IT Resource Sharing Agt- Finalised	MUNI	2,202.00
EFT24833	07/08/2017	Southern Lock & Security	Padlocks And Keys	MUNI	69.30
EFT24834	07/08/2017	Staples Australia Pty Limited	Stationery	MUNI	738.32
EFT24835	07/08/2017	Stewart & Heaton Clothing Co Pty Limited	Safety Wear	MUNI	90.93
EFT24836	07/08/2017	Sudhanshu Mishra	Reimbursement For Travel Costs While In Perth	MUNI	560.67
EFT24837	07/08/2017	Surveying South	Survey -Crooked Brook Rd (SLK 4.88 To SLK 8.53) 2017/18 Capital Works	MUNI	5,324.00
EFT24838	07/08/2017	Swift Fencing	ERC - Gate Section To Oval To Allow Service Vehicle Access	MUNI	1,460.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24839	07/08/2017	Teny Puot	ERC Basketball Umpire 26/07/2017	MUNI	132.00
EFT24840	07/08/2017	Therese Price	ERC Netball Umpire 25/07/2017	MUNI	180.00
EFT24841	07/08/2017	Total Eden Pty Limited	Retic Repairs	MUNI	14.99
EFT24842	07/08/2017	Total Hygiene	ERC - Sanitary Service	MUNI	1,485.00
EFT24843	07/08/2017	Totally Workwear	Safety Work Wear	MUNI	138.60
EFT24844	07/08/2017	Tracy Tupaea	ERC Netball Umpire 25/07/2017	MUNI	66.00
EFT24845	07/08/2017	True Track Truck Aligning	Vehicle Maintenance	MUNI	213.00
EFT24846	07/08/2017	Vogue Furniture	Office Furniture For New Depot	MUNI	14,957.00
EFT24847	07/08/2017	Western Australian Rangers Association Inc	Membership For WARA - Murray Halden Expires 31/12/2019	MUNI	120.00
EFT24848	07/08/2017	Wildcats 2000 Pty Limited	ERC - Hosting Fee For Pre-Season Game	MUNI	11,000.00
EFT24849	11/08/2017	Alzbeta Baladova Hair & Make Up Artist	Makeup Masterclass Workshop	MUNI	200.00
EFT24850	11/08/2017	Action Kerbing	New Depot, Martin Pelusey Rd - Kerbing In Yard Area, As Per	MUNI	7,610.90
EFT24851	11/08/2017	Alex Carter-Raftos	ERC Basketball Umpire 09/08/2017	MUNI	66.00
EFT24852	11/08/2017	Alinta	Quarterly Invoice For Gas Supply At ERC 19/04/2017 - 14/07/2017	MUNI	399.85
EFT24853	11/08/2017	All Aussie Truck And Bobcat Services	Slashing Grass At Leicester Reserve	MUNI	990.00
EFT24854	11/08/2017	All Occasions Management - IPWEA Conf	IPWEA Conference	MUNI	2,182.00
EFT24855	11/08/2017	Australia Post.	Monthly Invoice For Mail And Postage - July 2017	MUNI	960.83
EFT24856	11/08/2017	Australian Taxation Office	PAYG Pay Run 11/08/2017	MUNI	62,969.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24857	11/08/2017	B & B Street Sweeping Pty Limited	Clean Street And Sump Hazelgrove.	MUNI	643.50
EFT24858	11/08/2017	BCL Group	Eaton Foreshore Stage 2 Car Park, Drainage/Lighting Construction	MUNI	289,030.67
EFT24859	11/08/2017	Bell Fire Equipment Company Pty Limited	Provide/Install Emergency Warning & Intercom System Eaton Admin	MUNI	10,615.00
EFT24860	11/08/2017	Ben Jordan	Reimbursement For The Cost Of Repairs To Iphone 6s	MUNI	200.00
EFT24861	11/08/2017	Blackwoods Atkins	Whim Creek Safety Glasses Polarised	MUNI	186.46
EFT24862	11/08/2017	Brody England	ERC Basketball Umpire 09/08/2017	MUNI	154.00
EFT24863	11/08/2017	Brownes Foods Operations Pty Limited	ERC - Cafe/Resale Stock	MUNI	232.13
EFT24864	11/08/2017	Building Commission	Reconciliation For July 2017	MUNI	4,833.03
EFT24865	11/08/2017	Bunbury Bus Hire & Tint A Car Bunbury	Bus Hire For Tree Planting Day 04/08/2017	MUNI	200.00
EFT24866	11/08/2017	Bunbury Coffee Machines	ERC - Cafe/Resale Stock	MUNI	453.00
EFT24867	11/08/2017	Bunbury Machinery	Machine Hire	MUNI	1,979.91
EFT24868	11/08/2017	Bunbury Mower Service	Safety Wear	MUNI	326.50
EFT24869	11/08/2017	Bunbury Subaru	Vehicle Maintenance	MUNI	732.97
EFT24870	11/08/2017	Bunbury Trucks	Vehicle Maintenance	MUNI	2,137.20
EFT24871	11/08/2017	Bunnings Group Limited	Various Invoices	MUNI	877.54
EFT24872	11/08/2017	Caltex Australia Petroleum Pty Limited	Fuel For July 2017	MUNI	13,302.27
EFT24873	11/08/2017	Child Support Agency	Payroll Deductions	MUNI	237.11
EFT24874	11/08/2017	Civilcon	Gutters Renewal ERC As Per Civilcon Quote	MUNI	36,945.50
EFT24875	11/08/2017	Cleanaway Solid Waste Pty Ltd	Various Invoices	MUNI	8,702.91

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24876	11/08/2017	Coates Hire Limited	Hire Of Barricades July 2017	MUNI	524.80
EFT24877	11/08/2017	Craven Foods	ERC - Cafe/Resale Stock	MUNI	485.51
EFT24878	11/08/2017	Dahl Garrigan	Overpayment On Debtor Account 20904	MUNI	45.55
EFT24879	11/08/2017	Dardanup Garage And Service Station	Replace Battery DA8200	MUNI	290.80
EFT24880	11/08/2017	Dean Davey	ERC Netball Umpire 07/08/2017	MUNI	22.00
EFT24881	11/08/2017	Digital Mapping Solutions	Implement Intramaps Public 8.3 Upgrade For SOD Public GIS Portal	MUNI	643.50
EFT24882	11/08/2017	Donna Bastow	ERC Basketball Umpire 09/08/2017	MUNI	154.00
EFT24883	11/08/2017	Forpark Australia	Glen Huon Playground. Supply And Install Equipment	MUNI	116,380.00
EFT24884	11/08/2017	Fuji Xerox Australia Pty Limited	Photocopier Lease Agreement	MUNI	1,200.10
EFT24885	11/08/2017	Fulton Hogan Industries Pty Limited	Town Site Road Maintenance	MUNI	49.25
EFT24886	11/08/2017	GCS Hire Pty Limited	Monthly Hire Charge For Temporary Office Block	MUNI	1,150.89
EFT24887	11/08/2017	GCS Integrated Services Pty Ltd	Hire Of Toilet July 2017.	MUNI	209.47
EFT24888	11/08/2017	Gayle Narkle	ERC Netball Umpire 08/08/2017	MUNI	132.00
EFT24889	11/08/2017	Geo Spread & Ag Contracting	Mulching Of Trees Stockpiled In Gravel Pit From Road Maintenance.	MUNI	25,520.00
EFT24890	11/08/2017	Go Electrical Contracting	ERC- Replace Faulty Emergency Exit Light	MUNI	607.20
EFT24891	11/08/2017	Grace Records Management	Bin Exchange And Records Management - July 2017	MUNI	511.20
EFT24892	11/08/2017	Harvey Water	Dam Safety Charge, SWIAC Asset Levy, Swimco Development Levy	MUNI	142.30
EFT24893	11/08/2017	Health Insurance Fund Of WA (HIF)	Payroll Deductions	MUNI	333.45

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24894	11/08/2017	Hynes Contracting	Prepare Car Park For Asphalt	MUNI	1,890.00
EFT24895	11/08/2017	Isabel Cody	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	118.71
EFT24896	11/08/2017	Josie Phillips	ERC Netball Umpire 08/08/2017	MUNI	67.50
EFT24897	11/08/2017	Jennylee Maaka	ERC Netball Umpire 10/08/2017	MUNI	30.00
EFT24898	11/08/2017	Jim's Test & Tag	Emergency Lighting Test - Eaton Rec Centre	MUNI	649.00
EFT24899	11/08/2017	Jo Jingles South West	Early Learning Programs - July	MUNI	1,320.00
EFT24900	11/08/2017	Justine Eichner	ERC Basketball Umpire 09/08/2017	MUNI	110.00
EFT24901	11/08/2017	Karen Mentiplay	Reimb For The Purchase Of A Rubber Mat For Coffee Machine	MUNI	45.54
EFT24902	11/08/2017	Karyn Rowe	ERC Netball Umpire 08/08/2017	MUNI	165.00
EFT24903	11/08/2017	Kenny Pomare	ERC Basketball Umpire 09/08/2017	MUNI	44.00
EFT24904	11/08/2017	Kmart - 1235	August Display Cabinet	MUNI	19.50
EFT24905	11/08/2017	LGIS - Local Government Insurance Services	Annual Insurance	MUNI	72,109.76
EFT24906	11/08/2017	LGISWA	Annual Insurance	MUNI	332,792.95
EFT24907	11/08/2017	Les Mills Asia Pacific	Monthly Music Licence Fees - August 2017	MUNI	1,144.01
EFT24908	11/08/2017	Living Springs	Annual Hire Of Water Cooler. 1/8/2017 1/8/2018.	MUNI	165.00
EFT24909	11/08/2017	Local Government Professionals Australia WA	LG Professionals Fellow Membership 2017 To 2018 - Mark Chester	MUNI	702.00
EFT24910	11/08/2017	Madeline Black	ERC Netball Umpire 08/08/2017	MUNI	67.50
EFT24911	11/08/2017	Marketforce	Monthly Advertising	MUNI	2,785.22
EFT24912	11/08/2017	Mckayhla Pomare	ERC Basketball Umpire 09/08/2017	MUNI	44.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24913	11/08/2017	Nicola Tyrrell	Yoga Instructor At Eaton Recreation Centre 02/08/2017	MUNI	55.00
EFT24914	11/08/2017	PE Civil	Construction Of "V" Drain	MUNI	11,929.50
EFT24915	11/08/2017	PFD Food Services Pty Limited	ERC - Cafe/Resale Stock	MUNI	702.30
EFT24916	11/08/2017	Pages Mechanical Repairs	Vehicle Maintenance	MUNI	674.60
EFT24917	11/08/2017	Paige Vincent	ERC Basketball Umpire 09/08/2017	MUNI	88.00
EFT24918	11/08/2017	Perfect Landscapes	Mowing Contract	MUNI	6,567.00
EFT24919	11/08/2017	Rvend Pty Ltd - WA Vending Machines	ERC - Monthly Charges For Vending Machine	MUNI	66.00
EFT24920	11/08/2017	Ryan Baker	ERC Basketball Umpire 09/08/2017	MUNI	154.00
EFT24921	11/08/2017	SOS Office Equipment	Meter Readings For Photocopiers	MUNI	3,553.64
EFT24922	11/08/2017	Suzanne Gratwick	Reimb- Leaving Gift For Terri Davis. As Per Council Contribution	MUNI	50.00
EFT24923	11/08/2017	Schweppes Australia Pty Limited	ERC - Cafe/Resale Stock	MUNI	177.15
EFT24924	11/08/2017	Signs Plus	Magnetic Name Badges	MUNI	32.00
EFT24925	11/08/2017	Small Business Centre Bunbury-Wellington	2017 - 2018 Allocated Funding.	MUNI	7,700.00
EFT24926	11/08/2017	South West Septics	Empty Grease Trap At Eaton Recreation Centre	MUNI	264.00
EFT24927	11/08/2017	Southern Cross Austereo	Gold Club - Membership Sale (Sportspower Voucher) June/July	MUNI	484.00
EFT24928	11/08/2017	Southern Lock & Security	Key Cutting	MUNI	150.00
EFT24929	11/08/2017	Spencer Signs	ERC - Delivery Of Wall Signs	MUNI	49.50
EFT24930	11/08/2017	Staples Australia Pty Limited	Stationery	MUNI	395.30

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24931	11/08/2017	Synergy	Electricity Accounts	MUNI	24,218.45
EFT24932	11/08/2017	T & V Fencing	Supply And Install 1m Wide Gate @ The Glen Huon Reserve	MUNI	786.50
EFT24933	11/08/2017	Terau Aroha Tamatea	ERC Netball Umpire 08/08/2017	MUNI	88.00
EFT24934	11/08/2017	Teresa Morley	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	77.99
EFT24935	11/08/2017	Terry White Chemmart Eaton	Employee Flu Vaccinations 2017	MUNI	14.95
EFT24936	11/08/2017	Tracy Tupaea	ERC Netball Umpire 08/08/2017	MUNI	88.00
EFT24937	11/08/2017	Vanessa Black	ERC Umpire	MUNI	67.50
EFT24938	11/08/2017	WML Consultants	Consulting Services Submission 2018/2019 Black Spot Applications	MUNI	836.00
EFT24939	11/08/2017	Western Australian Treasury Corporation	Loan Repayment	MUNI	33,439.67
EFT24940	11/08/2017	Woolworths Limited	Various Invoices	MUNI	674.87
EFT24941	11/08/2017	Xavier Cotton	ERC Basketball Umpire 09/08/2017	MUNI	66.00
EFT24942	18/08/2017	1st Leschenault Scouts	Kidsport Recoup - Mcmulkin	TRUST	200.00
EFT24943	18/08/2017	Michelle Pope - Oils With Mish	Refund Of Key Bond - Dardanup Hall	TRUST	40.00
EFT24944	18/08/2017	ATA Connections	Configuration Cash Register -Reflect New Fees & Charges 2017/18	MUNI	190.80
EFT24945	18/08/2017	AXIO Maintenance And Construction	Various Invoices	MUNI	2,331.84
EFT24946	18/08/2017	All Aussie Truck And Bobcat Services	4 Hours Carting Sand To Glen Huon Oval	MUNI	396.00
EFT24947	18/08/2017	Amity Signs And Industrial Products	"Do Not Drink Water" Sign - Class 2 Reflective	MUNI	53.90
EFT24948	18/08/2017	Arrow Bronze	Memorial Plaque	MUNI	150.37
EFT24949	18/08/2017	ARTREF Pty Limited	Replacement Plotter - Engineering, Incl Delivery And Training	MUNI	7,304.00



PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24950	18/08/2017	Australind/Eaton Medical Centre	Medical And Hearing Test For Paul Haag - Pre Employment	MUNI	115.00
EFT24951	18/08/2017	B & B Street Sweeping Pty Limited	Clean Road And Pipes	MUNI	1,650.00
EFT24952	18/08/2017	BCL Group	Eaton Foreshore Stage 2 Car Park	MUNI	19,904.48
EFT24953	18/08/2017	BOC Limited	Monthly Hire Of Oxygen Bottle 28/06/2017 - 28/07/2017	MUNI	11.95
EFT24954	18/08/2017	Boyles Plumbing And Gas	Various Invoices	MUNI	1,635.02
EFT24955	18/08/2017	Brandicoot	Use Of Web Services, Newsletter Subscription, Facebook And Twitter	MUNI	752.99
EFT24956	18/08/2017	Brody England	ERC Basketball Umpire 16/08/2017	MUNI	88.00
EFT24957	18/08/2017	Bunbury Army Surplus	Kitbags For Chain Saw PPE	MUNI	31.95
EFT24958	18/08/2017	Bunbury Coffee Machines	ERC - Cafe/Resale Stock	MUNI	362.00
EFT24959	18/08/2017	Bunbury Harvey Regional Council	Various Invoices	MUNI	2,867.27
EFT24960	18/08/2017	Bunbury Machinery	Hire Of Mini Digger 8 Days	MUNI	1,968.69
EFT24961	18/08/2017	Bunbury Mower Service	Various Invoices	MUNI	565.00
EFT24962	18/08/2017	Bunnings Group Limited	Assorted Tools Replacement After Tip Site Break In	MUNI	461.32
EFT24963	18/08/2017	Cecilia Muller	Reimbursement For The Purchase Of Fuel. Fuel Card Rejection	MUNI	78.93
EFT24964	18/08/2017	Christine Kennedy	Reimbursement For Purchase Of Phone Case Cover	MUNI	60.00
EFT24965	18/08/2017	Ciphertel Pty Ltd T/A Gateway Internet Serv	Monthly Account For Point To Point Microwave Service - July 2017	MUNI	2,068.00
EFT24966	18/08/2017	Cleanaway	Various Invoices	MUNI	41,267.52
EFT24967	18/08/2017	Cleanaway Solid Waste Pty Ltd	Various Invoices	MUNI	10,356.30

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24968	18/08/2017	Courier Australia	Postage And Freight	MUNI	137.31
EFT24969	18/08/2017	Dardanup Garage And Service Station	Vehicle Maintenance	MUNI	437.11
EFT24970	18/08/2017	Dardanup Rural Supplies	Depot Items	MUNI	40.50
EFT24971	18/08/2017	Dardanup Veterinary Centre	Cat Sterilisation Voucher - Mary Manson	MUNI	35.00
EFT24972	18/08/2017	Dell Australia Pty Limited	Various Invoices	MUNI	31,073.90
EFT24973	18/08/2017	Desley Wilson	ERC Netball Umpire 14/08/2017	MUNI	44.00
EFT24974	18/08/2017	Donna Bastow	ERC Basketball Umpire 16/08/2017	MUNI	154.00
EFT24975	18/08/2017	Dowsing Group Pty Ltd	Dual Use Pathway Construction	MUNI	120,481.90
EFT24976	18/08/2017	Eaton Pet Vet	Various Invoices	MUNI	38.50
EFT24977	18/08/2017	Elders Southern Districts Estate Agency	Valuation Of Part Of Lot 1515 Crooked Brook Road	MUNI	288.75
EFT24978	18/08/2017	Fuji Xerox Australia Pty Limited	Photocopier Lease Agreement	MUNI	212.30
EFT24979	18/08/2017	Fulton Hogan Industries Pty Limited	30 Bags Bioblend	MUNI	1,328.25
EFT24980	18/08/2017	GCS Integrated Services Pty Ltd	Hire Of Porta Toilet. June 17	MUNI	202.71
EFT24981	18/08/2017	Glanbia Performance Nutrition Pty Ltd	ERC - Cafe/Resale Stock	MUNI	511.05
EFT24982	18/08/2017	Gaylene Godfrey	Reimbursement For The Purchase Of Wall Mounted Suggestion Box	MUNI	84.74
EFT24983	18/08/2017	Go Electrical Contracting	ERC - Replace 3 Emergency Exit Lights	MUNI	2,728.00
EFT24984	18/08/2017	Heatleys Sales Pty Limited	Rechargeable Head Lamp Led Lenser Works Crew	MUNI	825.00
EFT24985	18/08/2017	Hynes Contracting	Remove Fallen Tree From Crooked Brook Rd	MUNI	330.00
EFT24986	18/08/2017	JCW Electrical Pty Ltd	Repairs To Lofthouse Park Lights	MUNI	209.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT24987	18/08/2017	Jacko's Window Cleaning	Depot Window Cleaning	MUNI	380.00
EFT24988	18/08/2017	Jason Signmakers	Waterloo Rd/Ferguson Rd Intersection Sign Stacks	MUNI	5,875.28
EFT24989	18/08/2017	June Keil	Urban Gardening Workshop - 16/8	MUNI	120.00
EFT24990	18/08/2017	Justine Eichner	Umpire	MUNI	154.00
EFT24991	18/08/2017	Karyn Rowe	ERC Netball Umpire 15/08/2017	MUNI	157.50
EFT24992	18/08/2017	Kelly Pardoe	ERC Netball Umpire 14/08/2017	MUNI	67.50
EFT24993	18/08/2017	King Limestone Walls Pty Ltd	Install Additional Retaining Wall - Graham Street.	MUNI	770.00
EFT24994	18/08/2017	Lance Denton	Refund Of Dog Registration - Sterilised	MUNI	15.00
EFT24995	18/08/2017	Landgate	Various Invoices	MUNI	2,253.67
EFT24996	18/08/2017	Luke Dobrich	2017/2018 Personal Development Grant	MUNI	400.00
EFT24997	18/08/2017	Madeline Black	ERC Netball Umpire 15/08/2017	MUNI	90.00
EFT24998	18/08/2017	Mark Jon Peters	Crossover Rebate Lot 1018 2 Glenelg Drive, Millbridge	MUNI	239.00
EFT24999	18/08/2017	Matthew Wilson	ERC Basketball Umpire 16/08/2017	MUNI	44.00
EFT25000	18/08/2017	Malatesta Road Paving & Hotmix	Martin Pelusey Depot - Supply And Lay Ac10 Black Asphalt,	MUNI	80,844.00
EFT25001	18/08/2017	Marketforce	Advertising	MUNI	171.94
EFT25002	18/08/2017	Mckayhla Pomare	ERC Basketball Umpire 16/08/2017	MUNI	66.00
EFT25003	18/08/2017	Melanie Serra	Reimbursement For The Purchase Of Clothing To Be Worn As Uniform	MUNI	143.98
EFT25004	18/08/2017	Midalia Steel Pty Limited	Galvanised Sheet	MUNI	196.94

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT25005	18/08/2017	Nicola Tyrrell	Yoga Instructor At Eaton Recreation Centre 09/08/2017	MUNI	55.00
EFT25006	18/08/2017	Nsco Consulting	New Depot Induction For Outside Workforce - 10 August 2017	MUNI	363.00
EFT25007	18/08/2017	Natasha Bowron	ERC Netball Umpire 15/08/2017	MUNI	67.50
EFT25008	18/08/2017	Nites Electrical	Various Electrical Works	MUNI	2,082.30
EFT25009	18/08/2017	Officeworks Superstores Pty Limited	Stationery	MUNI	104.87
EFT25010	18/08/2017	PFD Food Services Pty Limited	ERC - Cafe/Resale Stock	MUNI	563.75
EFT25011	18/08/2017	Play Check	Playground Inspection Workshop	MUNI	1,540.00
EFT25012	18/08/2017	Paige Vincent	ERC Basketball Umpire 16/08/2017	MUNI	88.00
EFT25013	18/08/2017	Perkins WA Pty Ltd	Shire Works Depot	MUNI	54,888.20
EFT25014	18/08/2017	Pollen Nation	Milk Bottle Posy Workshop - 9/8	MUNI	354.00
EFT25015	18/08/2017	Promote You	Embroidery	MUNI	115.50
EFT25016	18/08/2017	QSIC Pty Ltd	ERC - Fitness Music	MUNI	132.00
EFT25017	18/08/2017	Raelene Tedd	ERC Netball Umpire 15/08/2017	MUNI	45.00
EFT25018	18/08/2017	Ryan Baker	ERC Basketball Umpire 16/08/2017	MUNI	154.00
EFT25019	18/08/2017	SUEZ Recycling And Recovery	Kerbside Recycling Processing - JULY 2017	MUNI	3,188.17
EFT25020	18/08/2017	Schweppes Australia Pty Limited	ERC - Cafe/Resale Stock	MUNI	506.99
EFT25021	18/08/2017	Shineservices - Robin Shine	EAP Consultations	MUNI	260.00
EFT25022	18/08/2017	Sophie Docker	ERC Umpire	MUNI	67.50
EFT25023	18/08/2017	South West Rose Society Inc	Roses Workshop - Booklets	MUNI	75.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
EFT25024	18/08/2017	Southern Lock & Security	Cut 'K' Key	MUNI	15.00
EFT25025	18/08/2017	St John Ambulance Australia (WA) Inc	Annual First Aid Kit Servicing Volunteer Bush Fire Brigades	MUNI	774.35
EFT25026	18/08/2017	Staples Australia Pty Limited	Stationery	MUNI	827.07
EFT25027	18/08/2017	State Library Of Western Australia (LISWA)	Annual Payment-State Library Lost And Damaged Library Stock	MUNI	440.00
EFT25028	18/08/2017	State Wide Turf Services	Foliar Application For Turf At Eaton Oval	MUNI	532.84
EFT25029	18/08/2017	Sunny Industrial Brushware	Supply Trailer Broom.	MUNI	1,162.70
EFT25030	18/08/2017	Synergy	Electricity Accounts	MUNI	1,380.20
EFT25031	18/08/2017	Technology One Ltd (Icon)	Icon Software - Annual Maintenance 01/07/2017 - 29/06/2018	MUNI	15,312.00
EFT25032	18/08/2017	Telstra	Telephone Accounts	MUNI	6,657.82
EFT25033	18/08/2017	Therese Price	ERC Netball Umpire 15/08/2017	MUNI	172.50
EFT25034	18/08/2017	Tracy Tupaea	ERC Netball Umpire 15/08/2017	MUNI	22.00
EFT25035	18/08/2017	Woolworths Limited	ERC - Cafe/Resale Stock	MUNI	723.64
EFT25036	18/08/2017	Xavier Cotton	ERC Basketball Umpire 16/08/2017	MUNI	88.00
44827	04/08/2017	Shire Of Dardanup	Replacement Float For Banksia Road Tip Site	MUNI	300.00
DD12972.1	07/08/2017	Edith Cowan University - Joondalup	Business Professionalism & Career Management, Sem 2, N Hopkins	MUNI	2,721.00
DD12990.1	11/08/2017	Curtin University	Building Info Modelling, Study Period 3, 2017 - Craig Browne	MUNI	2,280.36
DD13003.1	18/08/2017	Shire Of Dardanup	Payment Of Rates A1000026443	MUNI	201.00
DD12976.1	09/08/2017	Chocolatey Software Inc	Chocolatey Software Package Mangt Annual Subs 150 Licenses	MUNI	2,720.00

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
DD12982.1	11/08/2017	WA Super	Payroll Deductions	MUNI	35,011.56
DD12982.2	11/08/2017	MLC Super Fund	Superannuation Contributions	MUNI	49.66
DD12982.3	11/08/2017	IOOF Portfolio Service Superannuation Fund	Superannuation Contributions	MUNI	148.44
DD12982.4	11/08/2017	Rest Superannuation	Superannuation Contributions	MUNI	177.16
DD12982.5	11/08/2017	Asgard Infinity E Wrap Super	Superannuation Contributions	MUNI	242.40
DD12982.6	11/08/2017	Australiansuper	Superannuation Contributions	MUNI	673.39
DD12982.7	11/08/2017	Burton Superannuation Fund	Superannuation Contributions	MUNI	265.61
DD12982.8	11/08/2017	Anz Smart Choice Super	Superannuation Contributions	MUNI	316.22
DD12982.9	11/08/2017	Media Super	Superannuation Contributions	MUNI	224.15
DD12982.10	11/08/2017	Construction & Building Industry Super	Superannuation Contributions	MUNI	367.34
DD12982.11	11/08/2017	Hostplus	Superannuation Contributions	MUNI	272.01
DD12995.1	15/08/2017	Mailchimp	Credit Card Payment For Subscription To Mailchimp E-Newsletter	MUNI	98.11
DD12995.2	15/08/2017	Westpac	Credit Card Payment For Natalie Hopkins Credit Card	MUNI	25.00
DD12995.3	15/08/2017	Vistaprint	Credit Card Payment For 1000 X Referral Cards Plus Shipping	MUNI	47.35
DD12995.4	15/08/2017	Web Security Solutions	Credit Card Payment For 3 Year Comodo Positive Ssl Wildcard Certificate	MUNI	192.23
DD12995.5	15/08/2017	Techsmith Corporation	Credit Card Payment For Maintenance Renewal For Capture Software Used By IT Department	MUNI	1,178.00
DD12995.6	15/08/2017	Facebook Ireland Limited	Credit Card Payment For Final Invoices For Fb Campaign - Membership Sale Sportspower Voucher	MUNI	38.55

PAYMENT	DATE	NAME	INVOICE DESCRIPTION	FUND	AMOUNT
<b><u>REPORT TOTAL</u></b>			<i>CERTIFICATE OF Chief Executive Officer</i>		<b>1,703,586.29</b>
EFT	24765 - 25036		<i>This Schedule of Accounts to be passed for payment, covering vouchers as above which was submitted to each member of Council has been checked and is fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices, computations, and costings and the amounts shown are due for payment.</i>		<b>1,656,036.75</b>
Muni	44827 -			<b>300.00</b>	
Cheque	44827				
Payroll				<b>37,747.94</b>	
Credit Card				<b>1,579.24</b>	
International				<b>2,720.00</b>	
BPAY			<b>5,202.36</b>		
<b>TOTAL</b>					<b>1,703,586.29</b>



**MR MARK L CHESTER**  
Chief Executive Officer

CARRIED  
7/0

**12.8 ROADWISE COMMITTEE – 10/08/17**

**MINUTES OF THE ROADWISE COMMITTEE MEETING HELD ON THURSDAY 10 AUGUST 2017, AT SHIRE OF DARDANUP EATON ADMINISTRATION BUILDING, COMMENCING AT 3.30PM.**

Officer Comment

The minutes of the Roadwise Committee meeting are attached (Appendix ORD: 12.8).

**OFFICER RECOMMENDED RESOLUTION & COUNCIL RESOLUTION**

240-17      MOVED -    Cr. P R Perks                      SECONDED -    Cr. L Davies

**THAT Council receives the minutes of the Roadwise Committee meeting held 10 August 2017.**

CARRIED  
7/0

**13      ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

None.

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

None.

**15      PUBLIC QUESTION TIME**

None.



**16 MATTERS BEHIND CLOSED DOORS**

None.

**17 CLOSURE OF MEETING**

The Presiding Officer advised that the date of the next Ordinary Meeting of Council will be Wednesday 20 September 2017, commencing at 5.00pm at the Shire of Dardanup - Administration Centre Eaton.

There being no further business the Presiding Officer declared the meeting closed at 6.42pm.



**CONFIRMATION OF MINUTES**

**“As the person presiding at the meeting at which these minutes were confirmed on 20 September 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 Council Presiding Officer)

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