



Shire of Dardanup

Corporate & Governance

Directorate

# APPENDICES

Item 12.4.1 – 12.4.5

## ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 18th October 2023

Commencing at 5.00pm

At

Shire of Dardanup  
ADMINISTRATION CENTRE EATON  
1 Council Drive - EATON

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# ***Corporate Performance Report***

**2023/24 – Quarter 1**  
**July to September 2023**

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## **Vision Statement**

“The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated.”

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## **Acknowledgement of Country**

The Shire of Dardanup wishes to acknowledge that this is 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 and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

## EXECUTIVE SUMMARY

The purpose of this report is to provide Council with an update on the Shire's performance against the Council Plan Initiatives, Capital Projects, and Grant Funding for 2023/24.

The Council Plan (**CP**) includes a four-year plan that operationalises the Shire's ten-year Strategic Community Plan (**SCP**). The Integrated Planning & Reporting Framework requires local government to annually review and report on progress against its plan. The 2023/24 – 2024/25 Council Plan was developed with direction from Elected Members and adopted by Council in May 2023.

### COUNCIL PLAN INITIATIVES

Initiatives identified within the CP are undertaken mainly through in house staff time or operational budgets where external resources, contracts or materials are required. As detailed below **100%** of the initiatives are on track or completed with **100%** on budget.

### CAPITAL WORKS

The Capital works contained within the Annual Budget 2023/24 amounts to almost **\$20million** of expenditure into Roads, Bridges, Paths, Buildings and Parks (please note this includes the Shire's Administration, Library and Community Building Project). There were initially 44 projects included in the Annual Budget. Two of these have been cancelled. One of these was a Bridge project and one was a Building Project. The Bridge maintenance is undertaken by Main Roads who have deferred the Waterloo Road bridge, which will now be completed in 2024/2025. The Building project that was cancelled was the Wells Recreation Reserve hard courts, this was cancelled following a report to Council (Resolution number 200-23). As a result **42** projects are now intended to be progressed or completed in the financial year. All **100%** are currently on track or completed. Of these (**95%**) projects are currently on budget.

### GRANTS

As detailed in the updated grants register the Shire currently has over **\$3.85 million** of approved grants and grant applications in for **\$202,500**. The Shire has been unsuccessful in seeking grants to the value of just over \$9,600.

### COUNCIL PLAN PERFORMANCE

The Shire's Council Plan (CP) includes the following five Objectives:

<b>Leadership Objective</b>	To provide strong civic leadership representing the whole of the Shire which is supported by responsible and transparent corporate governance
<b>Environment Objective</b>	To achieve a balanced respect for our natural assets and built environment, while retaining our lifestyle values, community spirit and identity
<b>Community Objective</b>	To create a safe, healthy and vibrant community which is inclusive and welcoming for all ages and interests.
<b>Prosperity Objective</b>	To provide strong civic leadership representing the whole of the Shire which is supported by responsible and transparent corporate governance.
<b>Amenity Objective</b>	To provide and maintain facilities, assets and services that promote the Shire as an attractive and desirable place to live.

This section of the report provides an overview of the organisation's performance against the initiatives included in the CP. More detailed information against each initiative can be found in **Attachment A – Council Plan Schedule**.

### COUNCIL PLAN OVERALL PERFORMANCE

There are 110 initiatives in the 2023/24-2025/26 Council Plan, of which 68 initiatives were listed for delivery in the 2023/2024 financial year. The following table sets out the operational initiatives per objective:

	Total Initiatives	On Track & Completed		On Budget	
<b>Leadership</b>	14	14	100%	14	100%
<b>Environment</b>	9	9	100%	9	100%
<b>Community</b>	15	15	100%	15	100%
<b>Prosperity</b>	9	9	100%	9	100%
<b>Amenity</b>	21	21	100%	21	100%
<b>Total</b>	<b>68</b>	<b>68</b>	<b>100%</b>	<b>68</b>	<b>100%</b>

As can be noted from the table, the organisation completed or remained on track with **100%** of the initiatives within the Council Plan within the intended timeframe. Similarly **100%** of initiatives were completed within the budget. Further details with regards to the relevant initiatives under each of the objectives are provided below.

The table below details the number of initiatives per objective against the progress status. Relevant sections below report on projects that are “Delayed” or “On Hold”.

	Completed	On Track	Delayed	On Hold	Total
Community	13%	87%	0%	0%	15
Environment	0%	100%	0%	0%	9
Amenity	0%	100%	0%	0%	21
Prosperity	44%	56%	0%	0%	9
Leadership	0%	100%	0%	0%	14
<b>Total</b>	9%	91%	0%	0%	68

### LEADERSHIP

All initiatives within the Leadership objective are considered on track/completed and on budget at this point in time.

### ENVIRONMENT

All initiatives within the Environment objective are considered on track/completed and on budget at this point in time.

### COMMUNITY

All initiatives within the Community objective are considered on track/completed and on budget at this point in time.

### PROSPERITY

All initiatives within the Prosperity objective are considered on track/completed and on budget at this point in time.

### AMENITY

All initiatives within the Amenity objective are considered on track/completed and on budget at this point in time.



## CAPITAL & MAJOR PROJECTS

This section reports on the capital works projects included in the Annual Budget. The table below sets out the projects per Asset Class, the number of projects, percentage that are on track and on budget (within a 5% variance). As can be noted from the table **100%** of capital works projects were on track or completed with **95%** of the projects within the budget (as amended where relevant):

	On Track	Completed	Delayed	On Hold	Carry Forward	Total	On Track and Completed		On Budget	
Roads	10	0	0	0	0	10	10	100%	10	100%
Drainage	1	0	0	0	0	1	1	100%	1	100%
Bridges	2	1	0	0	0	3	3	100%	3	100%
Pathways	6	0	0	0	0	6	6	100%	5	83%
Buildings	12	1	0	0	0	13	13	100%	12	92%
Parks & Enviro	9	0	0	0	0	9	9	100%	9	100%
<b>Total</b>	<b>40</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>	<b>42</b>	<b>100%</b>	<b>40</b>	<b>95%</b>

For more detail please see **Attachment B – Capital Works Projects Schedule**.

### ROADS

All Road projects were completed on budget.

### DRAINAGE

All Drainage projects were completed on budget.

### BRIDGES

The following Bridge project will be carried forward into the 24/25 financial year:

- **Waterloo Road Bridge, Treatment and banding** - Bridge maintenance is undertaken by Main Roads who have deferred this project until the 24/25 financial year.

All other Bridge projects were completed on budget.

### PATHWAYS

The following Pathways project was over budget:

- Millars Creek – Design rehabilitation Millbridge Blvd – Hunter Park - Three structures on Millars Creek required structural assessment, which resulted in a slight (\$459) over expenditure on the approved budget.

All other Pathway projects were completed on budget.

**BUILDINGS**

The following Building project has been cancelled:

- The Building project that was cancelled was the Wells Recreation Reserve Sporting Hard Courts - this was cancelled following a report to Council (Resolution number 200-23).

The following Building project was over budget:

- Burekup Bushfire Station - The fence came in on budget but some shrubs and small tree pruning were required along the fence line. This resulted in an over expenditure of \$2,144. A colourbond fence was installed.

All other Building projects were completed on budget.

**PARKS AND ENVIRONMENT**

All Parks and Environmental projects were completed on budget.

### GRANT FUNDING PERFORMANCE

The following section provides Council with an overview of the Grants Register. Details regarding the individual grants can be found in **Attachment C – Grants Register**.

#### 2023 -2024 Grant Register Summary Dashboard

Current Applications \$	\$
202,500.00	
Number of Applications Pending	3
Approved Grants \$	\$
3,857,482.00	
Number of Completed Grants	9
Unsuccessful Grants \$	\$
9,609.00	
Number of Unsuccessful Grants	1
Total Grants \$	\$
4,069,591.00	
Total Number of Grants	13

#### Notes:

1. Current Applications only includes current grant applications for the year 2023/24.
2. Approved grants includes only grants approved in 2023/24, or grants that were approved in a previous year but no funds received as at 30 June 2023. This amount includes allocated Grants Commission and Commonwealth grant allocations.
3. Unsuccessful grants includes only grants where the application was declined in 2023/24.



Council Plan 2023/24

On Track	\$	-	On Track - Progressing as planned
On Hold	\$	-	On Hold - Not able to action further due to budget or other approval requirements
Delayed	\$	-	Delayed - Awaiting further information or action from external parties - Project still achievable but will be delayed
Completed	\$	-	Completed - Project finalised

Leadership Objective  
Environment Objective  
Community Objective  
Prosperity Objective  
Amenity Objective



Objective	Action Ref	Description	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated First Quarter - July - September 2023	Delivery	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Community	1.1.1	Review the Community Safety and Crime Prevention Plan 2018-2023.	Manager Community Development	Collect relevant data Review community feedback Conduct desktop review of current plan Draft updated plan Send to EMT and Council for comment / endorsement Publish new plan	Manager met with Officer in charge of Capel and Australind to discuss items and inclusions that WAPOL would like to see in the plan. Discussed crime at each Advisory group meeting to gain understanding of community perception and note actions. Desktop review to take place as first priority in order to inform further steps in review.	2023-2024	\$5,000	\$0	Yes	30%	On Track
Community	1.1.4	Advocate for Western Power to conduct a lighting audit	Manager Infrastructure Planning & Design	Review existing street light network	The Shire has received a proposal from an electrical consultant to carry out a review the Shire's existing street light network. Develop a cost estimate to change streetlights to LED, calculate estimated savings per annum, carbon offsets / credits available as well as determine suitable opportunities / government programs that the Shire could potentially apply for funding.	2023-2024			Yes	10%	On Track
Community	1.2.3	Install an animal watering station in Wells Reserve.	Manager Operations	Install drinking fountain	New drinking fountain and dog watering bowl are being	2023-2024	\$6,330	\$5,910	Yes	75%	On Track
Community	2.1.2	Advocate for a regional health campus to be constructed in Wanju.	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Council engaged consultants to assist with the development of an advocacy strategy. The strategy is currently being drafted and will be presented to Council in October or November.	2023-2027	\$ 8,000.00	\$ -	Yes	50%	On Track
Community	2.1.3	Advocate for high quality integrated healthcare services.	Manager Community Development	Create and promote schedule of opportunities and events for stakeholder engagement with community. Promote local services on our platforms. Create service provider/group database and promote positive stakeholder relations. Create schedule of National and local days of interest to promote causes relevant to community (i.e.: Mental Health Week, Dementia Awareness week, International day of disabled). Build Library and PACE program schedule to raise awareness and education for health related issues. Identify partnership and sponsor opportunities and relationships.	WA Country Health Service, SW Aboriginal Medical Service, Breastfeeding Assoc, Mental Health Services are all invited and will take part as Spring Out 2023 Stall Holders. Library workshops booked for September School Holidays: Youth Mental Health, Friendly Finances. Displays include information on Aged Care Services, Health and more.	2023-2027	Nil	Nil	Yes	25%	On Track
Community	2.1.4	Advocate with organisations to provide information to our communities.	Manager Community Development	Distribute invitations for organisations to hold stalls at events, programs and places. Online promotion and engagement. Stakeholder Relations and Database. Highlight and encourage diversity in events and programs.	Invitations for organisations distributed to hold stalls at relevant events, programs and places. Online promotion and engagement - E.g.: Wellington Mills Fire Brigade Celebration, Talison meeting, ECC, Bull and Barrel, External Events, Service providers, Bus Timetables etc. Stakeholder Relations and Database - Ongoing updates and engagements. Highlight and encourage diversity in events and programs.	2023-2027	Nil	Nil	Yes	25%	On Track

Objective	Action Ref	Description	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated First Quarter - July - September 2023	Delivery	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Community	2.2.1	Implementation of the Sport and Recreation Plan in line with the Asset Management Plans.	Manager Community Development	Activation of local Public Open Spaces. Lighting project Glen Huon Reserve. Identify and seek funding streams. Identify projects with internal teams needing additional funding. Lighting Projects for Open Spaces. Identify funding sources for capital works programs. Briefing papers for ERC expansion. Increase community engagement with clubs and groups. Marketing and promotion assistance ERC. Club development plans.	Activation - Dardanup Hall Art Workshop, Dardanup Library clean up and display, Centenary Art Piece, Dardanup Memorial application, Planning for opening events Fishwick Pavilion, Eaton Oval Lighting. Identify and seek funding streams - CSRFF Application Submitted. Identify projects with internal teams needing additional funding - RAC Council Drive project EOI Submitted, Infrastructure Fund Submitted, Increase community engagement with clubs and groups - Community Grants scheme, Marketing and promotion assistance ERC Club development plans - Assist Aeromodellers with damage, Assist Burekup Cricket Club with constitution.	2023-2027	\$19,500 \$26,598	7653	Yes	25%	On Track
Community	2.2.2	Advocate to State Government (DBCA) to develop Mt Lennard mountain bike trails.	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Council engaged consultants to assist with the development of an advocacy strategy. The strategy is currently being drafted and will be presented to Council in October or November.	2023-2026	\$ -	\$ -	Yes	50%	On Track
Community	2.2.3	Advocate for expansion of the Eaton Recreation Centre with 6 indoor courts to remain the home of the SW Slammers and SW Jets.	Manager Recreation Centre	OCM Report drafted June 2023.	Draft Business Case prepared and being assessed by the Executive to be considered as part of the BAMP review.	2023-2027			Yes	40%	On Track
community	3.1.1	Implementation of the Place and Community Plan 2020-2030 based on annual funding allocations	Manager Community Development	Diverse events calendar implemented. Diverse Library Programs and events. Library Delivery Program. Online Library (Hoopla etc.). Programs promotion and strategy for engaging community. Community engagement and development. Activation plans of places within Shire (New building priority). Stakeholder partnerships. Ferguson Valley Art Trail Implementation. Depot Revitalisation. Assist with facilitation of advisory groups. Public Art Installations. Community Grants Scheme (2 Rounds).	Diverse events calendar implemented (Ongoing). Diverse Library Programs and events (Ongoing). Library Delivery Program (Ongoing) received great feedback. Programs promotion and strategy for engaging community - Ongoing on social media, platforms and other. Activation plans of places within Shire - Summer Series in planning stages, marketing to be launched Oct. Assist with facilitation of advisory groups. Public Art Installations - Centenary art on track. Community Grants Scheme (1st Round Sept OCM).	2023-2027	\$131,775 \$33,000	\$7,653 \$5,139	Yes	20%	On Track
Community	3.1.2	Review available event management system	Manager Information Services	Collaborate with Manager of Community Development on requirements. Identify Product. Implementation of solution.	Eventbrite platform identified as good fit for purpose and use has commenced. Note: Free to use for Shire events (charges only applicable if tickets are sold, no planned direct funding required).	2023-2024			Yes	100%	Completed
Community	3.2.1	Collaborate with Reconciliation Australia to prepare a Shire specific Reconciliation Action and Aboriginal Engagement Plan.	Manager Community Development	Conduct consultations with Aboriginal Community. Draft plan according to Reconciliation Template. Draft associated toolkit for staff. EMT and Council Comment. Endorsement and publication.	Reconciliation Australia Engaged to proceed with "Innovate" Template. Meeting with Elders booked for 12th October to have initial discussions on way forward. Attended ECC NAIDOC Week Celebrations.	2023-2024	\$15,000	\$1,500	Yes	20%	On Track
Community	4.1.1	Contribute to the development of a collaborative Greater Bunbury Youth Strategy	Manager Community Development	Attend regular local Youth Officer Network Meetings. Prepare coordinated project Plan for collaboration.	Officer attending regular SW Youth Officer Meetings to discuss development. YAG Member application to WA Youth Council.	2023-2024	Nil	Nil	Yes	35%	On Track
Community	4.2.2	Provide criteria and assessment for including accessible play equipment in identified areas for development and renewal in line with Asset Management Plans.	Manager Infrastructure Planning & Design	Incorporate accessible play equipment into design proje	The newly completed playground in Karrak Park for 0-4 year olds has incorporated accessible elements in the play equipment.	2023-2027			Yes	100%	Completed
Community	4.3.1	Implement volunteering strategies identified in the Place and Community Plan.	Manager Community Development	Volunteers invited and identified for Events season. Update and develop volunteer database. YAG invited to participate as volunteers. Create process and plan for acknowledgement. RTO Stakeholder engagement (TAFE, Unis, Schools etc.) work placements etc.	Volunteers invited and identified for Events season. Collaborated with Volunteer SW to assist with their AGM and review. Update volunteer database. YAG invited to participate as volunteers. All volunteers completed new volunteer forms per WHS.	2023-2027	\$0	\$0	Yes	0%	On Track

Objective	Action Ref	Description	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated First Quarter - July - September 2023	Delivery	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Environment	5.1.1	Finalise the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP), including consideration for stabilisation works and suggested treatments to prevent erosion of the riverbank along Eaton Foreshore.	Manager Infrastructure Planning & Design		The Draft CHRMAP has been advertised and an Agenda item will be going to Council shortly. The Shire will then consider further progress regarding Infrastructure and Town Planning.	2023-2024	\$0	\$0	Yes	0%	On Track
Environment	5.2.1	Partner with adjoining Local Governments and State Government agencies to provide an integrated approach to mosquito management.	Director of Sustainable Development	Undertake the CLAG program.	Shire of Dardanup is a formal partner to the Leschenault CLAG (Continuous Local Authorities Group) mosquito control partnership. The CLAG has existed since 1990 and consists of the Shire of Dardanup, Shire of Harvey, City of Bunbury, and Department of Health. The partnership receives significant funding from the State Government Department of Health towards mosquito control in the wetlands around Eaton, Leschenault and Bunbury. As well as funding towards a public education campaign in partnership with the City of Busselton and the Shire of Capel to maintain public awareness of mosquito risk in the South West. The campaign is used on TV, Radio, Cinema, YouTube, web and Social Media.	2023-2027	\$5,000	\$0	Yes	0%	On Track
Environment	6.1.1	Partner with the Peron Naturaliste Partnership to adopt a regional approach for climate action	Coordinator of Environment and Waste	Finalise draft CHRMAP. Present draft CHRMAP to Council. Advertise draft CHRMAP. Assess submissions. Present final CHRMAP to Council for endorsement.	The CHRMAP has been advertised. Officers' received feedback from the consultants. A report will be presented to Council in due course to consider the plan.	2023-2027	\$3,961	\$0	Yes	0%	On Track
Environment	6.1.3	Advocate for a research centre of excellence in sustainability to be located in the Shire of Dardanup.	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Council engaged consultants to assist with the development of an advocacy strategy. The strategy is currently being drafted and will be presented to Council in October or November.	2023-2027	\$ -	\$ -	Yes	50%	On Track
Environment	6.2.1	Review the long-term Waste Management Strategy to ensure plans are in the best interests of the local community.	Manager Operations	Review waste strategy.	Waste plan is under review and due for completion in Ja	2023-2024	\$0		Yes	5%	On Track
Environment	6.3.1	Scope opportunities to introduce green energy sources in Shire facilities	Manager Assets	Consider installation of solar panels on Shire owned buildings.	R&J Fishwick Pavilion will include 13Kw solar panels. Shire of Dardanup Administration Building to include solar panels.	2023-2027	\$0	\$0	Yes	0%	On Track
Environment	6.3.2	Consider options to use electric or hydrogen vehicles	Deputy Chief Executive Officer	Consider these opportunities as part of the fleet management plan.	This is being considered in the current fleet managemen	2023-2027			Yes	25%	On track
Environment	6.3.3	Advocate for Western Power to convert street lights to LED lights	Director Infrastructure	Develop a business case for the conversion of streetlights to LED. Seek grant funding to convert streetlights to LED and request Western Power to support this proposal.	Scope prepared for consultants to undertake a business case for the conversion of streetlights to LED.	2023-2027	\$ -	\$ -	Yes	25%	On Track
Environment	7.1.1	Review all Asset Management Plans – to minimize risks and impacts from natural disasters including future artificial intelligence systems	Manager Assets	BAMP and RAMP to be reviewed by March 2024. Draft plans to be workshopped with Council in Jan-March 2024	Road visual assessments completed by External Contractor. Building Visual Assessments due for completion in next quarter.	2023-2027	\$50,000	\$0	Yes	25%	On Track
Amenity	8.1.1	Review the Local Planning Scheme in accordance with regulatory requirements.	Director Sustainable Development	Get consent to advertise draft LPS from the WAPC. Advertise draft LPS. Assess submissions. Present final LPS to Council for endorsement. Refer final LPS to Minister for final approval. Gazette final LPS.	Presenting final submissions to Council.	2023-2024			Yes	80%	On Track
Amenity	8.1.3	Develop and adopt Development Contribution Plans for Wanju and Waterloo.	Director Special Projects	Work in conjunction with appointed Consultant to develop and adopt Development Contribution Plans for Wanju and Waterloo.	Development Contribution Plans have been drafted, these are to be finalised after the DSP review is completed; RFQ sent for scheme amendment package.	2023-2024	\$350,000	\$0	Yes	0%	On Track
Amenity	8.1.4	Review the Development Contribution Plans for Dardanup and Dardanup West.	Director Sustainable Development	Appoint consultant to update existing Development Contribution Plans for Dardanup/West and review plans.	Development Contribution Plan for Dardanup has been drafted by TBB. Currently waiting for the LPS9 to be adopted. We are not preparing a DCP for Dardanup West but rather will amend the contribution policy once LPS9 gazetted and spend the existing contributions. Amend Policy to 'sunset' after that.	2023-2024	\$50,000	\$32,585	Yes	60%	On Track
Amenity	8.1.5	Develop a policy for heritage buildings and places	Director Sustainable Development	Research Policy Scope Policy Draft Policy Council Process	The review has been completed and the LHS and LHL were recently adopted by Council. Following on from this the policy will now be developed.	2023-2024			Yes	0%	On Track

Objective	Action Ref	Description	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated First Quarter - July - September 2023	Delivery	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Amenity	8.2.1	Advocate for Government and service providers to provide appropriate utility infrastructure.	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Council engaged consultants to assist with the development of an advocacy strategy. The strategy is currently being drafted and will be presented to Council in October or November.	2023-2027	\$ -	\$ -	Yes	50%	On Track
Amenity	8.2.2	Advocate for Black Spot Mobile Funding to improve mobile coverage in Dardanup, and for residents in lower Ferguson Valley on Ferguson Road	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Council engaged consultants to assist with the development of an advocacy strategy. The strategy is currently being drafted and will be presented to Council in October or November.	2023-2027	\$ -	\$ -	Yes	50%	On Track
Amenity	9.2.1	Review the verge treatment policy and process of approval to encourage businesses and residents to improve the appearance, maintenance and safety of private verges.	Manager Assets	Draft Policy workshopped with Council. Draft Policy Presented to Council. Draft Policy Advertised or Adopted by Council.	Revised DRAFT Policy & Guideline prepared. For Review by Director Infrastructure (September 2023) prior to review by EMT.	2023-2024	\$0	\$0	Yes	60%	On Track
Amenity	9.2.2	Provide streetscape enhancements in support of the Council Drive realignment.	Manager Infrastructure Planning & Design	Incorporate streetscape improvements into a Concept Design for Council Drive. Final Design to be ready for RFQ in 2nd Quarter.	The design incorporates street trees and gardens, pedestrian linkages (crosswalks) to connect the new Eaton Fair 'town square', Shire admin building and community library, to the sporting and recreation facilities at Glen Huon Oval (football oval and clubrooms, softball clubrooms facilities, skate park, pump track, playground and BBQ area), bicycle racks, ACROD parking bays and traffic calming such as the elevated paved shared use zone.	2023-2025	\$0	\$0	Yes	50%	On Track
Amenity	9.2.3	Upgrade the streetscape on Eaton Drive islands and verges.	Manager Operations	Concept supported by Councillors. Concept supported by Eaton Advisory Group meeting. Draft Concept design endorsed by Council to be included in the PRAMP review.	Designs are being compiled for review.	2023-2027	\$0	\$0	Yes	40%	On Track
Amenity	9.3.1	Construct the new Shire of Dardanup Library, Administration and Community Centre.	Director Special Projects	The 100% Design documentation has been received and is being reviewed and closed out. The construction plans to be issued by the 16/12/2022. The Construction Management & Traffic Management Plans have been received. The Contractors have been given site possession and have mobilised.	The building contractor, Perkins, is on site in full construction and is working towards completion of the new Library and Administration Centre by February 2024.	2023-2024	\$13,001,536	\$11,482,362	Yes	88%	On Track
Amenity	9.3.2	Scope requirements to renovate the Shire office in Dardanup with consideration for alternative uses.	Manager Infrastructure Planning & Design	Concept supported by Councillors. Concept supported by Dardanup Advisory Group meeting. Draft Concept design to 5% plus QS Costs.	Discussions had with Councillors and the Dardanup Advisory Group in regards to the concept for redeveloping the Dardanup Admin Building. This requires further clarification as part of an overall master plan to be prepared for the precinct. Consultants to be appointed in next quarter to develop a master plan for the Dardanup Cultural and Heritage Precinct.	2023-2025	\$30,000	\$2,850	Yes	25%	On Track
Amenity	9.3.3	Scope requirements to renovate Dardanup Hall.	Manager Assets	Concept supported by Councillors. Concept supported by Dardanup Advisory Group meeting. Draft Concept design to 5% plus QS Costs.	Discussions had with Councillors and the Dardanup Advisory Group in regards to the concept for redeveloping the Dardanup Admin Building. This requires further clarification as part of an overall master plan to be prepared for the precinct. Consultants to be appointed in next quarter to develop a master plan for the Dardanup Cultural and Heritage Precinct.	2023-2025	\$30,000	\$5,650	Yes	25%	On Track
Amenity	9.4.2	Implement the Carramar Park Master Plan to incorporate play equipment, picnic facilities, pathways and drainage.	Manager Infrastructure Planning & Design	Develop a Carramar Park Master Plan to incorporate play equipment, picnic facilities, pathways and drainage.	Initial concepts have been workshopped with Councillors and discussed at the Dardanup Advisory Group. Consultants to be appointed in next quarter to develop a master plan for the Dardanup Cultural and Heritage Precinct.	2023-2025	N/A	N/A	Yes	5%	On Track
Amenity	9.5.4	Development of Management Plan for Collie River Southern Fishing Jetty	Manager Infrastructure Planning & Design	Development of Management Plan for Collie River Southern Fishing Jetty.	The Shire of Dardanup has assumed ownership of the Collie River Southern Fishing Platform (it was owned historically by the Shire of Harvey) as per Council Resolution 86-23, at the Ordinary Council Meeting held on 26 April 2023. The Shire of Dardanup has budgeted to carry out urgent repair work on the structure, to bring the facility to a minimum safe standard, in order to reopen it to the public.	2023-2024			Yes	10%	On Track



Objective	Action Ref	Description	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated First Quarter - July - September 2023	Delivery	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Amenity	10.1.1	Collaborate with the Department of Transport and neighbouring Local Governments to facilitate implementation of the Bunbury-Wellington 2050 Cycling Strategy.	Manager Infrastructure Planning & Design	Collaborate with the Department of Transport and neighbouring Local Governments to facilitate implementation of the Bunbury- Wellington 2050 Cycling Strategy.	A Local Bike Plan for the entire Shire was finalised in March 2023 (endorsed by Council), which lays the foundation via an Action Plan for incorporating projects into the Shire's forward programs. The development of the Local Bike Plan considered a review of the existing network in reference to the Bunbury Wellington 2050 Regional Cycling Strategy. When the projects are incorporated into the Shire's programs, the Shire can seek co-funding for design and implementation of the projects identified in the Local Bike Plan.	2023-2024			Yes	25%	On Track
Amenity	10.1.3	Complete renewal and upgrade pathway works in accordance with the Pathway Asset Management Plan.	Manager Operations	Pathway install as per asset management plans.	Pathways for reconstruction this year include: Crampton Rd - RFQ commenced Millars Creek (section) - Engineering investigations commenced Russell Rd - Design underway Charlotte St - RFQ commenced	2023-2026	\$179,554	\$7,250	Yes	20%	On Track
Amenity	10.2.1	Advocate for an effective high speed rail link with Perth.	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Council engaged consultants to assist with the development of an advocacy strategy. The strategy is currently being drafted and will be presented to Council in October or November.	2023-27	\$ -	\$ -	Yes	50%	On Track
Amenity	10.2.2	Advocate for enhanced commuter passenger rail services and bus services.	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Council engaged consultants to assist with the development of an advocacy strategy. The strategy is currently being drafted and will be presented to Council in October or November.	2023-27	\$ -	\$ -	Yes	50%	On Track
Amenity	10.3.1	Promote WALGA's Silver Ribbons Road Safety campaign and other road safety initiatives through the Shire's communication channels	Director Infrastructure	Liaise with WALGA to support the Road Ribbon for Road Safety campaign over the Christmas/New Year holiday period.	No events or campaign active during this reporting period.	2023-27			Yes	100%	On Track
Amenity	10.3.4	Scope requirements for new traffic treatments along Eaton Drive.	Manager Infrastructure Planning & Design	Scope requirements for new traffic treatments along Eaton Drive. Council to endorse final intersection treatment plan for Council Drive.	Initial concepts have been workshoped with Councillors and discussed at the Eaton/Millbridge Advisory Group.	2023-27			Yes	50%	On Track
Amenity	10.3.5	Complete renewal and upgrade road works in accordance with the Road Asset Management Plan.	Manager Infrastructure Planning & Design	J12902 Eaton Drive Peninsula Lakes. J12775/J12913 Clarke St 0.22-0.45 SLK. J12594 Eaton Drive intersections. J12397/J12912 Ferguson Road 13.56-19.45 SLK. J12829/J12914 Venn Road 0.00-2.22 SLK. J12832 Pile Road 5.66-6.56 SLK J12830 Ferguson Road 0.00-0.27 SLK	J12902 Eaton Drive Peninsula Lakes - Complete. J12775/J12913 Clarke St 0.22-0.45 SLK - Complete. J12907 Eaton Drive intersections - Design work for 2023/24. J12397/J12915 Ferguson Road 13.56-19.45 SLK - In budget for 2023/24 (tender). J12829/J12914 Venn Road 0.00-2.22 SLK - Complete. J12832 Pile Road 5.66-6.56 SLK - In budget for 2023/24 J12919 Ferguson Road 0.00-0.27 SLK - In budget for 2023/24	2023-27	\$2,087,846	\$55,602	Yes	3%	On Track
Prosperity	11.1.1	Partner with WALGA's South West Country Zone and Bunbury Geographe Economic Alliance to attract major investment in the region.	Chief Executive Officer	Support the development of a Regional Advocacy Strategy, Infrastructure Plan and Investment Prospectus.	BGEA has prepared a draft Regional Investment Prospectus. The South West Zone Councils have prepared a draft regional advocacy strategy to identify significant infrastructure and funding needs for the State and Commonwealth governments to consider. The CEO and Shire President have been involved in driving both these initiatives.	2023-27	\$14,000	\$13,970	Yes	100%	On Track
Prosperity	11.1.2	Continue membership of Bunbury Geographe Chamber of Commerce and Industry and Bunbury Geographe Economic Alliance to build strategic alliances with industry groups, local businesses and government agencies.	Chief Executive Officer	Pay membership and participate in events.	The Shire has paid both memberships to the BGCCI and BGEA - certificates related to this were included in the Councillor information bulletin. The CEO and Shire President continues to participate in relevant events from / by these associations.	2023-27	\$ 16,000.00	\$ 15,970.00	Yes	100%	Completed
Prosperity	11.1.3	Develop a prospectus for local industrial areas to attract new and emerging industries.	Chief Executive Officer	Develop information in relation to the proposed Waterloo Industrial Park.	Information pertaining to the Waterloo Industrial Park has been included on the Invest South West website coordinated by RDA South West. This is available at the following link <a href="https://www.investsouthwest.com.au/opportunities/waterloo-industrial-park">https://www.investsouthwest.com.au/opportunities/waterloo-industrial-park</a>	Covered by Internal Funding	\$ -	\$ -	Yes	100%	Completed
Prosperity	11.1.6	Provide a MakerSpace innovation hub within the new administration building.	Manager Information Services; Manager Community Development	Develop project plan and associated documents for funding applications. Approach relevant funders and grant streams. Complete concept plan for space. Complete Pitch documents. Draft proposed schedule. Procurement of Items when funded.	Lotterywest grant application drafting in progress. Wespine considering funding \$47l of project in board meeting October. Concept plans submitted to builder.	Covered by internal funding & additional internal and external funding required	Yes	\$0	Yes	25%	On Track



Objective	Action Ref	Description	Lead Officer	Key Milestones / Tasks	Milestones / Task Progress Updated First Quarter - July - September 2023	Delivery	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Prosperity	11.2.2	Facilitate opportunities for youth work experience and employment at the Shire of Dardanup	Manager HR	Scope and timing to be determined.	The Shire has accommodated 3 work experience students between July 2023 and September 2023.	2023-27			Yes	25%	On Track
Prosperity	12.1.1	Fund the Bunbury Geographe Tourism Partnership to promote the region and attract visitors to the Shire of Dardanup.	Chief Executive Officer	Pay membership and participate in events.	Invoice from BGTP not yet received. The MOU is to be reviewed this financial year with consideration to be given on how this will proceed. A Bunbury Geographe Group of Council's meeting will be held on 29 September which will also initiate this review.	2023-26	\$20,000.00	\$-	Yes	25%	On Track
Prosperity	12.1.2	Fund Ferguson Valley Marketing Inc. to operate the Ferguson Valley Visitor Centre and undertake visitor servicing.	Chief Executive Officer	Pay membership and participate in events.	The Ferguson Valley Marketing funding was paid. The contribution to Ahoy Management for the Lost and Found event was also paid.	2023-26	\$23,500.00	\$23,500.00	Yes	100%	Completed
Prosperity	12.1.3	Develop a prospectus that encourages tourism investment within the Shire.	Chief Executive Officer	Develop information in relation to the potential tourism development in Ferguson Valley.	Information pertaining to investment opportunities in the Ferguson Valley have been included in the Invest South West website coordinated by RDA South West. This is available at the following link: <a href="https://www.investsouthwest.com.au/opportunities/ferguson-valley">https://www.investsouthwest.com.au/opportunities/ferguson-valley</a>	Additional External Funding required	\$-	\$-	Yes	100%	Completed
Prosperity	12.1.7	Partner with DBCA to promote existing and future mountain bike, bushwalking, and art trails within the Wellington National Park and Ferguson Valley through the Collie Wambenger Trails App.	Chief Executive Officer	Meeting with DBCA and Ferguson Valley Marketing to discuss opportunities.	CEO attended FVM AGM on 21 September and will continue to discuss the opportunities with FVM and DBCA. This is not included in the advocacy plan as a high priority compared to other more pressing matters.	Covered by Internal Funding	\$-	\$-	Yes	25%	On Track
Leadership	13.1.1	Conduct a major review of the Strategic Community Plan once every four years, and a minor review once every two years.	Deputy Chief Executive Officer	Next Minor Internal Review due in 2024.	Next Minor Internal Review due in 2024.	Covered by Internal Funding	\$2,000	\$0	Yes	0%	On Track
Leadership	13.1.2	Conduct an annual review of the Council Plan (Corporate Business Plan elements).	Deputy Chief Executive Officer	Incorporated into the annual review of the LTFP associated with the budget production.	Incorporated into the annual review of the LTFP associated with the budget production.	2023-27	\$0	\$0	Yes	0%	On Track
Leadership	13.1.3	Conduct an annual review of Council's Long Term Financial Plan (including Asset Management Plans, Workforce Plan and other strategic plans).	Deputy Chief Executive Officer	Incorporated into the annual review of the LTFP associated with the budget production.	Incorporated into the annual review of the LTFP associated with the budget production.	2023-27	\$0	\$0	Yes	0%	On Track
Leadership	13.2.3	Develop an Organisational Development Plan and Training Register for all staff	Manager HR	1. Educate Managers on New Training Budget process. 2. Update Training & Development Forms. 3. Create FAQ for staff on training and Development. 4. Identify Organisational Development Training. 5. Develop Training Register with relevant budget allocations for each area. 6. Identify individual Training Needs as an outcome of annual performance review. 7. Source group training as a result of training needs analysis. 8. Analyse budget requirements for 2024/25 inclusive of addition of Organisational Development budget line.	1. Managers advised of training budget process in July 2023. 2. Form 143 Updated. To be promoted to staff with new FAQ. 3. Commenced - to be finalised. 4. Online EEO Training for all staff arranged. WHS, Code of Conduct, Customer Service Charter to be carried out via HIVE. 5. Training & Training Budget Register has been developed - "2023-24 - Training and Professional Development Budget" - (Permalink: F0000343144) and is updated and balanced monthly by MHR.	Additional external funding required			Yes	25%	On Track
Leadership	13.3.1	Scope opportunities for cloud migration of targeted applications.	Manager Information Services	Assess current on premises infrastructure. Determine transition out of lease arrangement. Determine feasibility and opportunities in potential order. Determine transition plan for potential migrations.	ERP solution identified and awarded, will transition to Cloud SAAS solution as part of project as a future activity (2025 go-live). Email and Microsoft 365 migration from on premises 90% complete.	Covered by Internal Funding			Yes	10%	On Track
Leadership	13.3.2	Review opportunities for online facilities booking.	Manager Information Services	Collaboration between IS and Building Property Management Officer. Solution to be identified, market research. Procure and Implement.	Assessment of market options i.e.: Spacetogo product and current website provider module. Integration with SoD website presence assessed as cost effective.	2023-24			Yes	20%	On Track

# (Appendix ORD:12.4.1A)

Job	CFWD 22/23	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)		% Budget Expend		% Project Progress	Summarised comments
Grand Total - Capital Works				26,798,196	5,022,358	19,960,469	3,249,640	10,122,075	13,371,715	6,588,754	On Budget	67%			
ROADS															
J12915		Ferguson Road 13.56 - 19.56 SLK (SBS) (MRWA ref 30000341)	Widen formation and seal shoulders, clearing and drainage.	1,190,000	0	1,190,000	4,972	0	4,972	1,185,028	On Budget	0%	On Track	5%	All construction works to be done via external contractor. Project planning in progress. Tender for the works advertised and the RFT closes 9 Oct 2023.
J12397	CFWD	Ferguson Road 13.56 - 19.56 SLK (RRG)	Design for the widening, formation and sealing of shoulders along Ferguson Road Land acquisition and fencing Clearing Permit	38,301	0	38,301	6,236	29,040	35,276	3,025	On Budget	92%	On Track	90%	Detailed Design complete. DWER advised that the Clearing Permit is valid. Aboriginal Consultation complete. Application for Regulation 7 and 10 lodged with DPLH, approved. Site monitoring required. Land acquisitions process underway. Settlement Agent appointed. Design Safety Audit site inspection complete, final report complete.
J12832	CFWD	Pile Road 5.66 - 6.56 SLK	Widen, reconstruct and seal.	309,545	0	309,545	16,798	0	16,798	292,747	On Budget	5%	On Track	20%	Crossover to Brewery completed, second coat seal using rubber binder treatment to be completed in the warmer months towards the end of the year - anticipated November 2023.
J12916		Pile Road 6.56 - 8.02 SLK (MRWA ref 30002582)	Pre-works including drainage, clearing.	60,000	0	60,000	913	0	913	59,087	On Budget	2%	On Track	10%	Details works planned and RFQ to be called for the clearing works to be completed.
J12917		Council Drive Streetscape	Design and construct streetscape, interphasing with new Admin and Library, Eaton Fair and Glen Huon Oval.	150,000	0	150,000	14,614	0	14,614	135,386	On Budget	10%	On Track	5%	Concept designs complete, reviewed by EMT/Council. Further work progression on Option 4. Detailed survey completed. Meeting held with Perkins to discuss interface with building project. Final detailed design in progress, procurement plan and RFQ process to be completed. Also refer to J11659 GH Oval Fencing as part of project.
J12907		Project Preliminaries - Eaton Drive Intersections	Glen Huon Boulevard Modify Intersection TCS - Design only	100,000	0	100,000	4,099	65,318	69,416	30,584	On Budget	5%	On Track	10%	The Shire received "Traffic Signal Approval Stage 1 Support of Traffic Control is granted for signalisation of the Eaton Drive / Glenhuon Boulevard intersection". RFQ issued for design, submissions received, evaluation in progress. RRG applications submitted for Glen Huon Boulevard traffic signals and Hands Ave modifications.
J12904	CFWD	Eaton Bowling Club - Car parks	Car parks and Drop Off/Pick Up Bay on Pratt Road - design and construct.	465,163	0	465,163	7,957	0	7,957	457,206	On Budget	2%	On Track	5%	OCM May 2023 Res. 102-23. New project 2023-24. Design of car parks and drop off/pick up bay in progress. Refer to OCM Jun 2023 for lighting request and resolution. Carpark lighting design has been received. DA has been submitted and final detailed design being completed.
J12919		Ferguson Road 0 - 0.27 SLK (MRWA ref 30002581)	Design, reconstruct and seal of uneven pavement in Dardanup.	450,000	0	450,000	2,700	0	2,700	447,300	On Budget	1%	On Track	5%	Higher resolution of the surfaces levels comparison (Lidar survey) was received from BCE. Detailed works scoping and costing required for surface correction. Any works to this section of Ferguson Rd to take into consideration the recently endorsed Dardanup Place Plan. Scope of work has been defined with one section of the pavement to be repaired and the remainder of the this section of road to be milled and resurfaced. Works likely to be undertaken December/January.
J12920		Hayward Street - Bus Bay	Box out, reconstructed pavement and seal	73,850	0	73,850	764	0	764	73,086	On Budget	1%	On Track	10%	Core samples taken to determine the existing pavement condition and to assist with the new design to prevent future failure of that section of the road.
J12831		BORR - Local Roads	Various - Rural Reseal, repair edge break, shoulder rehabilitation, drainage.	50,000	0	50,000	216	0	216	49,784	On Budget	0%	On Track	25%	Road damage be assessed on an ongoing basis and repairs have been carried out. Negotiations with SWGA for potential contribution in funding and/or surface works on Dowdells Line. Council accepted the offer from SWGA to contribute an amount of \$150,000 towards any unintended consequences of a change to local traffic flows on Shire roads. Works on Damiani Italiano Rd, Railway Rd, Recreation Road to be managed this year.
Subtotal: Roads - Program				2,886,859	0	2,886,859	59,269	94,358	153,627	2,733,232		5%			

# (Appendix ORD:12.4.1A)

Job	CFWD 22/23	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)		% Budget Expend		% Project Progress	Summarised comments
<b>DRAINAGE</b>															
J12918		Brett Place	Stormwater drainage re-routing.	50,430	0	50,430	489	27,451	27,940	22,490	On Budget	55%	On Track	10%	Design completed and approved by Harvey Water and Water Corporation. Vasse Civil has been appointed to do the works, start up meeting was held 31 August 2023 and site works to commence late September 2023.
<b>Subtotal: Drainage - Program</b>				<b>50,430</b>	<b>0</b>	<b>50,430</b>	<b>489</b>	<b>27,451</b>	<b>27,940</b>	<b>22,490</b>		<b>55%</b>			
<b>BRIDGES</b>															
J12454		Waterloo Road Bridge	Treatment and banding per MRWA	50,000	0	50,000	0	0	0	50,000	On Budget	0%	Cancelled	0%	MRWA design deferred to next year FY24/25.
J12304	CFWD	Bridge 3660	Hynes Road Sub-structure repairs	324,000	0	324,000	0	0	0	324,000	On Budget	0%	On Track	80%	MRWA has confirmed that work will be completed by end September 2023. To be inspected.
J12300	CFWD	Bridge 3665A	Recreation Road, Dardanup Sub-structure repairs	254,000	0	254,000	0	0	0	254,000	On Budget	0%	Completed	100%	Project completed.
J12306	CFWD	Bridge 3678	Pile Road Urgent Repairs	39,000	0	39,000	0	0	0	39,000	On Budget	0%	On Track	0%	Initial project consisting of urgent works was completed in 2022/23. Advice received from MRWA after completion of urgent works was that minor additional works needed to be carried out in the current FY. MRWA to advise when work is to be undertaken.
<b>Subtotal: Bridge - Program</b>				<b>667,000</b>	<b>0</b>	<b>667,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>667,000</b>		<b>0%</b>			
<b>PATHWAYS</b>															
J12921		Crampton Avenue	Renewal Millard Street - Sanford Way	51,500	0	51,500	442	0	442	51,058	On Budget	1%	On Track	50%	Design complete and ready for construction. RFQ issues and closing on 20 Oct 2023.
J12922		Millars Creek	Renewal Millbridge Blvd - Hunter Park	50,000	0	50,000	1,384	0	1,384	48,616	On Budget	3%	On Track	10%	Design to be approved and RFQ to follow.
J12689	CFWD	Millars Creek	Design rehabilitation Millbridge Blvd - Hunter Park	15,000	-7,562	7,438	791	7,250	8,041	-603	Over Budget	108%	On Track	80%	Detailed scoping carried out and the design well progressed. Three structures on Millars Creek require structural assessment, which resulted in a slight over expenditure on the approved budget. Consultant appointed - assessment in progress.
J12923		Russell Road	Widen Burekup Hall - School Path	44,312	0	44,312	1,291	0	1,291	43,021	On Budget	3%	On Track	5%	Design to be finalised.
J12924		Charlotte Street	Renewal Hayward St - Doolan St	26,304	0	26,304	126	0	126	26,178	On Budget	0%	On Track	50%	Design complete ready for construction with RFQ issues and closing 20 Oct 2023.
J12687	CFWD	Collie River Fishing Platform	Repairs	40,000	0	40,000	1,581	6,045	7,626	32,374	On Budget	19%	On Track	10%	Structural assessment required. Peter Suckling engaged to do assessment and report. RFQ sent to 3 x companies for urgent repair works, to date no submissions received. One contractor indicated that it will have a proposal to officers by 21 September 2023.
<b>Subtotal: Pathways - Program</b>				<b>227,116</b>	<b>-7,562</b>	<b>219,554</b>	<b>5,615</b>	<b>13,295</b>	<b>18,910</b>	<b>200,644</b>		<b>9%</b>			
<b>BUILDINGS &amp; STRUCTURES</b>															
J05024		Burekup Bushfire Station	Replace dividing fence.	9,262	0	9,262	11,406	0	11,406	-2,144	Over Budget	123%	Completed	100%	In addition to the fence that came in on budget, some shrubs and small tree pruning was required along the fence line. This resulted in an over expenditure of the budget. Colourbond fence installed.
J05009		Ferguson Bushfire Station	Minor repairs & replacements	20,528	0	20,528	0	0	0	20,528	On Budget	0%	On Track	10%	Revised scope for completion to include repainting of doors (both internal and external), renew bathroom taps, showerhead, kitchen taps and bathroom ventilation fan. RFQ to be completed.
J11708		Dardanup Hall	\$102,622 Urgent repairs identified in structural engineers report \$30,000 scoping, design and preliminaries	132,622	0	132,622	307	5,650	5,957	126,665	On Budget	4%	On Track	10%	RFQ issued to Structerre to complete Soil analysis and compaction testing. Geotech investigation completed. Geotech report received and forwarded to contractor for review and confirmation of quotation.

# (Appendix ORD:12.4.1A)

Job	CFWD 22/23	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)		% Budget Expend		% Project Progress	Summarised comments
J11713		Dardanup Community Centre	Urgent repairs identified in structural engineers report	20,321	0	20,321	0	3,235	3,235	17,086	On Budget	16%	On Track	10%	RFQ issued to Structerre to complete Soil analysis and compaction testing. Geotech investigation completed. Geotech report received and forwarded to contractor for review and confirmation of quotation.
J11712		Ferguson Hall	Restumping of building and minor drainage work	20,321	0	20,321	0	8,618	8,618	11,703	On Budget	42%	On Track	60%	PO has been issued for 24 stumps to be replaced, works scheduled for 9 November 2023.
J11714		CWA Hall - Eaton	Roof replacement	45,971	0	45,971	587	35,244	35,831	10,140	On Budget	78%	On Track	50%	PO has been issued to David Wells Builders. Building Permit now approved by SoD and awaiting confirmation of scheduled date for work to be completed. Western Power has confirmed power disconnection for 20 October 2023 and contractor is working with demolition and scaffolding contractor to get this date booked in.
J11619		Burekup Sporting Hard Courts	Investigation - End of Life Hardcourt Surface	5,080	0	5,080	0	0	0	5,080	On Budget	0%	On Track	0%	Not commenced.
J11621		Wells Recreation Reserve Sporting Hard Courts	\$154,858 Renew Court Pavement \$31,434 Renew Fencing \$26,943 Renew Tennis Courts Surfaces \$47,151 Renew Basketball Courts Surfaces \$4,042 Renew Tennis Accessories \$6,736 Renew Basketball Accessories \$2,245 Court Surface Renovation Works	273,409	-273,409	0	1,179	0	1,179	-1,179	On Budget	0%	Cancelled	0%	Council Resolution 200-23 - Project cancelled and consider this project as part of the BAMP review in March 2024.
J11607	CFWD	Eaton Oval Clubrooms R&J Fishwick Pavilion	Construct new Clubrooms	2,100,000	-626,713	1,473,287	323,972	1,091,306	1,415,278	58,009	On Budget	96%	On Track	75%	Contract awarded to Timberbuilt Australia. Site works commenced May 2023 and construction is going well, completion expected November 2023.
J11639		Wells Recreation Reserve Clubrooms	Urgent Repairs based upon structural engineers report	22,353	0	22,353	0	0	0	22,353	On Budget	0%	On Track	10%	Major storm damage has changed the Scope Of Works to be undertaken at this building. Temporary repair works have been undertaken and temporary power restored to enable use of the building for Bull and Barrell festival. Scope of Works being completed by Structural engineer for permanent repairs.
J11648		Burekup Pavilion	Prepare Concept Design for Integration of Hall, Public Toilets & Change Rooms	30,000	0	30,000	632	0	632	29,368	On Budget	2%	On Track	10%	Initial concept completed. Under review and it was presented to Advisory Group meeting.
J11801		Eaton Recreation Centre	Stage 2 - Centre Renovation and Expansion Construction Works (100K from CSRFF small grants applied for but not yet secured)	300,000	0	300,000	1,099	2,200	3,299	296,701	On Budget	1%	On Track	0%	Council Resolution 200-23 - Project approved for application to CSRFF.
J14322		Eaton Administration Building/Library Project	Construct new building	18,931,579	5,930,042	13,001,536	2,827,278	8,803,755	11,631,033	1,370,503	On Budget	89%	On Track	40%	The project is progressing well with roof sheeting completed. Construction program revision associated with inclement weather but PC date remains unchanged. External wall framing and Sarking is in progress. Staff walk through was undertaken on 22 Sep 2023. Working group meeting to be held on 3 Oct 2023 to discuss the Make-it Space and First-Floor Tenancy Fit-out. Western Power design still not finalised and Shire officers/Project Director working with WP to get this finalised. Attorney appointed to undertake registration of easements for WP HV cable requirement.
J14321		Dardanup Office	\$30,000 Urgent repairs identified in structural engineers report \$30,000 scoping, design and preliminaries	60,000	0	60,000	0	2,850	2,850	57,150	On Budget	5%	On Track	10%	RFQ issued to Structerre to complete Soil analysis and compaction testing. Geotech investigation completed. Contractor to review quotation submitted and advise any amendment required now that geotech investigation and report has been issued.
Subtotal: Buildings and Structures - Program				21,971,446	5,029,920	15,141,281	3,166,461	9,952,858	13,119,319	2,021,963		87%			

# (Appendix ORD:12.4.1A)

Job	CFWD 22/23	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)		% Budget Expend		% Project Progress	Summarised comments
<b>PARKS &amp; ENVIRONMENT</b>															
J11665		Eaton Foreshore	Construction of new groundwater bore	527,500	0	527,500	0	0	0	527,500	On Budget	0%	On Track	5%	Tender docs and procurement plan for construction of bore are being prepared. Technical specs have been completed (refer J11661). Out for RFT to follow.
J11661	CFWD	Eaton Foreshore Bore & Landscaping Improvements	Design/Investigation of new bore on Eaton Foreshore to Yarragadee.	67,893	0	67,893	4,063	19,167	23,230	44,663	On Budget	34%	On Track	40%	An application to construct a new Yarragadee bore on Eaton Foreshore was submitted to DWER. Tech specs for bore construction received. Water licences solution required. Request for bridging licence submitted to DWER - rejected. Meeting with Ardross held to discuss possible lease of unused water allocation. Reticulation investigation works being undertaken by Contractor; to determine most cost effective solution: new bore to Leederville at Garry Engel Park or connection from East Millbridge bore. Flow testing complete. Proposed connection across Millars Crk at Millbridge Blvd. Draft report pending.
J11662		Eaton Drive Islands & Verges	Upgrade and renewal	47,475	0	47,475	144	0	144	47,331	On Budget	0%	On Track	40%	Design progressing.
J11659		Glen Huon Oval (Fencing Reinstatement)	Reinstate SWFL Ticket Fence in new location together with J12917 Council Dr streetscaping works.	105,500	0	105,500	144	554	698	104,802	On Budget	1%	On Track	5%	Fencing reinstatement to follow Council Dr streetscape works - refer to J12917 Council Dr streetscaping works.
J11663		Wells Reserve - Drinking Fountains	New drinking fountain with dog bowl	6,330	0	6,330	3,100	2,810	5,910	420	On Budget	93%	On Track	75%	Drinking fountain has been ordered and plumbing services procured. Installation of drinking fountain scheduled for mid October 2023.
J11511		Various Park Renewals	Renewals - Gazebo furniture at the foreshore and Watsons reserve	52,750	0	52,750	0	0	0	52,750	On Budget	0%	On Track	5%	Upgrade the Gazebo furniture at the foreshore and Watsons reserve, investigate more sustainable furniture. Investigations have commenced.
J11627		Planting Renewals	Renewals - Hunter park and Sindhi Park planting	9,495	0	9,495	0	0	0	9,495	On Budget	0%	On Track	0%	Hunter park and Sindhi park. Planting to commence May 2024.
J11650	CFWD	East Millbridge POS - Stage 1	Playground	163,466	0	163,466	5,951	2,887	8,838	154,628	On Budget	5%	On Track	100%	Project completed and Karrak Park sign installed.
J11521	CFWD	Carramar Park	Park Bench and Picnic Set installation.	14,936	0	14,936	4,404	8,695	13,099	1,837	On Budget	88%	On Track	95%	Picnic seat and bench ordered. Concrete hardstands have been poured and is currently curing. Seat and bench expected to be delivered early November 2023.
<b>Subtotal: Parks - Program</b>				<b>995,345</b>	<b>0</b>	<b>995,345</b>	<b>17,806</b>	<b>34,113</b>	<b>51,919</b>	<b>943,426</b>		<b>5%</b>			

Applications					
Date of Application	Funding Body	Project	Grant Amount Applied For	Year of Project	Tardis
30/08/2023	Department of Local Government, Sport and Cultural Industries	The ERC Bathroom Upgrade	\$ 200,000.00	23/24	<a href="#">DDLGSC - CSRFF - Eaton Recreation Center - ECC - Bathroom Upgrade</a>
25/08/2023	Department of Communities	Youth Week 2023-2024	\$ 1,500.00	23/24	<a href="#">2024 Youth Week Grant</a>
27/09/2023	COTA WA - Department of Communities	Seniors Week 2023 Community Grants program	\$ 1,000.00	23/24	<a href="#">WA Seniors Week Community Grants Program - Department of Communities</a>
		<b>Total</b>	<b>\$ 202,500.00</b>		
Approved Grants					
Date of Application	Funding Body	Project	Grant Amount Approved	Year of Project	Tardis
13/07/2023	Department of Communities	Age-friendly Community Connectivity Grant	\$ 7,800.00	23/24	<a href="#">2023 - Age Friendly Communities</a>
28/03/2023	Department of Water and Environmental Regulation	Sustainable E-waste Management and Improvement Plan - Dardanup	\$ 21,749.00	23/24	<a href="#">E-waste Infrastructure Grants</a>
	Roads To Recovery		\$ 316,017.00	23/24	<a href="#">Roads to Recovery</a>
	Regional Road Group		\$ 663,764.00	23/24	<a href="#">2023-2024 Regional Road Group Claims and Projections</a>
	General Financial Assistance Grant		\$ 1,050,392.00	23/24	<a href="#">WA Local Government Grants Commission LGGC 2023-2024</a>
	Local Roads Financial Assistance Grant		\$ 877,460.00	23/24	<a href="#">WA Local Government Grants Commission LGGC 2023-2024</a>
	MRD Direct Grant		\$ 162,436.00	23/24	<a href="#">2023-2024 Regional Road Group Claims and Projections</a>
	Annual ESL Grant		\$ 201,508.00	23/24	<a href="#">Local Government Grants Scheme LGGS - 2023-2024 DFES Bushfire Grant</a>
	LRCI Phase 4		\$ 556,356.00	23/24	<a href="#">Land Transport Infrastructure Investment Program -LRCI Phase 4</a>
		<b>Total</b>	<b>\$ 3,857,482.00</b>		
Unsuccessful Grants					
Date of Application	Funding Body	Project	Grant Amount Applied For	Year of Project	Tardis
7/06/2023	Foundation for Rural Regional Renewal	Make-It Space – Media Equipment	\$ 9,609.00	23/24	<a href="#">FRRR - ABC Haywire Youth Innovation Grants Program - Make-It Space</a>
		<b>Total</b>	<b>\$ 9,609.00</b>		

RISK ASSESSMENT TOOL								
<b>OVERALL RISK EVENT:</b> Quarterly Corporate Performance Report <b>RISK THEME PROFILE:</b> 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)      4 - Document Management Processes <b>RISK ASSESSMENT CONTEXT:</b> Operational								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire not achieving against the Corporate Plan could jeopardise the Shire's brand.	Major (4)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.1B)

RISK ASSESSMENT TOOL								
<b>OVERALL RISK EVENT:</b> Review of Terms of Reference - Committees <b>RISK THEME PROFILE:</b> 4 - Document Management Processes 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) <b>RISK ASSESSMENT CONTEXT:</b> Strategic								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	The Terms of Reference provide guidance to Committee members by setting roles, responsibilities, operations, tenure and obligations, in accordance with any specific legislative requirements.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire has a good reputation for following best practice in Governance and Probity.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.



(Note: Minor amendments from 2021 Terms of Reference – Shown in red font.)

## **BUSHFIRE ADVISORY COMMITTEE**

# **INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE**

**2023**

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## 1. INTRODUCTION

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

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

The Committee shall act for and on behalf of Council in accordance with provisions of the *Bush Fires Act 1954*, *Local Government Act 1995*, local laws and the policies of the Shire of Dardanup and this instrument.

## 2. NAME

The name of the Committee is the "Bushfire Advisory" Committee.

## 3. OBJECTIVES – GENERIC

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Functions of the Committee and Section 5 Committee Objectives - Specific.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates.

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

#### 4. FUNCTIONS OF THE BUSHFIRE ADVISORY COMMITTEE

The detailed functions of the Committee are set out in *Bushfire Act 1954*, Section 67 as follows:

**67. *Advisory committees***

- (1) *A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind as, or a different kind from, those specified in this subsection.*

#### 5. COMMITTEE OBJECTIVES - SPECIFIC

The Bushfire Advisory Committee shall have the following objectives:

- 5.1 To advise Council on all matters relevant to the *Bush Fires Act 1954* (As amended) in relation to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire breaks in the district, the formation of bush fire brigades and the grouping thereof under group brigade officers, the ensuring of co operation and co ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control.
- 5.2 Provide endorsement of Bushfire Control Officers, **Brigade Captains and** Fire Weather Officers, and implement the election of Chief Bush Fire Control and Deputy Chief Bush Fire Control Officers.
- 5.3 Review and endorsement of the Shire of Dardanup Fire Prevention Order in accordance with Section 33(1) of the *Bush Fire Act 1954*.
- 5.4 Review and endorsement of Firebreak Exemptions/Variations in accordance with the Shire of Dardanup Fire Prevention Order.

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

#### 6. MEMBERSHIP

- 6.1 **If the** President of the Shire of Dardanup indicates an intention to be a member of the Committee under section 5.10 (4) of the *Local Government Act 1995*, then he/she will be a member of the Committee.
- 6.2 The CEO and employees are not members of the Committee. The CEO and/or his/her nominee is to attend all meetings to provide advice and guidance to the Committee.
- 6.3 In accordance with Section 67(2) of the *Bush Fire Act 1954*, an Elected Member of Council will be appointed to the Committee.

- (2) *A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.*
- 6.4 The Council resolves to nominate no more than three elected members as members for the Committee for a period of two years or until the next Ordinary Council election, the three elected members shall be members of the Committee.
- 6.5 **If** the Council requires representatives from state or federal government agencies to be on the Committee, then the organisations shall nominate their representatives and they shall be endorsed by Council as members of the Committee.
- 6.6 **If** the Council requires representation of Bush Fire Brigades on the Committee, then the brigades are to nominate their representatives for the Committee and Council shall endorse the members so nominated for the Committee.
- 6.7 Membership as prescribed by the *Local Government Act 1995* Section 5.10 is outlined below:

#### **5.10. Committee members, appointment of**

- (1) *A committee is to have as its members —*
- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

#### **5.11 Committee membership, tenure of**

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

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
- (a) *the term of the person's appointment as a committee member expires; or*
  - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
  - (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*  
*whichever happens first.*

## 7. PRESIDING MEMBER

7.1 The CEO or delegated nominee will preside until the position of Presiding member is filled, in accordance with Schedule 2.3 clause 3 of the *Local Government Act 1995*.

7.2 The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the following provisions of the *Local Government Act 1995*:

### **5.12 Presiding members and deputies, election of**

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to "office" were references to "office of presiding member"; and*
  - (b) *to "council" were references to "committee"; and*
  - (c) *to "councillors" were references to "committee members".*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
  - (a) *to "office" were references to "office of deputy presiding member"; and*
  - (b) *to "council" were references to "committee"; and*
  - (c) *to "councillors" were references to "committee members"; and*
  - (d) *to "mayor or president" were references to "presiding member".*

7.3 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.

### **5.22. Minutes of council and committee meetings**

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

7.4 The Deputy presiding member has the following functions as per Section 5.13 of the *Local Government Act 1995*:

### 5.13. *Deputy presiding members, functions of*

*If, in relation to the presiding member of a committee —*

- (a) the office of presiding member is vacant; or*
- (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.*

- 7.5 A presiding member is to be chosen from the committee members present at the meeting if the presiding member or deputy presiding member are unavailable or unwilling to perform the functions of the presiding member in accordance with Section 5.14 the *Local Government Act 1995*:

### 5.14. *Who acts if no presiding member*

*If, in relation to the presiding member of a committee —*

- (a) the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

## 8. MEETINGS

- 8.1 The Committee shall meet as business relevant to the committee dictates or as resolved by the Committee.
- 8.2 Notice of meetings including an agenda shall be given to members at least **5 days** prior to each meeting.
- 8.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.
- 8.4 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 8.5 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 8.6 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

## 9. QUORUM

- 9.1 The Quorum for the meeting shall be fixed as in accordance with the *Bushfire Act 1954*, Section 67 (3). The Quorum for this meeting will be 9.
- (3) *In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —*
- (a) make rules for the guidance of the committee; and*
  - (b) accept the resignation in writing of, or remove, any member of the committee; and*

- (c) *where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.*
  - (4) *A committee appointed under this section —*
    - (a) *may from time to time meet and adjourn as the committee thinks fit;*
    - (b) *shall not transact business at a meeting unless the quorum fixed by the local government is present;*
    - (c) *is answerable to the local government and shall, as and when required by the local government, report fully on its activities.*

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

## 10. DELEGATED POWERS

- 10.1 The Committee has the power to endorse Firebreak Exemptions/Variations in accordance with the Shire of Dardanup Fire Prevention Order.
- 10.2 Specific Powers - The Committee has no specific powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.

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

## 11. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 11.1 In accordance with the *Local Government Act 1995*; or
- 11.2 At the direction of Council; or
- 11.3 On the specified date.

## 12. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

## 13. COMMITTEE DECISIONS

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



14. COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

- 14.1 The Bushfire Advisory Committee was established by Resolution of the Shire of Dardanup Council on 27 September 2023.

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

- 15.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances, this is the Director Sustainable Development.
- 15.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.

(Note: No amendments from 2021 Terms of Reference)

## INTEGRATED PLANNING COMMITTEE

# INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE

2023

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## 1. INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 5.8 of the *Local Government Act 1995*, the committee to be known as the **Integrated Planning Committee**, (the "Committee").

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

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

## 2. NAME

The name of the Committee is the "Integrated Planning Committee".

## 3. OBJECTIVES – GENERIC

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in *Section 4 – Functions of the Committee* and *Section 5 Committee Objectives - Specific*.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates.

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

## 4. FUNCTIONS OF THE INTEGRATED PLANNING COMMITTEE

The functions of the Integrated Planning Committee are set out in accordance with the *Local Government Act 1995*, as follows:

#### 5.56. *Planning for the future*

- (1) *A local government is to plan for the future of the district.*
- (2) *A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.*

#### Local Government (Administration) Regulations 1996

#### 19C. *Strategic community plans, requirements for (Act s. 5.56)*

- (1) *A local government is to ensure that **a strategic community plan is made for its district** in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
  - (a) *the capacity of its current resources and the anticipated capacity of its future resources; and*
  - (b) *strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
  - (c) *demographic trends.*
- (6) *Subject to subregulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

*\*Absolute majority required.*

- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

*[Regulation 19C inserted: Gazette 26 Aug 2011 p. 3483-4.]*

#### 19DA. *Corporate business plans, requirements for (Act s. 5.56)*

- (1) *A local government is to ensure that **a corporate business plan is made for its district** in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*

- (3) *A corporate business plan for a district is to —*
  - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
  - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
  - (c) **develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.**
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.*

\*Absolute majority required.
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

## 5. COMMITTEE OBJECTIVES - SPECIFIC

The Integrated Planning Committee shall have the following objectives:

- 5.1 To consider and advise Council on the development of policy relevant to the strategic direction of the Shire;
- 5.2 To consider and advise Council on the Integrated Planning and Reporting Framework strategies and plans, including the:
  - Strategic Community Plan (10 year)
  - Corporate Business Plan (4 year)
  - Strategic Financial Plan (10 year)
    - Debt Management Plan
    - Reserve Funds Plan
    - Rating Strategy
    - Workforce Plan
    - Long Term Financial Plan
      - Community, Councillor and Staff Budget Requests
      - Elected Member Fees and Allowances
      - Annual Fees & Charges
  - Asset Management Plans (10 year)
    - Buildings Asset Management Plan

- Plant & Vehicle Asset Management Plan
  - Executive & Compliance Vehicles Asset Management Plan
  - Information Technology Asset Management Plan
  - Eaton Recreation Centre Equipment Asset Management Plan
  - Roads Asset Management Plan
  - Pathways Asset Management Plan
  - Parks & Reserves Asset Management Plan
  - Storm Water Asset Management Plan
  - Other Informing Strategies
    - ICT Strategic Plan 2020 - 2030
    - Disability Access and Inclusion Plan
    - Community Safety & Crime Prevention Plan
    - Local Emergency Management Plan
    - Business Continuity Plan
    - Sport & Recreation Plan 2020 – 2030
    - Place & Community Plans
    - Regional & State Town Planning Schemes and Land Use Strategies
  - 5.3 To consider and advise Council on the financial elements which together comprise the annual budget;
  - 5.4 To consider and advise Council on the mid-year budget review;
- Any variation to these objectives is not to be considered by the Committee unless approved by Council.

## 6. MEMBERSHIP

- 6.1 The Council resolves to nominate no more than nine elected members as members for the Committee for a period of two years or until the next Ordinary Council election, the nine elected members shall be members of the Committee.
- 6.2 The following sections in *Local Government Act 1995*, in relation to representation are relevant:

### **5.10. Committee members, appointment of**

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).

\* Absolute majority required.

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
  - (a) to be a member of the committee; or*
  - (b) that a representative of the CEO be a member of the committee,**the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

#### **5.11 Committee membership, tenure of**

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

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

#### **7. PRESIDING MEMBER**

7.1 The CEO or delegated nominee will preside until the position of Presiding member is filled in accordance with Schedule 2.3 clause 3 of the *Local Government Act 1995*.



- 7.2 The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the following provisions of the *Local Government Act 1995*:

**5.12 Presiding members and deputies, election of**

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

- 7.3 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.

**5.22 Minutes of council and committee meetings**

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

- 7.4 The Deputy presiding member has the following functions as per section 5.13 of the *Local Government Act 1995*:

**5.13 Deputy presiding members, functions of**

*If, in relation to the presiding member of a committee —*

- (a) *the office of presiding member is vacant; or*
- (b) *the presiding member is not available or is unable or unwilling to perform the functions of presiding member,*

*then the deputy presiding member, if any, may perform the functions of presiding member.*

- 7.5 A presiding member is to be chosen from the committee members present at the meeting if the presiding member or deputy presiding member are unavailable or unwilling to perform the functions of the presiding member in accordance with Section 5.14 the *Local Government Act 1995*:

**5.14. Who acts if no presiding member**

*If, in relation to the presiding member of a committee —*

- (a) the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,*

*then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

**8. MEETINGS**

As there are no power or duty delegated to the committee the meetings are not open to the public.

- 8.1 The Committee shall meet on an as needs basis as part of the annual Integrated Planning & Reporting and budget development cycle.
- 8.2 Notice of meetings including an agenda shall be given to members at least **5 days** prior to each meeting.
- 8.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than **5 days** after each meeting, provide the members and Council with a copy of such minutes.
- 8.4 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 8.5 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 8.6 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

**9. QUORUM**

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

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

**10. DELEGATED POWERS**

- 10.1 The Committee has no specific powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.

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

11. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 11.1 In accordance with the *Local Government Act 1995*; or
- 11.2 At the direction of Council; or
- 11.3 On the specified date.

12. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

13. COMMITTEE DECISIONS

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

14. COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

- 14.1 The Integrated Planning Committee was established by Resolution of the Shire of Dardanup Council on 27 September 2023.

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

- 15.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Deputy Chief Executive Officer / Director Corporate & Governance.
- 15.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.

(Note: Minor amendments from 2021 Terms of Reference – Shown in red font.)

# LOCAL EMERGENCY MANAGEMENT COMMITTEE

## INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE

2023

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## 1. INTRODUCTION

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 38 of the *Emergency Management Act 2005*, the committee to be known as the **Local Emergency Management Committee**, (the "Committee").

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

The Committee shall act for and on behalf of Council in accordance with provisions of the *Emergency Management Act 2005*, Emergency Management Regulations 2006, local laws and the policies of the Shire of Dardanup and this instrument.

## 2. NAME

The name of the Committee is the "Local Emergency Management Committee".

## 3. OBJECTIVES – GENERIC

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Functions of the Committee and Section 5 Committee Objectives - Specific.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates.

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

## 4. FUNCTIONS OF THE LOCAL AREA MANAGEMENT COMMITTEE

The functions of the Local Emergency Management Committee are set out in accordance with the *Emergency Management Act 2005*

### **38. *Local emergency management committees***

- (1) *A local government is to establish one or more local emergency management committees for the local government's district.*
- (2) *If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions.*
- (3) *A local emergency management committee consists of—*
  - (a) *a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
  - (b) *if the local emergency coordinator is not appointed as chairman of the committee, the local emergency coordinator for the local government district.*
- (4) *Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

**39. Functions of local emergency management committees**

*The functions of a local emergency management committee are, in relation to its district or the area for which it is established —*

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and*
- (b) *to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.*

**40. Annual report of local emergency management committee**

- (1) *After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.*
- (2) *The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.*

**5. COMMITTEE OBJECTIVES - SPECIFIC**

The Local Emergency Management Committee shall have the following objectives:

- 5.1 To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- 5.2 To liaise with emergency management agencies and other persons in the development, review and testing of local emergency management arrangements;
- 5.3 To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the Emergency Management Regulations 2006.
- 5.4 At the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.

- 5.5 The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.
- 5.6 To exercise the Local Emergency Management Arrangements on an annual basis, and to test their effectiveness in practical applications.
- 5.7 To assist in the preparation and review of the Local Emergency Risk Register and provide guidance in the treatment strategies to reduce the risk to the community.

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

## 6. MEMBERSHIP

- 6.1 If the Council resolves to nominate no more than three elected members as members for the Committee for a period of two years or until the next Ordinary Council election, the three elected members shall be members of the Committee.
- 6.2 The Council resolves to nominate the Chief Executive Officer as a member of the Committee.
- 6.3 The following procedures for membership to the Committee from the State EM Preparedness Procedures are provided below:

### ***LEMC Membership***

- *The Chair should be an elected member of council;*
- *The Local Emergency Coordinator (WA Police - Australind) should be appointed as Deputy Chair and is a shared position with a representative from WA Police - Capel;*
- *An Executive Officer, who should be an officer of the relevant local government, and should be appointed to coordinate the business of the committee and/or provide administrative support;*
- *The Local Recovery Coordinator, being the person nominated in the Local Recovery Plan (s. 41(4) of the EM Act), should be appointed a member of the committee;*
- *Consideration should be given to appointing local government officers engaged in key roles and functions affecting EM (for example, community services, engineering services, corporate services or planning);*
- *Membership should include representatives from Emergency Management Agencies (EMAs) in the local government district (for example, the Department of Fire and Emergency Services); welfare support agencies or non-government organisations (for example, the Department of Communities, the Red Cross or Salvation Army), industry representatives (especially the owners or operators of hazardous facilities located within the local government district);*
- *Membership should include representatives from the Moore Road Emergency Group;*
- *Consideration should be given to appointment of persons able to represent or advise on the interests of Culturally and Linguistically Diverse (CaLD) community members or community members with special needs; and*



- *LEMCS should, where possible include representatives of local Aboriginal community organisations to provide advice and guidance to the LEMC and to promote appropriate engagement with the local Aboriginal communities.*

*Where the local government identifies the need for representation from a sector for which there is no local representative, an appropriate alternative representative may be identified from existing community members. For example, specific arrangements may be made in which a local general practitioner attends the LEMC meetings as a representative of the medical services in the district, if the Director of Nursing from the nearest hospital cannot attend. The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members. During the drafting process, the District Emergency Management Advisor responsible for the region may be consulted to provide advice on all facets of the process (i.e. structure, process and legislation).*

- 6.4 If the Council requires representatives from state or federal government agencies to be on the Committee, then the organisations shall nominate their representatives and they shall be endorsed by Council as members of the Committee.
- 6.5 A member retains membership of the Committee until; the person no longer holds office by virtue of which the person became a member, the person resigns, the Committee is disbanded, the local government removes the person from office, or the next election date.

## 7. PRESIDING MEMBER

- 7.1 In accordance with the State EM Preparedness Procedures, the Committee shall appoint an Elected Member, that being the Shire President as Chair and the Local Emergency Coordinator (OIC - Local Police – Australind and Capel) will be appointed as Deputy Chair.
- 7.2 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.

### **5.22. Minutes of council and committee meetings**

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

## 8. MEETINGS

- 8.1 As there are no power or duty delegated to the Committee the meetings are not open to the public.

- 8.2 The Committee shall meet on a quarterly basis, with a minimum of 4 meetings per year, dates to be resolved by the Committee. **This is generally the second Wednesday of February, May, August and November.**
- 8.3 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.
- 8.4 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.
- 8.5 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 8.6 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 8.7 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

9. QUORUM

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

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

10. DELEGATED POWERS

- 10.1 The Committee has no specific powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.
- 10.2 The Council reserves the right to delegate powers to the Committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

11. TERMINATION OF COMMITTEE

Termination of the Committee shall be:

- 11.1 In accordance with the *Local Government Act 1995*; or
- 11.2 At the direction of Council; or
- 11.3 On the specified date.

12. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

13. COMMITTEE DECISIONS

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

14. COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

- 14.1 The Local Emergency Management Committee and terms of reference was adopted by resolution of the Shire of Dardanup Council on 27 September 2023.

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

- 15.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the Committee. In normal circumstances this is the Director of Sustainable Development.
- 15.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.

(Note: Minor amendments from 2021 Terms of Reference – Shown in red font.)

# **AUDIT AND RISK COMMITTEE CHARTER**

## **INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE**

**2023**

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## 1 INTRODUCTION

- 1.1 The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 7.1A of the *Local Government Act 1995*, the committee to be known as the Audit and Risk Committee, (the "Committee").
- 1.2 The Council appoints to the Committee those persons to be members of the Committee by resolution of Council. Membership of the Committee shall, unless otherwise specified, be for a term ceasing on the day prior to local government elections being held. Council may appoint members for a further term at the next available meeting following the elections.
- 1.3 The Committee shall act for and on behalf of Council in accordance with provisions of the *Local Government Act 1995*, local laws and the policies of the Shire of Dardanup and this instrument.
- 1.4 The Committee provides appropriate advice and recommendations to the Council on matters relevant to its Terms of Reference (ToR). This is in order to facilitate informed decision-making by the Council in relation to the legislative functions and duties of the local government that have not been delegated to the Chief Executive Officer ("CEO").

## 2 CULTURE – AUDIT AND RISK

- 2.1 The Council of the Shire of Dardanup acknowledges that forward thinking accountable authorities and Audit and Risk Committees strive to maintain a sound culture within the entity to protect it from breakdowns in controls or fraud.
- 2.2 Even though the culture of an entity cannot be seen, it is a fundamental part of strong governance.
- 2.3 The performance area of "Leadership" noted with the Council Plan states: "Strong civic leadership supported by responsible and transparent corporate governance."

## 3 OBJECTIVES – GENERIC

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in 'Section 4 – Functions of the Committee' and 'Section 5 Committee Objectives – Specific'.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for **Council Members, Committee Members and Candidates**.

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

#### 4 FUNCTIONS OF THE AUDIT AND RISK COMMITTEE

The detailed functions of the Committee are set out in the *Local Government (Audit) Regulations 1996*, Regulation 14, 16 and 17.

#### 5 COMMITTEE OBJECTIVES - SPECIFIC

The Audit and Risk Committee shall have the following objectives:

- 5.1 To meet with the auditor, once in each year and provide a report to Council on the matters discussed and outcome of those discussions;
- 5.2 To meet with the auditor, at least once per year without management present (closed door session). The Committee will discuss matters relating to the conduct of the audit, including any difficulties encountered, restrictions on scope of activities or access to information, significant disagreements with management and adequacy of management responses;
- 5.3 Provide an effective means of communication between the external and internal auditors;
- 5.4 Examine the reports of the auditor to –
  - i.) determine if any matters raised require action to be taken by the local government; and
  - ii.) ensure that appropriate action is taken in respect of those matters;
- 5.5 Review annually the internal audit plan, including any reports produced as part of special assignments undertaken by internal audit.
- 5.6 To consider the Financial Management Systems Review required every three years under Regulation 5 of the *Local Government (Financial Management) Regulations 1996*, and report to Council the results of that review;
- 5.7 Consider and recommend adoption of the Annual Financial Report to Council.
- 5.8 To consider the Shire of Dardanup Risk Management Governance Framework (once in every 3 years) for appropriateness and effectiveness and progress on the relevant action plans biannually.
- 5.9 To consider the CEO's triennial reviews of the appropriateness and effectiveness of the Shire's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the Committee, and report to the Council the results of those reviews – *Local Government (Audit) Regulations 1996* - Regulation 17.

- 5.10 Legislative Compliance - Oversee the effectiveness of the systems for monitoring compliance with relevant laws, regulations and associated government policies. This includes:
- i.) review the annual Compliance Audit Return (CAR) in accordance with section 7.13(1)(i) of the *Local Government Act 1995* and report to the Council the results of that review; and
  - ii.) receive the biannual compliance report resulting from the Compliance Manual (incorporating the annual calendar).
- 5.11 To consider the ~~CEO's biennial~~ Governance Health and Financial Sustainability review ~~when produced~~ and report to the Council the results of that review.
- 5.12 To consider that relevant mechanisms are in place to review and implement, where appropriate, issues raised in OAG better practice guides and performance audits of other State and local government entities.
- 5.13 To consider the Information Systems Security biennial review, and report to the Council the results of that review.
- 5.14 Review summary reports from management on all suspected, alleged, and actual frauds, thefts and breaches of laws and ensuring these are reported to the accountable authority and/or relevant authorities.
- 5.15 Assess whether a sound and effective approach has been followed in establishing the Shire's Business Continuity planning arrangements, including whether Business Continuity and Disaster Recovery Plans have been periodically updated and tested.

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

## 6 MEMBERSHIP

- 6.1 The Council resolves to nominate no more than five elected members as members for the Committee for a period of two years or until the next Ordinary Council election, the five elected members shall be members of the Committee.

[Note: It is recommended that at least half of the Committee members are made up of elected members that are commencing their 4 year term; with the other half being elected members that are midway through their term on Council.]

- 6.2 The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council. At least one (1) member of the Committee should have accounting or related financial and/or risk management experience.
- 6.3 Where the desirable accounting or related financial and/or risk management experience cannot be attained from the elected members, membership to the Committee may be extended to one (1) independent external member.
- 6.4 Independent external members (if required) will be selected based on the following criteria:



- 6.4.1 A suitably qualified person with demonstrated high level of expertise and knowledge in financial management, risk management, governance and audit (internal and external);
- 6.4.2 Understanding of the duties and responsibilities of the position; ideally with respect to local government financial reporting and auditing requirements;
- 6.4.3 Strong communication skills; and
- 6.4.4 Relevant skills and experience in providing independent expert advice.
- 6.5 An independent external member will be a person with no operating responsibilities with the Council nor will that person provide paid services to the Council either directly or indirectly.
- 6.6 Appointment and re-appointment of independent external members shall be made by Council after consideration of the CEO's recommendation. The applications of independent external members will be sought through an open and transparent Expression of Interest process. The evaluation of potential members will be reviewed by the CEO and Deputy CEO, with appointments to be approved by the Audit & Risk Committee and Council. Appointments will be for a maximum term of two (2) years and align with the biennial Council election cycle. Independent external members will not be appointed for more than three (3) consecutive terms.
- 6.7 Independent external members will be required to complete a confidentiality agreement and confirm that they will operate in accordance with the [Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates](#).
- 6.8 The Council may by resolution terminate the appointment of any independent external member prior to the expiry of his/her term if:
  - 6.8.1 The Committee by majority determines that the member is not making a positive contribution to the Committee; or
  - 6.8.2 The member is found to be in breach of the [Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates](#) or a serious contravention of the Local Government Act 1995; or
  - 6.8.3 A member's conduct, action or comments brings the Council into disrepute.
- 6.9 Reimbursement of approved expenses may be paid to the independent external member in accordance with the *Local Government Act 1995* - Section 5.100.
- 6.10 New members will receive relevant information and briefings on their appointment to assist them to meet their Committee responsibilities. The Deputy Chief Executive Officer will undertake a formal induction process for new members to the Committee at the first Committee meeting post-election.
- 6.11 Membership is prescribed by the *Local Government Act 1995* - Section 7.1A.
- 6.12 Specific membership of the Audit and Risk Committee are outlined in sections 5.10 and 5.11 of the *Local Government Act 1995*.

## 7 PRESIDING MEMBER

- 7.1 The CEO or delegated nominee will preside until the position of Presiding member is filled in accordance with Schedule 2.3 clause 3 of the *Local Government Act 1995*.
- 7.2 The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the following provisions of Section 5.12 of the *Local Government Act 1995*.
- 7.3 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.
- 7.4 The Deputy presiding member has the following functions as per section 5.13 of the *Local Government Act 1995*.
- 7.5 A presiding member is to be chosen from the Committee members present at the meeting if the presiding member or deputy presiding member are unavailable or unwilling to perform the functions of the presiding member in accordance with Section 5.14 the *Local Government Act 1995*.
- 7.6 The presiding member plays an important role in leading and guiding discussions at Committee meetings. The presiding member shall have the right interpersonal skills to guide discussions on complex and sensitive matters.
- 7.7 To maintain independence and a Committee that is free of undue or improper influence, the presiding member shall not be the Shire President. The Shire President will Chair the Ordinary Council Meetings where the Committee meeting minutes will be confirmed.

## 8 MEETINGS

- 8.1 In accordance with Section 5.23 of the *Local Government Act 1995*, the meetings will be generally open to the public as the Committee has a power or duty that has been delegated by Council (refer part 10).
- 8.2 The Committee shall meet on a quarterly basis, with a minimum of 4 meetings per year, dates to be resolved by the Committee but generally March, June, September and December.
- 8.3 Notice of meetings including an agenda shall be given to members at least 5 days prior to each meeting.
- 8.4 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members and Council with a copy of such minutes.
- 8.5 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 8.6 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.

8.7 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

## 9 QUORUM

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

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

## 10 DELEGATED POWERS

10.1 Pursuant to section 5.17 of the Act, the Committee is delegated the power to conduct the formal meeting with the Auditor required by Section 7.12(A)(2) on behalf of the local government.

10.2 In all other matters, Committee recommendations shall not be binding on Council and must be endorsed by Council to take effect.

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

## 11 TERMINATION OF COMMITTEE

Termination of the Committee shall be:

11.1 In accordance with the *Local Government Act 1995*; or

11.2 At the direction of Council; or

11.3 On the specified date.

## 12 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION

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

## 13 COMMITTEE DECISIONS

13.1 The decisions of the Audit and Risk Committee is to be by simple majority in accordance with Section 7.1C of the *Local Government Act 1995*.

14 HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE

- 14.1 The Audit and Risk Committee was adopted by Resolution of the Shire of Dardanup Council on 27 September 2023.

15 OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE

- 15.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Deputy Chief Executive Officer / Director Corporate & Governance.
- 15.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.

16 CONFIRMATION OF RESPONSIBILITIES AND REVIEW OF ToR's

- 16.1 The Committee will confirm annually that all responsibilities outlined in this ToR have been carried out. The annual confirmation will be reported through to Council and will include information about the Committee and the outcomes delivered during the period.
- 16.2 Every two (2) years the Terms of Reference shall be reviewed by the Committee.

17 INDEPENDENT ASSESSMENT OF COMMITTEE PERFORMANCE

- 17.1 An independent external assessment of the Committee ~~may be~~ is undertaken ~~periodically at least once in every two (2) years~~. This assessment may be included in the scope of audit for the Governance Health and Financial Sustainability Review.

18 ANNUAL WORK PLAN

- 18.1 A forward annual work plan will be agreed by the Committee each year. The forward annual work plan will cover all Committee responsibilities as detailed in this ToR.
- 18.2 An example of the Annual Work Plan is provided in Appendix A.

## APPENDIX A

AUDIT AND RISK COMMITTEE – XXXX ANNUAL WORK PLAN				
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	XX XX	XX XX	XX XX	XX XX
<b>1. Committee Operation</b>				
Biennial review of the Charter (Terms of Reference)				
Agree on the annual work plan; and set priority areas for the coming year				
Annual confirmation that all responsibilities outlined in the Charter have been carried out. The annual confirmation will be reported through to Council and will include information about the Committee and the outcomes delivered during the period				
New members are briefed on their appointment to assist them to meet their Committee responsibilities.				
Appointment of Presiding Member and Deputy Presiding Member				
<b>2. Risk Management</b>				
To consider the Risk Management Governance Framework (once in every 3 years) for appropriateness and effectiveness (report next Due: XX-XX-XXXX)				
Receive the biannual dashboard report				
<b>3. Legislative Compliance</b>				
Review the annual Compliance Audit Return (CAR) and report to the Council the results of that review				
Receive the biannual compliance report resulting from the Compliance Manual (incorporating the annual calendar)				
<b>4. Internal Audit</b>				
Review annually the internal audit annual work plan, including any reports produced as part of special assignments undertaken by internal audit				
<b>5. Financial Reporting</b>				
Consider and recommend adoption of the Annual Financial Report to Council				
<b>6. External Audit (OAG)</b>				
Audit Entrance Meeting with Chair and Deputy Chair as representatives of the Audit and Risk Committee, Management and Council Auditors.				

AUDIT AND RISK COMMITTEE – XXXX ANNUAL WORK PLAN				
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	XX XX	XX XX	XX XX	XX XX
To meet with the auditor, at least once per year without management present (closed door session). The Committee will discuss matters relating to the conduct of the audit, including any difficulties encountered, restrictions on scope of activities or access to information, significant disagreements with management and adequacy of management responses				
Examine the reports of the auditor to – i.) determine if any matters raised require action to be taken by the local government; and ii.) ensure that appropriate action is taken in respect of those matters				
Audit Exit Meeting with Audit and Risk Committee, Management and Council Auditors. To meet with the auditor, once in each year and provide a report to Council on the matters discussed and the outcome of those directions.				
To consider that relevant mechanisms are in place to review and implement, where appropriate, issues raised in OAG better practice guides and performance audits of other State and local government entities.				
<b>7. Regulation 17 Triennial Review (report next Due: XX-XX-XXXX)</b>				
To consider the CEO's triennial review on risk management, internal control and legislative compliance				
Set the action plan arising from auditor recommendations from the Regulation 17 review				
Receive an update on the action plan arising from auditor recommendations from the Regulation 17 review				
<b>8. Financial Management Systems Triennial Review (report next Due: XX-XX-XXXX)</b>				
To consider the Financial Management Systems Review required every three years under Regulation 5 of the Local Government (Financial Management) Regulations 1996, and report to Council the results of that review				
Set the action plan arising from auditor recommendations from the Financial Management Systems Review				
Receive an update on the action plan arising from auditor recommendations from the Financial Management Systems Review				
<b>9. Governance Health and Financial Sustainability <del>Biennial</del> Review (report next Due: XX-XX-XXXX)</b>				

AUDIT AND RISK COMMITTEE – XXXX ANNUAL WORK PLAN				
FUNCTIONS, RESPONSIBILITIES & ASSOCIATED ACTIVITIES	XX XX	XX XX	XX XX	XX XX
To consider the <del>CEO's biennial</del> Governance Health and Financial Sustainability Review, and report to the Council the results of that review <del>when undertaken</del>				
Set the action plan arising from auditor recommendations from the Governance Health and Financial Sustainability Review				
Receive an update on the action plan arising from auditor recommendations from the Governance Health and Financial Sustainability Review				
Undertake an independent external assessment of the Committee <del>at least once in every three years</del> . This assessment may be included in the scope of audit for the Governance Health and Financial Sustainability Review				
<b>10. Information Systems Security Audit (report next Due: XX-XX-XXXX)</b>				
Receive the audit report arising from the 2 yearly Information Systems Security Audit				
Set the action plan arising from the recommendations from the Information Systems Security Audit				
Receive an update on the action plan arising from the recommendations from the Information Systems Security Audit				
<b>11. Business Continuity Plan (report next Due: XX-XX-XXXX)</b>				
To consider the Business Continuity Plan (including disaster recovery) review every 2 years (or after a <del>major</del> event or incident).				
Receive a summary report on the testing of the Business Continuity Plan <del>after each test exercise</del> .				

(Note: Minor amendments from 2021 Terms of Reference – Shown in red font.)

## CEO REVIEW COMMITTEE

# INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE

2023



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Note: Refer - [2023 - Model standards for CEO recruitment performance and termination](#)

## **1 INTRODUCTION**

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 5.8 of the *Local Government Act 1995*, the committee to be known as the CEO Review Committee, (the "Committee").

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

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

## **2 NAME**

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

## **3 OBJECTIVES – GENERIC**

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Functions of the Committee and Section 5 Committee Objectives - Specific.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct.

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

## **4 FUNCTIONS OF THE CEO REVIEW COMMITTEE**

The detailed functions of the Committee are set out in accordance with the *Local Government Act 1995*, s5.38(1)and(3).

### **5.38. *Annual review of employees' performance***

- (1) *A local government must review the performance of the CEO if the CEO is employed for a term of more than 1 year.*
- (2) *The CEO must ensure that the performance of each other employee who is employed for more than 1 year is reviewed.*
- (3) *A review under subsection (1) or (2) must be conducted at least once in relation to each year of the person's employment.*

*[Section 5.38 inserted: No. 16 of 2019 s. 21.]*

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the Council engages in regular discussions with the CEO regarding their performance about key result areas, progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to key result areas should also be discussed, and agreed to, between the Council and the CEO, as the matter arises.

## **5 COMMITTEE OBJECTIVES - SPECIFIC**

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality. The CEO Review Committee shall have the following objectives:

- 5.1 In conjunction with an independent facilitator, undertake an annual assessment of the CEO's performance in accordance with the provisions of the CEO's contract of employment and key performance indicators;
- 5.2 In consultation with an independent facilitator and the CEO, develop and recommend to Council key performance indicators in order to achieve the key priorities of the Corporate Business Plan, and any other means that will be used to assess the CEO's future performance in order to meet the expectation of Council;
- 5.3 Review the CEO's employment contract and position description and make recommendations to Council as and when necessary;
- 5.4 Review the CEO's remuneration package annually and make recommendations to Council in relation to remuneration, in accordance with the CEO's contract of employment, having consideration to the CEO's performance, current level of remuneration, and the Salaries and Allowances Determination;
- 5.5 Provide guidance to Council in assessing the CEO's performance; and
- 5.6 Provide positive communication opportunities between Council and the CEO.
- 5.7 To adhere to the minimum Performance Review Standards as follows:
  - Performance criteria is specific, relevant, measurable, achievable and time-based.

- The performance criteria and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and Council.
- The CEO is informed about how their performance will be assessed and managed and the results of their performance assessment.
- The collection of evidence regarding performance outcomes is thorough and comprehensive.
- Assessment is made free from bias and based on the CEO's achievements against documented performance criteria, and decisions and actions are impartial and transparent.
- The Council has endorsed the performance review assessment by absolute majority.

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

## 6 MEMBERSHIP

- 6.1 The Council resolves to nominate no more than three elected members being the Shire President and Deputy Shire President as members for the Committee for a period of two years or until the next Ordinary Council election, the **three** elected members shall be members of the Committee.
- 6.2 In addition to the above with regards to the specific membership of the CEO Review Committee the following sections in *Local Government Act 1995*, in relation to representation are also relevant:

### 5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*
  - (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*  
*\* Absolute majority required.*
- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*

*(a) to be a member of the committee; or*

*(b) that a representative of the CEO be a member of the committee,*

*the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

*[Section 5.10 amended: No. 16 of 2019 s. 18.]*

#### **5.11A. Deputy committee members**

- (1) *The local government may appoint\* a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.*

*\* Absolute majority required.*

- (2) *A person who is appointed as a deputy of a member of a committee is to be —*

*(a) if the member of the committee is a council member — a council member; or*

*(b) if the member of the committee is an employee — an employee; or*

*(c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or*

*(d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.*

- (3) *A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.*

- (4) *A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.*

*[Section 5.11A inserted: No. 17 of 2009 s. 20.]*

#### **5.11. Committee membership, tenure of**

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*

*(a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*

*(b) the person resigns from membership of the committee; or*

*(c) the committee is disbanded; or*

*(d) the next ordinary elections day,*

*whichever happens first.*

- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*

*(a) the term of the person's appointment as a committee member expires; or*

*(b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*

- (c) *the committee is disbanded; or*
  - (d) *the next ordinary elections day,*
- whichever happens first.*

#### **5.12. Presiding members and deputies, election of**

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

- 6.3 The Chief Executive Officer nominates the Manager Human Resources to attend meetings as required to provide advice and guidance to the committee.

## **7 PRESIDING MEMBER**

- 7.1 The Deputy CEO or delegated nominee will preside until the position of Presiding member is filled in accordance with Schedule 2.3 clause 3 of the *Local Government Act 1995*.
- 7.2 The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the following provisions of the *Local Government Act 1995*:

#### **5.12 Presiding members and deputies, election of**

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.

### **5.22. Minutes of council and committee meetings**

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

The Deputy presiding member has the following functions as per section 5.12 of the *Local Government Act 1995*:

### **5.13. Deputy presiding members, functions of**

*If, in relation to the presiding member of a committee —*

- (a) *the office of presiding member is vacant; or*
- (b) *the presiding member is not available or is unable or unwilling to perform the functions of presiding member, then the deputy presiding member, if any, may perform the functions of presiding member.*

A presiding member is to be chosen from the Committee members present at the meeting if the presiding member or deputy presiding member are unavailable or unwilling to perform the functions of the presiding member in accordance with Section 5.14 the *Local Government Act 1995*:

### **5.14. Who acts if no presiding member**

*If, in relation to the presiding member of a committee —*

- (a) *the office of presiding member and the office of deputy presiding member are vacant;*
- or
- (b) *the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member, then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

## **8 MEETINGS**

- 8.1 As there are no power or duty delegated to the Committee the meetings are not open to the public.
- 8.2 The Committee will meet at least once a year to facilitate an annual assessment of the CEO's performance.
- 8.3 Notice of meetings including an agenda shall be given to members at least **3 days** prior to each meeting.
- 8.4 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than 5 days after each meeting, provide the members with a copy of such minutes.
- 8.5 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.

8.6 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.

8.7 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

## **9 QUORUM**

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

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

## **10 DELEGATED POWERS**

10.1 The Committee has no specific powers under the *Local Government Act 1995* and is to advise and make recommendations to Council only.

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

## **11 DISPUTE**

Where the CEO disagrees with the feedback he/she is entitled to request Council consider the rating.

## **12 TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

12.1 In accordance with the *Local Government Act 1995*; or

12.2 At the direction of Council.

## **13 AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

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

## **14 COMMITTEE DECISIONS**

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



- 14.2 The decisions of the CEO Review Committee is to be by simple majority in accordance with the *Local Government Act 1995*.

## **15 HISTORY OF COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE**

- 15.1 The CEO Review Committee was established by Resolution of the Shire of Dardanup Council on 27 May 2020 and updated by Resolution on 28 April 2021.
- 15.2 The CEO Review Committee Terms of Reference were reviewed and adopted by Resolution of the Shire of Dardanup Council on 29 September 2021 and 27 September 2023.

## **16 OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE**

- 16.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Manager Human Resources.
- 16.2 The appointed officer shall ensure the provision of secretarial and administrative support.

(Note: No changes to 2021 Terms of Reference)

## **BEHAVIOUR COMPLAINTS COMMITTEE**

# **INSTRUMENT OF APPOINTMENT & TERMS OF REFERENCE**

**2023**

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## **1. INTRODUCTION**

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 5.8 of the *Local Government Act 1995*, the committee to be known as the Behaviour Complaints Committee, (the "Committee").

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

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

## **2. NAME**

The name of the Committee is the "Behaviour Complaints" Committee.

## **3. OBJECTIVES – GENERIC**

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Functions of the Committee and Section 5 Committee Objectives - Specific.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates.

## **4. FUNCTIONS OF THE BEHAVIOUR COMPLAINTS COMMITTEE**

The Behaviour Complaints Committee is a Committee of Council established in accordance with s.5.8 of the *Local Government Act 1995* (the Act) for the purpose of dealing with Behaviour Complaints made under Division 3 of the Shire of Dardanup's Code of Conduct for Council Members, Committee Members and Candidates (Code of Conduct).

## **5. COMMITTEE OBJECTIVES - SPECIFIC**

The Behaviour Complaints Committee shall have the following objectives:

- 5.1 To consider and advise Council on Complaints in accordance with the 'Shire of Dardanup Code of Conduct for Council Members, Committee Members and Candidates' and Local Government (Model Code of Conduct) Regulations 2023, Regulation 12 (MCC.r.12):
- 5.2 Dismissing a behaviour complaint in accordance with clause 13 of the Code of Conduct and providing reasons for any such dismissal.
- 5.3 Making a Finding as to whether an alleged complaint has or has not occurred, based upon evidence from which it may be concluded that it is more likely that the breach occurred than it did not occur [*clause 12(3) of the Code of Conduct*].
- 5.4 Determining reasons for such a Finding.
- 5.5 Where a Finding is made that a breach has occurred, determining:
  - To take no further action; or
  - Prepare and implement a plan to address the behaviour of the person to whom the complaint relates.
- 5.6 The extent of authority of the Behaviour Complaints Committee is limited by Condition of the Delegated Authority.

## **6. MEMBERSHIP**

- 6.1 The Behaviour Complaints Committee is a Committee of Council Members only in accordance with s.5.9(2)(a) of the Act.
- 6.2 Membership of the Behaviour Complaints Committee will comprise of 5 Council Members, appointed by Council in accordance with s.5.10 of the Act. In addition, at least 4 Council Members will be appointed as Deputy Committee Members in accordance with s.5.11A of the Act.
- 6.3 The Delegated Authority Condition prescribes that if an appointed Committee Member is identified in the Complaint as either the Complainant or the Respondent, they are to recuse themselves from the Committee's Function by providing an apology. They are to be replaced for the duration of the handling of the subject Complaint by a Deputy Committee Member, selected by the Presiding Member of the Committee.
- 6.4 The following sections in *Local Government Act 1995*, in relation to representation are relevant:

### ***5.10. Committee members, appointment of***

- (1) *A committee is to have as its members —*
  - (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

#### **5.11 Committee membership, tenure of**

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

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

### **7. PRESIDING MEMBER**

- 7.1 The CEO or delegated nominee will preside until the position of Presiding member is filled in accordance with Schedule 2.3 clause 3 of the *Local Government Act 1995*.
- 7.2 The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the following provisions of the *Local Government Act 1995*:

#### **5.12 Presiding members and deputies, election of**

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to "office" were references to "office of presiding member"; and*

- (b) to “council” were references to “committee”; and
- (c) to “councillors” were references to “committee members”.

(2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —

- (a) to “office” were references to “office of deputy presiding member”; and
- (b) to “council” were references to “committee”; and
- (c) to “councillors” were references to “committee members”; and
- (d) to “mayor or president” were references to “presiding member”.

7.3 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.

**5.22. Minutes of council and committee meetings**

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

7.4 The Deputy presiding member has the following functions as per section 5.13 of the *Local Government Act 1995*:

**5.13. Deputy presiding members, functions of**

*If, in relation to the presiding member of a committee —*

- (a) the office of presiding member is vacant; or
  - (b) the presiding member is not available or is unable or unwilling to perform the functions of presiding member,
- then the deputy presiding member, if any, may perform the functions of presiding member.*

7.5 A presiding member is to be chosen from the committee members present at the meeting if the presiding member or deputy presiding member are unavailable or unwilling to perform the functions of the presiding member in accordance with Section 5.14 the *Local Government Act 1995*:

**5.14. Who acts if no presiding member**

*If, in relation to the presiding member of a committee —*

- (a) the office of presiding member and the office of deputy presiding member are vacant; or
  - (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,
- then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

## 8. MEETINGS

8.1 The Complaints Behaviour Committee meetings are required to:

- be called and convened by the CEO, as required, in consultation with the Committee's Presiding Member;
- include public question time [Admin.r.5]
- make the Committee Notice Papers and Agenda publicly available [s.5.94(p), s.5.96A(f)], with the exception of agenda content that relates to that part of the meeting which will be closed to members of the public under s.5.23(2) [Admin.r.14]; and
- make Committee minutes publicly available [s.5.94(n), s.5.96A(h)], with the exception of Minutes content that relates to that part of the meeting which was closed to the public or was determined as confidential under s.5.23(2).

8.2 Meetings are to be scheduled as required by the CEO or Behaviour Complaints Officer in consultation with the Committee Presiding Member. Wherever possible, notice of meetings including an agenda shall be given to members at least **5 days** prior to each meeting.

8.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than **5 days** after each meeting, provide the members and Council with a copy of such minutes.

8.4 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.

8.5 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.

8.6 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

## 9. QUORUM

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

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



## **10. DELEGATED POWERS**

- 10.1 The Behaviour Complaints Committee will act under Delegated Authority in accordance with s.5.16 of the Act. The delegation is recorded in the Shire of Dardanup Register of Delegations.
- 10.2 It is a Condition of Delegated Authority that the Behaviour Complaints Committee will be unable to exercise delegated authority if the Complainant or Respondent attend as a Complaints Committee Member.

## **11. TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

- 11.1 In accordance with the *Local Government Act 1995*; or
- 11.2 At the direction of Council; or
- 11.3 On the specified date.

## **12. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

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

## **13. COMMITTEE DECISIONS**

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

## **14. COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE**

- 14.1 The Behaviour Complaints Committee was established by Resolution of the Shire of Dardanup Council on 24 November 2021. The Terms of Reference were reviewed by Resolution of the Shire of Dardanup Council on 27 September 2023.

## **15. OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE**

- 15.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Deputy Chief Executive Officer.
- 15.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.

**(Note: No changes to 2021 Terms of Reference)**

**SHIRE OF HARVEY & SHIRE OF DARDANUP  
JOINT TOWN PLANNING SCHEME NO.1  
COMMITTEE**

**INSTRUMENT OF APPOINTMENT  
&  
TERMS OF REFERENCE**

**2023**

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## **1. INTRODUCTION**

The Council of the Shire of Dardanup (the "Council") establishes this committee under the powers given in Section 5.8 of the Local Government Act 1995, the committee to be known as the Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No.1 Committee (the "Committee").

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

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

## **2. NAME**

The name of the Committee is the "Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No.1" Committee.

## **3. OBJECTIVES – GENERIC**

The following objectives are generic to all Council committees:

- 3.1 To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- 3.2 Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- 3.3 To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- 3.4 To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 – Functions of the Committee and Section 5 Committee Objectives - Specific.
- 3.5 To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates.

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

## **4. FUNCTIONS OF THE SHIRE OF HARVEY & SHIRE OF DARDANUP JOINT TOWN PLANNING SCHEME NO.1 COMMITTEE**

The functions of the Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No.1 are set out in accordance with the Planning and Development Act 2005.

**70. Scheme may be made for land outside scheme or be concurrent with another scheme**

- (1) *Nothing in this Act prevents —*
  - (a) *a local planning scheme from being made with respect to land comprised in another local planning scheme; or*
  - (b) *subject to subsection (2), 2 or more local planning schemes from having force and effect concurrently with respect to any land.*
- (2) *The zoning of land in an area to which a local planning scheme applies is not to be provided for in more than one local planning scheme applicable to that area.*

**71. Scheme not to apply to redevelopment area**

*A local planning scheme must not be made or amended under this Act —*

- (a) *except as provided in the Metropolitan Redevelopment Authority Act 2011 sections 57 and 58 and without limiting section 51 of that Act, to make any provision in respect of any land to which an approved redevelopment scheme that is in operation under that Act applies; or*
- (b) *without limiting the Hope Valley-Wattleup Redevelopment Act 2000 section 23, to make any provision in respect of land in the redevelopment area as defined in that Act.*

*[Section 71 inserted: No. 45 of 2011 s. 141(5).]*

**72. Local government may prepare or adopt scheme**

- (1) *Subject to section 71, a local government may —*
  - (a) *prepare a local planning scheme with reference to any land within its district, or with reference to land within its district and other land within any adjacent district; or*
  - (b) *adopt, with or without modifications, a local planning scheme proposed by all or any of the owners of any land with respect to which the local government might itself have prepared a scheme.*
- (2) *A local government and another local government may —*
  - (a) *jointly prepare a local planning scheme with respect to land that is partly in the district of the first-mentioned local government and partly in the district of the other local government; or*
  - (b) *jointly adopt, with or without modifications, a local planning scheme proposed by all or any of the owners of any land with respect to which the local governments might themselves have prepared a scheme.*
- (3) *Where a local planning scheme is prepared or adopted under subsection (2) a reference in this Act to the local government or responsible authority that is preparing or has prepared the scheme is to be read as a reference to the local governments that join in the preparation or adoption of the scheme.*

**5. COMMITTEE OBJECTIVES - SPECIFIC**

The Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No.1 Committee shall have the following objectives:

- 5.1 To consider and advise Council on the Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No.1.

## 6. MEMBERSHIP

- 6.1 The Council resolves to nominate no more than three elected members as members for the Committee for a period of two years or until the next Ordinary Council election, the elected members shall be members of the committee.
- 6.2 The following sections in *Local Government Act 1995*, in relation to representation are relevant:

### 5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*
- (a) *persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
  - (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

*\* Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the council.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*

### 5.11 *Committee membership, tenure of*

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

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

## 7. PRESIDING MEMBER

- 7.1 The CEO or delegated nominee will preside until the position of Presiding member is filled in accordance with Schedule 2.3 clause 3 of the *Local Government Act 1995*.
- 7.2 The Committee shall appoint a Presiding Member and Deputy Presiding Member to conduct its business in accordance with the following provisions of the *Local Government Act 1995*:

### 5.12 *Presiding members and deputies, election of*

- (1) *The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”.*
- (2) *The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —*
  - (a) *to “office” were references to “office of deputy presiding member”; and*
  - (b) *to “council” were references to “committee”; and*
  - (c) *to “councillors” were references to “committee members”; and*
  - (d) *to “mayor or president” were references to “presiding member”.*

- 7.3 The Presiding Member shall ensure that business is conducted in accordance with the Shire of Dardanup Standing Orders and that minutes of the proceedings are kept in accordance with Section 5.22 of the *Local Government Act 1995*.

### 5.22. *Minutes of council and committee meetings*

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

- 7.4 The Deputy presiding member has the following functions as per section 5.13 of the *Local Government Act 1995*:

### 5.13. *Deputy presiding members, functions of*

*If, in relation to the presiding member of a committee —*

- (a) *the office of presiding member is vacant; or*
- (b) *the presiding member is not available or is unable or unwilling to perform the functions of presiding member,*  
*then the deputy presiding member, if any, may perform the functions of presiding member.*

- 7.5 A presiding member is to be chosen from the committee members present at the meeting if the presiding member or deputy presiding member are unavailable or unwilling to perform the functions of the presiding member in accordance with Section 5.14 the *Local Government Act 1995*:

**5.14. Who acts if no presiding member**

*If, in relation to the presiding member of a committee —*

- (a) the office of presiding member and the office of deputy presiding member are vacant; or*
- (b) the presiding member and the deputy presiding member, if any, are not available or are unable or unwilling to perform the functions of presiding member,*  
*then the committee members present at the meeting are to choose one of themselves to preside at the meeting.*

**8. MEETINGS**

As there are no power or duty delegated to the committee the meetings are not open to the public.

- 8.1 The Committee shall meet as business relevant to the committee dictates or as resolved by the Committee.
- 8.2 Notice of meetings including an agenda shall be given to members at least **5 days** prior to each meeting.
- 8.3 The Presiding member shall ensure that detailed minutes of all meetings are kept and shall, not later than **5 days** after each meeting, provide the members and Council with a copy of such minutes.
- 8.4 The minutes of the meeting are to be included in the next available Ordinary meeting of Council agenda for consideration of recommendations or to be received by the Council.
- 8.5 All members of the Committee shall have one vote. If the vote of the members present are equally divided, the person presiding is to cast a second vote.
- 8.6 Shire of Dardanup Local Law Standing Orders apply to all Shire of Dardanup committees.

**9. QUORUM**

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

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



**10. DELEGATED POWERS**

- 10.1 The Committee has no specific powers under the Local Government Act and is to advise and make recommendations to Council only.
- 10.2 The Council reserves the right to delegate powers to the committee if circumstances require delegation. The Delegation shall be recorded in the Council minutes prior to the delegation being exercised.

**11. TERMINATION OF COMMITTEE**

Termination of the Committee shall be:

- 11.1 In accordance with the Local Government Act 1995; or
- 11.2 At the direction of Council; or
- 11.3 On the specified date.

**12. AMENDMENT TO THE INSTRUMENT OF APPOINTMENT AND DELEGATION**

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

**13. COMMITTEE DECISIONS**

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

**14. COUNCIL RESOLUTION ESTABLISHING THE COMMITTEE**

- 14.1 The Shire of Harvey & Shire of Dardanup Joint Town Planning Scheme No.1 Committee was endorsed by Resolution of the Shire of Dardanup Council on 27 September 2023.

**15. OFFICER(S) RESPONSIBLE FOR MANAGEMENT OF THE COMMITTEE**

- 15.1 The Chief Executive Officer shall appoint an officer relative to the Committee's Terms of Reference to manage the committee. In normal circumstances this is the Director Sustainable Development.
- 15.2 The appointed officer shall provide the secretarial and administrative support through his/her Directorate.

RISK ASSESSMENT TOOL								
<b>OVERALL RISK EVENT:</b> Enterprise Resource Planning (ERP) Software Replacement Program - Quarterly Update <b>RISK THEME PROFILE:</b> 11 - IT, Communication Systems and Infrastructure 14 - Change Management <b>RISK ASSESSMENT CONTEXT:</b> Project								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Not adhering to the decision of Council to provide a quarterly report update on the progression of the ERP Project.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council's reputation could be viewed negatively if staff do not follow Council's directive to provide a quarterly report update on the progression of the ERP Project.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.3A)

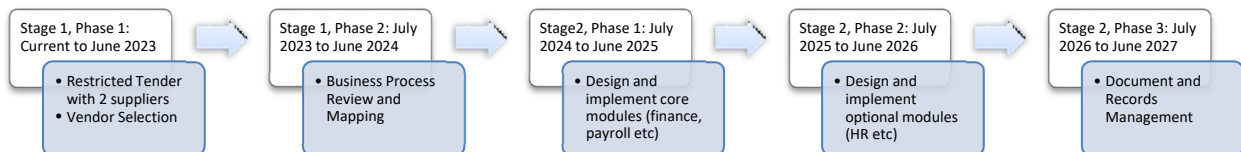
## Enterprise Resource Planning Software Replacement Program July – September 2023 Quarterly Project Update

### Introduction

The following is intended to provide an update to the Council on the progress of the Enterprise Resource Planning (ERP) software replacement program.

### Overview of Stages

The Phased ERP Program of works is sequenced in the following order:



- **STAGE 1 Phase 1 contains Procurement related activity** that includes expression of interest (EOI) preparation, Request for tender (RFT) & Council report leading to the completion of an agreed ERP Contract with Shire of Dardanup as the Principal and the selected tenderer as the Contractor. The target completion for these contract works is December 2023 so that the contract may be executed in early January 2021.
- **STAGE 1 Phase 2 contains preparatory works** for the ERP Program that includes the Business Process Mapping Project to document key current state business processes within the Shire.
- **STAGE 2 Phase 1, targeted to commence 01-Jul-24, contains proposed software implementation works** to establish the Software as a Service (SaaS) environment for the new ERP systems & commence implementation of the Core modules, (Core Finance, Payroll & HR, Property & Rates).
- **STAGE 2 Phase 2, targeted to commence 01-Jul-25, contains proposed software implementation works for supplementary software** to Stage 2 Phase 1 including Local Laws, Health, Town Planning, Building and Customer Service, Infringements, Events, Management, Animal Registration, Cemetery) Mobile.
- **STAGE 2 Phase 3, targeted to commence 01-Jul-26, contains proposed software implementation works for the Electronic Document Record Management System.** This phase is optional and key decisions need to be made regarding retention or replacement and developments within the chosen ERP system that may provide a fully integrated EDRMS solution.

### Progress for Quarter

Staff are currently engaged in completing the procurement phase and are undertaking contract development activities. In parallel Stage 1, Phase 2, Business Process Review and Mapping is underway. A summary of both these elements is provided below.

#### *Stage 1; Phase 1 - ERP Contract*

The Shire of Dardanup ERP tender contract document is currently being prepared by staff. This contract has over the month of August been prepared, reviewed, and amended to advance the Shire's requirements as tender Principal.

## (Appendix ORD: 12.4.3B)

A number of specific Contract related questions have been summarised for the Contractors, Open Office Pty Ltd.'s, attention. Completion of this item will allow the contract to be completed in draft form and made available for both CEO review and legal advice.

It is anticipated that the draft Contract will be made available Open Office Pty Ltd in the coming weeks, with the aim of finalising and signing the contract in December 2023.

### *Stage 1; Phase 2 – Business Process Mapping (BPM)*

A series of process mapping workshops (12) were convened with the assistance of key Shire staff and external consultants from Strategic Directions over 5 days, during the week of 28<sup>th</sup> of August. These BPM workshops focused effort on documenting the current state of priority Core Finance, Property and Rating processes.

These priority items were selected due to their functional importance, belonging to the proposed first ERP Implementation Stage 1 Phase 2 Core ERP modules, whose works are outlined for the period 1<sup>st</sup> of July 2024 to 30<sup>th</sup> of June 2025. The key processes, approximately 70 in total, were captured in summary document form using Microsoft Visio and Word.




Documented process items will now be reviewed by the BPM project team for consistency and validated with subject matter experts. A summary report of findings will be documented in due course and allow arrangements for a secondary exercise for ERP implementation Stage 1 Phase 2 Core ERP modules to be finalised.

Quotes have been sought from Strategic Directions to complete the second tranche of BPM and the in-scope processes for tranche two are to be verified with the Directors and Managers from the respective functional areas.

### **Budget**

Nil expenditure from project budget this period

### **RAG Status**

Scope	No change to scope, contract arrangements based on full available modules.	
Time	Project is on time, contract negotiations within planned window.	
Budget	Project budget on track. BPM funded from transfer from wages & salaries cost neutral	

Legend:

**Red** = Behind Schedule or significant risk

**Amber** = Emerging possible risk

**Green** = On Track

**End of Document**.....

## RISK ASSESSMENT TOOL

**OVERALL RISK EVENT:** Monthly Statement of Financial Activity for the Period Ended on the 30<sup>th</sup> of September 2023

**RISK THEME PROFILE:**

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

**RISK ASSESSMENT CONTEXT:** Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Insignificant (1)	N/A	N/A	Not required	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required. (	Not required.	Not required.	Not required.

Appendix ORD: 12.4.4A)



**Monthly Financial Report**

**For the Period**

**1 July 2023 to 30 September 2023**

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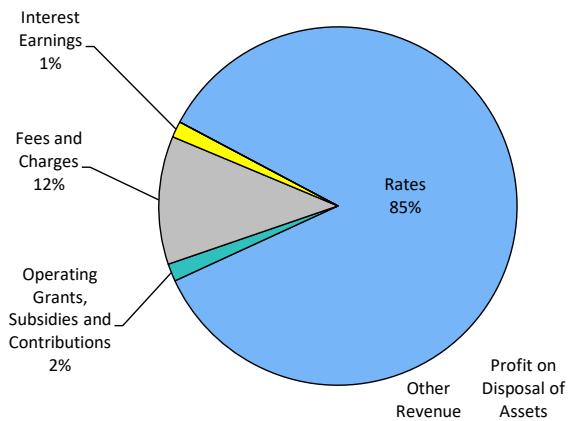
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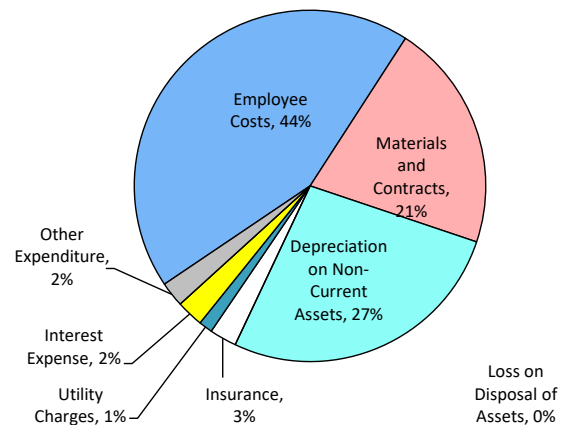
**Monthly Financial Report  
For the Period Ended 30 September 2023**

**SUMMARY GRAPHS**

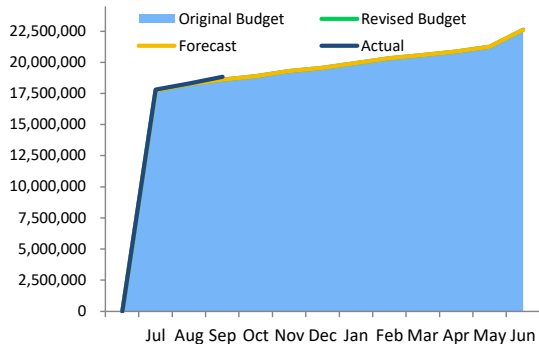
**OPERATING REVENUE - ACTUAL YTD**



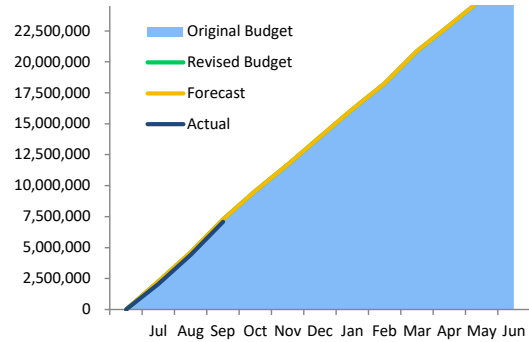
**OPERATING EXPENSES - ACTUAL YTD**



**Total Operating Revenue - Budget - v Actual (excludes profit on disposal of assets)**



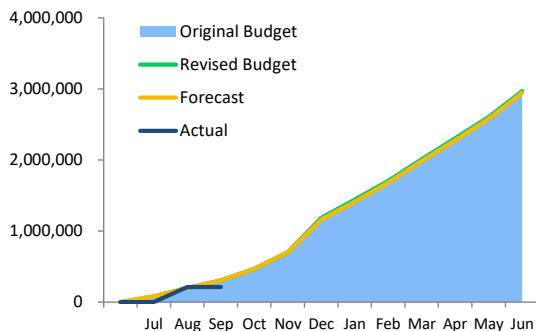
**Total Operating Expenses - Budget - v Actual (excludes loss on disposal of assets)**



**CAPITAL REVENUE**

*(Non-operating grants, subsidies and contributions; sale of assets)*

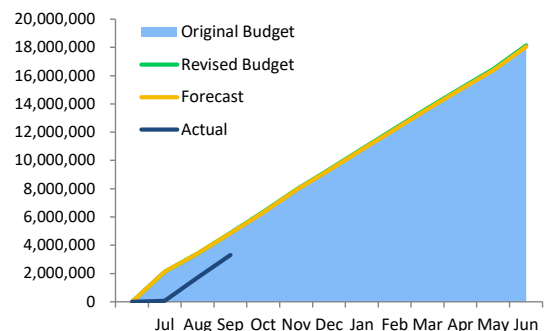
**Capital Revenue - Budget - v Actual**



**CAPITAL EXPENSES**

*(Acquisition of assets)*

**Capital Expenses - Budget - v Actual**



This information is to be read in conjunction with the accompanying Financial Statements and Notes

# (Appendix ORD: 12.4.4B)



## Statement of Financial Activity by Nature and Type For the Period Ended 30 September 2023 (Covering 3 months or 25% of the year)

	2023/24 Adopted Budget \$	2023/24 Revised Budget \$	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance Y-T-D		2023/24 Forecast \$	2022/23 Last Year Actual \$
					Actual to Revised Budget \$	Actual to Revised Budget %		
<b>OPERATING ACTIVITIES</b>								
<b>Operating revenue</b>								
Rates	16,060,454	16,060,454	15,987,059	16,086,597	99,538	0.6%	16,060,453	15,037,329
Operating grants, subsidies & contributions	2,177,958	2,177,958	395,855	300,288	(95,567)	(24.1%) ▲	2,648,792	2,893,101
Fees and charges	3,726,548	3,726,548	2,086,101	2,179,493	93,392	4.5%	3,732,548	3,876,080
Interest earnings	626,059	626,059	125,393	275,053	149,660	119.4% ▲	626,059	871,364
Other revenue	24,711	24,711	6,177	0	(6,177)	0.0%	24,711	25,045
Profit on asset disposal	0	0	0	0	0	0.0%	0	27,742
<b>Total Operating Revenue</b>	<b>22,615,730</b>	<b>22,615,730</b>	<b>18,600,585</b>	<b>18,841,431</b>	<b>240,846</b>	<b>1.3%</b>	<b>23,092,564</b>	<b>22,730,660</b>
<b>Operating expenses</b>								
Employee costs	(12,116,943)	(12,116,943)	(3,102,182)	(3,094,339)	7,843	0.3%	(12,179,160)	(11,561,261)
Materials and contracts	(6,262,173)	(6,262,173)	(1,665,978)	(1,491,308)	174,670	10.5%	(6,485,379)	(5,802,137)
Utility charges	(584,007)	(584,007)	(145,914)	(89,557)	56,357	38.6%	(584,007)	(627,520)
Depreciation on non-current assets	(7,624,365)	(7,624,365)	(1,906,074)	(1,906,086)	(12)	(0.0%)	(7,624,365)	(7,454,510)
Interest expenses	(463,401)	(463,401)	(190,167)	(175,802)	14,365	7.6%	(463,401)	(181,652)
Insurance expenses	(368,081)	(368,081)	(131,765)	(177,951)	(46,186)	(35.1%) ▼	(383,489)	(355,267)
Other expenses	(407,551)	(407,551)	(192,136)	(163,368)	28,768	15.0% ▲	(407,551)	(499,001)
Loss on asset disposals	0	0	0	0	0	0.0%	0	(2,980)
<b>Total operating expenditure</b>	<b>(27,826,520)</b>	<b>(27,826,520)</b>	<b>(7,334,216)</b>	<b>(7,098,411)</b>	<b>235,805</b>	<b>3.2%</b>	<b>(28,127,352)</b>	<b>(26,484,327)</b>
<b>Adjustments of non cash items</b>								
(Profit)/Loss on Asset Disposals	0	0	0	0	0	0.0%	0	(24,762)
Movement in non-current assets and liabilities	0	0	0	(13,123)	(13,123)	100.0%		73,965
Movement in contract liabilities associated with restricted cash	0	0	0	0	0	0.0%	0	(72,665)
Depreciation on Assets	7,624,365	7,624,365	1,906,074	1,906,086	12	0.0%	7,624,365	7,454,510
Non-cash amounts excluded from operating activities	7,624,365	7,624,365	1,906,074	1,892,963	(13,111)	(0.7%)	7,624,365	7,431,048
<b>Adjusted net operating activities</b>	<b>2,413,575</b>	<b>2,413,575</b>	<b>13,172,443</b>	<b>13,635,983</b>	<b>463,540</b>	<b>3.5%</b>	<b>2,589,577</b>	<b>3,677,381</b>
<b>INVESTING ACTIVITIES</b>			305,065					
Non-operating grants, subsidies & contributions	2,655,672	2,655,672	305,065	213,711	(91,354)	(29.9%)	2,841,672	2,787,022
Proceeds from disposal of assets	314,667	314,667	0	4	4	0.0%	314,667	5,107,353
Payments for land and buildings	(12,040,301)	(12,154,226)	(2,645,628)	(3,165,814)	(520,186)	(19.7%)	(12,167,226)	(8,002,462)
Payments for transport infrastructure	(3,989,299)	(3,989,299)	(1,802,213)	(65,374)	1,736,839	96.4% ▲	(3,921,299)	(2,080,667)
Payments for parks and reserves infrastructure	(1,015,345)	(1,026,345)	(213,861)	(17,806)	196,055	91.7% ▲	(1,026,345)	(814,690)
Payments for motor vehicles	(859,098)	(859,098)	(180,417)	0	180,417	100.0% ▲	(859,098)	(579,139)
Payments for plant & equipment	(10,000)	(10,000)	(2,499)	(11,079)	(8,580)	(343.3%)	(10,000)	(5,215)
Payments for furniture & fittings	(238,019)	(238,019)	(59,496)	(47,759)	11,737	19.7%	(238,019)	(98,066)
<b>Amount attributable to investing activities</b>	<b>(15,181,723)</b>	<b>(15,306,648)</b>	<b>(4,599,049)</b>	<b>(3,094,116)</b>	<b>1,504,933</b>	<b>32.7%</b>	<b>(15,065,648)</b>	<b>(3,685,865)</b>
<b>Non-cash amounts excluded from investing activities</b>			(4,904,114)					
Movement in non-operating grants and contributions associated with restricted cash	0	0	0	0	0	0.0%	0	(460,870)
<b>Adjusted amount attributable to investing activities</b>	<b>(15,181,723)</b>	<b>(15,306,648)</b>	<b>(4,599,049)</b>	<b>(3,094,116)</b>	<b>1,504,933</b>	<b>32.7%</b>	<b>(15,065,648)</b>	<b>(4,146,735)</b>
<b>FINANCING ACTIVITIES</b>								
Proceeds from new debentures	1,500,000	1,500,000	0	0	0	0.0%	1,500,000	6,700,000
Transfers from reserves	16,341,090	16,455,015	4,667,394	3,181,528	(1,485,866)	(31.8%)	16,707,437	7,491,066
Repayment of debentures	(478,810)	(478,810)	(186,369)	(183,216)	3,153	1.7%	(478,810)	(392,533)
Principal portion of lease liabilities	(177,784)	(177,784)	(62,407)	(62,659)	(252)	(0.4%)	(177,784)	(191,514)
Transfers to reserves	(4,569,168)	(4,569,168)	0	(201,634)	(201,634)	(100.0%) ▼	(5,136,377)	(13,034,989)
<b>Amount attributable to financing activities</b>	<b>12,615,328</b>	<b>12,729,252</b>	<b>4,418,618</b>	<b>2,734,018</b>	<b>(1,684,600)</b>	<b>(38.1%)</b>	<b>12,414,465</b>	<b>572,030</b>
<b>FUNDING SOURCES</b>								
Surplus/(Deficit) July 1 B/Fwd	332,558	332,558	332,558	278,068	(54,490)	(16.4%) ▼	278,068	175,393
<b>CLOSING FUNDS (A+B+C+D)</b>	<b>179,737</b>	<b>168,737</b>	<b>13,324,570</b>	<b>13,553,953</b>	<b>229,383</b>	<b>1.7%</b>	<b>216,463</b>	<b>278,068</b>

### KEY INFORMATION

▲ ▼ Indicates a significant variance between Year-to-Date (YTD) Revised Budget and YTD Actual data as per the adopted materiality threshold.

▲ indicates a positive impact on the surplus/deficit position. ▼ indicates a negative impact on the surplus/deficit position.

Refer to Note 2 for an explanation of the reasons for the variance.

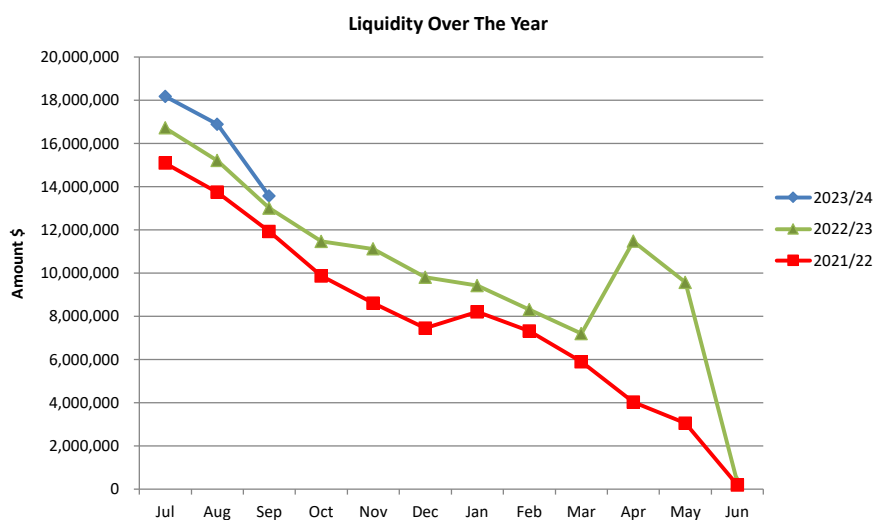
This statement to be read in conjunction with the accompanying Financial Statements and Notes





**Statement of Financial Activity by Nature and Type  
For the Period Ended 30 September 2023  
NET CURRENT ASSETS**

Note	Year to Date Actual 30-Sep-2023 \$	Same Time Last Year Actual 31-Aug-2022	Last Year Closing 30-Jun-2023 \$
Represented By:			
<b>CURRENT ASSETS</b>			
Cash and Cash Equivalents	31,534,466	22,876,291	29,585,677
Rates Debtors Outstanding	7,038,443	13,919,226	420,195
Pensioner Rates Rebate	217,712	243,041	32,471
Sundry Debtors	62,913	157,549	96,144
Accrued Revenue	0	21,611	265,500
Prepaid Expenses	0	0	68,997
Goods & Services Tax / BAS Refund	419,384	81,529	136,305
Other Receivables	(300)	(566)	0
Inventories - Land Held for Resale	0	0	0
Inventories - Materials	32,002	6,318	32,002
Inventories- Trading Stock - Recreation Centre	6,781	5,842	6,781
<b>Current Assets</b>	<b>39,311,401</b>	<b>37,310,841</b>	<b>30,644,071</b>
<b>LESS CURRENT LIABILITIES</b>			
Payables:			
Sundry Creditors	(498)	(139,391)	(1,624,075)
Goods & Services Tax / BAS Payable	0	0	0
Other Payables	(636,182)	(545,786)	177
Municipal Bonded Liabilities	5 (507,671)	(637,366)	(539,156)
Contract Liabilities	(1,423,726)	(2,421,103)	(1,105,675)
Prepaid Revenue - Rates / PPL	(182,022)	(148,290)	(972,312)
Accrued Interest on Debentures	(101,879)	(28,572)	(101,879)
Accrued Salaries & Wages	0	0	(218,644)
Other Accrued Expenses	0	0	0
Borrowings - Debentures	(273,340)	(224,661)	(456,556)
Provisions:			
Staff Leave Provisions	(1,749,215)	(1,687,731)	(1,664,462)
<b>Current Liabilities</b>	<b>(4,874,533)</b>	<b>(5,832,900)</b>	<b>(6,682,582)</b>
<b>Net Current Assets</b>	<b>34,436,868</b>	<b>31,477,941</b>	<b>23,961,489</b>
Less: Restricted Assets / Reserve Funds	4 (21,616,122)	(17,267,600)	(24,596,016)
Add: Current - Borrowings	273,340	224,661	456,556
Add: Current - Contract Liabilities held in Reserve accounts	318,597	600,102	314,769
Add: Current - Contract Liabilities - Leases	141,270	167,441	141,270
<b>CLOSING FUNDS / NET CURRENT ASSETS (per previous page)</b>	<b>13,553,953</b>	<b>15,202,545</b>	<b>278,068</b>



# (Appendix ORD: 12.4.4B)



## Statement of Comprehensive Income by Program For the Period Ended 30 September 2023 (Covering 3 months or 25% of the year)

	2023/24 Adopted Budget \$	2023/24 Revised Budget \$	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance Y-T-D		2023/24 Forecast \$	2022/23 Last Year Actual \$
					Actual to Revised Budget \$	Actual to Revised Budget %		
<b>Revenue</b>								
General Purpose Funding	18,013,025	18,013,025	15,950,671	16,100,652	149,981	0.9%	18,262,474	17,787,502
Governance	800	800	195	442	247	126.6%	800	41,722
Law, Order, Public Safety	331,524	331,524	70,812	100,727	29,915	42.2%	532,909	374,650
Health	28,050	28,050	7,011	22,414	15,403	219.7%	28,050	28,297
Education and Welfare	1,000	1,000	249	0	(249)	100.0%	1,000	5,700
Community Amenities	1,891,587	1,891,587	1,688,788	1,697,396	8,608	0.5%	1,911,587	1,969,753
Recreation and Culture	1,743,125	1,743,125	599,866	647,418	47,552	7.9%	1,749,125	1,969,575
Transport	179,169	179,169	157,409	173,271	15,862	10.1%	179,169	176,491
Economic Services	171,250	171,250	61,549	56,124	(5,425)	(8.8%)	171,250	148,014
Other Property and Services	256,200	256,200	64,035	42,987	(21,048)	(32.9%)	256,200	290,930
	22,615,730	22,615,730	18,600,585	18,841,431	240,846	1.3%	23,092,564	22,792,634
<b>Expenses</b>								
General Purpose Funding	(435,535)	(435,535)	(110,159)	(123,273)	(13,114)	(11.9%)	(435,535)	(398,878)
Governance	(1,492,019)	(1,492,019)	(378,260)	(340,090)	38,170	10.1%	(1,492,019)	(1,277,790)
Law, Order, Public Safety	(2,251,874)	(2,251,874)	(610,281)	(545,451)	64,830	10.6%	(2,444,692)	(1,738,457)
Health	(626,229)	(626,229)	(163,723)	(171,331)	(7,608)	(4.6%)	(626,229)	(521,372)
Education and Welfare	(1,038,158)	(1,038,158)	(282,553)	(263,594)	18,959	6.7%	(1,038,158)	(814,988)
Community Amenities	(3,923,862)	(3,923,862)	(895,624)	(860,754)	34,870	3.9%	(3,950,250)	(3,632,355)
Recreation & Culture	(9,626,353)	(9,626,353)	(2,471,130)	(2,571,539)	(100,409)	(4.1%)	(9,630,353)	(9,514,736)
Transport	(7,617,933)	(7,617,933)	(1,904,667)	(1,751,249)	153,418	8.1%	(7,617,933)	(7,301,857)
Economic Services	(545,028)	(545,028)	(199,142)	(223,324)	(24,182)	(12.1%)	(545,028)	(562,641)
Other Property and Services	(269,529)	(269,529)	(318,677)	(247,807)	70,870	22.2%	(347,154)	(495,072)
	(27,826,520)	(27,826,520)	(7,334,216)	(7,098,411)	235,805	3.2%	(28,127,351)	(26,258,146)
<b>Operational Surplus / (Deficit)</b>	<b>(5,210,790)</b>	<b>(5,210,790)</b>	<b>11,266,369</b>	<b>11,743,020</b>	<b>476,651</b>	<b>(4.2%)</b>	<b>(5,034,787)</b>	<b>(3,465,512)</b>
Grants & Contributions for the Development of Assets	2,655,672	2,655,672	305,065	213,711	(91,354)	(29.9%)	2,841,672	2,729,874
Profit on Asset Disposals	0	0	0	0	0	(100.0%)	0	59,645
Loss on Asset Disposals	0	0	0	0	0	0.0%	0	(2,980)
	2,655,672	2,655,672	305,065	213,711	(91,354)	29.9%	2,841,672	2,786,539
<b>NET RESULT</b>	<b>(2,555,118)</b>	<b>(2,555,118)</b>	<b>11,571,434</b>	<b>11,956,731</b>	<b>385,297</b>	<b>3.3%</b>	<b>(2,193,115)</b>	<b>(678,973)</b>
<b>Other Comprehensive Income</b>								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
<b>TOTAL COMPREHENSIVE INCOME</b>	<b>(2,555,118)</b>	<b>(2,555,118)</b>	<b>11,571,434</b>	<b>11,956,731</b>	<b>385,297</b>	<b>(3.3%)</b>	<b>(2,193,115)</b>	<b>(678,973)</b>

# (Appendix ORD: 12.4.4B)



## Notes to the Statement of Financial Activity For the Period Ended 30 September 2023

### 1. PROGRAMS / ACTIVITIES

In order to discharge its responsibilities to the community, the Shire has developed a set of operational and financial objectives. These objectives have been established both on an overall basis, reflected by the Shire's Community Vision and for each of its broad activities/programs.

#### COMMUNITY VISION

*Provide effective leadership in encouraging balanced growth and development of the Shire while recognising the diverse needs of the community.*

PROGRAM NAME	OBJECTIVE	ACTIVITIES
GENERAL PURPOSE FUNDING	To collect revenue to allow for the provision of services	Rates, general purpose government grants and interest revenue.
GOVERNANCE	To provide a decision making process for the efficient allocation of scarce resources.	Includes the activities of members of Council and the administration support available to Council for the provision of governance of the District. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific Council services.
LAW, ORDER, PUBLIC SAFETY	To provide services to help ensure a safer and environmentally conscious community.	Supervision and enforcement of various local-laws relating to the fire prevention, animal control and protection of the environment, and other aspects of public safety including emergency services.
HEALTH	To provide services to achieve community and environmental health.	Maternal and infant health facilities, immunisation, meat inspection services, inspection of food outlets, noise control and pest control services.
EDUCATION AND WELFARE	To provide services to children, youth, the elderly and disadvantaged persons.	Pre-school and other education services, child minding facilities, playgroups, senior citizens' centres.
COMMUNITY AMENITIES	To provide services required by the community.	Waste collection services, operation of refuse site, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemeteries and public conveniences.
RECREATION AND CULTURE	To establish and effectively manage infrastructure and resources which help the social well being of the community.	Maintenance of halls, civic buildings, river banks, recreation centre and various sporting facilities. Provision and maintenance of parks, gardens and playgrounds. Operation of library and other cultural facilities.
TRANSPORT	To promote safe, effective and efficient transport services to the community.	Construction and maintenance of streets, roads, bridges, footpaths, cycle ways, parking facilities, traffic control and depot. Cleaning of streets and maintenance of street trees, street lighting, etc.
ECONOMIC SERVICES	To help promote the shire and its economic wellbeing.	Tourism and area promotion, building control, provision of rural services including weed control and vermin control, standpipes.
OTHER PROPERTY & SERVICES	To monitor and control Council's overheads operating accounts.	Private works operations, general administration overheads, plant repairs and operating costs, public works overheads.



**Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023**

**2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY**

The material variances adopted by the Shire of Dardanup for reporting in the 2023/24 year is 10% or \$50,000, whichever is the greater.  
All variances are between Year-to-Date Actual and Year-to-Date Revised Budget values.

	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
<b>OPERATING ACTIVITIES</b>						
<b>Revenue</b>						
Rates	15,987,059	16,086,597	99,538	0.6%		
Operating grants, subsidies & contributions	395,855	300,288	(95,567)	(24.1%)	▼ Timing	Lower amount of Local Government Grants Commission financial assistance grants received this year due to near 100% of grant received in advance in June 2023.
Fees and charges	2,086,101	2,179,493	93,392	4.5%		
Interest earnings	125,393	275,053	149,660	119.4%	▲ Timing	More bank account interest revenue due to higher than anticipated level of cash holdings and interest rates on at-call bank account balances.
Other revenue	6,177	0	(6,177)	0.0%		
Profit on asset disposal	0	0	0	0.0%		
<b>Total Operating Revenue</b>	<b>18,600,585</b>	<b>18,841,431</b>	<b>240,846</b>	<b>1.3%</b>		
<b>Operating Expenses</b>						
Employee costs	(3,102,182)	(3,094,339)	7,843	0.3%		
Materials and contracts	(1,665,978)	(1,491,308)	174,670	10.5%	▲ Timing	Materials and contracts relate to the timing of works and projects carried out in 23/24.
Utility charges	(145,914)	(89,557)	56,357	38.6%	▲ Timing	Utilities variance relate to the timing of monthly street lighting invoices paid to date; lags one month behind the YTD budget.
Depreciation on non-current assets	(1,906,074)	(1,906,086)	(12)	(0.0%)		
Interest expenses	(190,167)	(175,802)	14,365	7.6%		
Insurance expenses	(131,765)	(177,951)	(46,186)	(35.1%)	▼ Permanent / Timing	Permanent: Slightly higher renewal premiums. Timing: 50% of annual insurance premium paid in July whereas the 23/24 Budget has most of the buildings and bridge insurance costs evenly spread over the year.
Other expenses	(192,136)	(163,368)	28,768	15.0%	▲ Timing	Most of the annual tourism, hall/community groups and school donations budgeted to be paid in August but will be distributed to the recipient groups in September.
Loss on asset disposals	0	0	0	0.0%		
<b>Total Operating Expenditure</b>	<b>(7,334,216)</b>	<b>(7,098,411)</b>	<b>235,805</b>	<b>(3.2%)</b>		
<b>Net Operating Activities</b>	<b>11,266,369</b>	<b>11,743,020</b>	<b>476,651</b>	<b>4.2%</b>		

(continued next page)



Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY (continued)

	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
<b>ADJUSTMENTS OF NON CASH ITEMS</b>						
(Profit)/Loss on Asset Disposals	0	0	0	0.0%		
Fair value adjustment to financial assets	0	(13,123)	(13,123)	100.0%		
Movement in contract liabilities associated with restricted cash	0	0	0	0.0%		
Depreciation on Assets	1,906,074	1,906,086	12	0.0%		
<b>Adjusted Net Operating Activities</b>	<b>13,172,443</b>	<b>13,635,983</b>	<b>463,540</b>	<b>3.5%</b>		
<b>INVESTING ACTIVITIES</b>						
<b>Revenue</b>						
Non-operating grants, subsidies & contributions	305,065	213,711	(91,354)	(29.9%) ▼	Timing	Revenue recognition of capital grants and contributions primarily relate to the timing of capital projects of when expenditure is incurred.
Proceeds from disposal of assets	0	4	4	0.0%		
Payments for land and buildings	(2,645,628)	(3,165,814)	(520,186)	(19.7%) ▼	Timing	Capital expenditure for land and building projects relate to when expenditure is incurred. The higher than YTD budget expenditure is related to the timing of progress payments for the Administration/Library Project. It is expected that the higher than YTD budget will fall in line as projects are completed in 23/24 financial year.
Payments for transport infrastructure assets	(1,802,213)	(65,374)	1,736,839	96.4% ▲	Timing	No significant costs to date on major upgrade projects (Ferguson Road and Eaton Bowling Club Parking and renewal of various bridges and pathways.
Payments for parks infrastructure assets	(213,861)	(17,806)	196,055	91.7% ▲	Timing	Works not yet commenced on Parks and Reserves capital projects, with mainly design and preliminary costs incurred.
Payments for motor vehicles	(180,417)	0	180,417	100.0% ▲	Timing	No vehicle purchases to date
Payments for furniture & fittings	(59,496)	(47,759)	11,737	19.7% ▲	Timing	Relates to the timing of budgeted purchases for ERC Equipment and IT Equipment.
<b>Net investing activities</b>	<b>(4,599,049)</b>	<b>(3,094,116)</b>	<b>1,504,933</b>	<b>32.7%</b>		
<b>Non-cash amounts excluded from investing activities</b>						
<b>Adjusted net investing activities</b>	<b>(4,599,049)</b>	<b>(3,094,116)</b>	<b>1,504,933</b>	<b>32.7%</b>		

(continued next page)



Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023

2. EXPLANATION OF MATERIAL VARIANCES IN THE STATEMENT OF FINANCIAL ACTIVITY (continued)

	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	
<b>FINANCING ACTIVITIES</b>						
<b>Revenue</b>						
Proceeds from new debentures	0	0	0	0.0%		
Transfers from reserves	4,667,394	3,181,528	(1,485,866)	(31.8%)	▼ Permanent	
Repayment of debentures	(186,369)	(183,216)	3,153	1.7%		
Principal portion of lease liabilities	(62,407)	(62,659)	(252)	(0.4%)		
Transfers to Reserves	0	(201,634)	(201,634)	(100.0%)	▼ Timing	Interest earned on Reserve Fund cash investments are transferred to reserve when received. Budget is for transfer to be made later in the year.
<b>Total financing activities</b>	<b>4,418,618</b>	<b>2,734,018</b>	<b>(1,684,600)</b>	<b>(38.1%)</b>		
<b>FUNDING SOURCES</b>						
Surplus/(Deficit) July 1 B/Fwd	332,558	278,068	(54,490)	(16.4%)	▼ Permanent	Impact of 22/23 end-of-year adjustents and accruals greater than anticipated at the time of budget adoption in June 2023.
<b>CLOSING FUNDS (A+B+C+D)</b>	<b>13,324,570</b>	<b>13,553,953</b>	<b>229,383</b>	<b>1.7%</b>		



Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023

### 3. TRUST FUNDS

Funds held at reporting date over which the Shire has no control and which are not included in the financial statements are as follows:

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Ross & Deborah Bevan	40,982.27	0.00	0.00	0.00	0.00	40,982.27
Public Open Space	524,694.82	0.00	0.00	0.00	0.00	524,694.82
Dept Communities Grant - Auspicing for Goodstart Eaton Child Care Centre	25,611.86	0.00	0.00	0.00	0.00	25,611.86
Accrued Interest	0.00	0.00	5,807.06	0.00	0.00	5,807.06
Plus: Outstanding Creditors	0.00	0.00	0.00	0.00	0.00	0.00
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>591,288.95</b>	<b>0.00</b>	<b>5,807.06</b>	<b>0.00</b>	<b>0.00</b>	<b>597,096.01</b>

### 4. RESERVES - CASH BACKED

All reserves are supported by cash and cash equivalents and are restricted within equity as Reserves - cash backed.

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
<b><i>Council Restricted</i></b>						
Executive & Compliance Vehicles Reserve	369,043.87	0.00	0.00	0.00	0.00	369,043.87
Plant & Engineering Equipment Reserve	661,288.11	0.00	0.00	0.00	0.00	661,288.11
Eaton Recreation Centre - Equipment Reserve	327,026.39	0.00	0.00	0.00	0.00	327,026.39
Building Maintenance Reserve	9,920,894.73	0.00	0.00	(1,281,619.92)	0.00	8,639,274.81
Employee Relief Reserve	274,028.27	0.00	0.00	0.00	0.00	274,028.27
Employee Leave Entitlements Reserve	49,880.09	0.00	0.00	0.00	0.00	49,880.09
Refuse Site Environmental Works Reserve	188,411.09	0.00	0.00	0.00	0.00	188,411.09
Information Technology Reserve	701,084.97	0.00	0.00	0.00	0.00	701,084.97
Roadwork Construction & Major Maintenance Reserve	1,338,699.53	0.00	0.00	(27,176.49)	0.00	1,311,523.04
Accrued Salaries Reserve	512,081.47	0.00	0.00	0.00	0.00	512,081.47
Tourism Reserve	11,928.18	0.00	0.00	0.00	0.00	11,928.18
Recycling Education Reserve	54,777.60	0.00	0.00	0.00	0.00	54,777.60
Road Safety Programs Reserve	27,121.72	0.00	0.00	0.00	0.00	27,121.72
Council Land Development Reserve	32,971.53	0.00	0.00	0.00	0.00	32,971.53
Carried Forward Projects Reserve	2,432,628.40	0.00	0.00	(11,168.75)	0.00	2,421,459.65
Election Expenses Reserve	36,799.94	0.00	0.00	0.00	0.00	36,799.94
Town Planning Consultancy Reserve	31,431.95	0.00	0.00	0.00	0.00	31,431.95
Parks & Reserves Upgrades Reserve	157,786.03	0.00	0.00	(2,986.72)	0.00	154,799.31
Strategic Planning Studies Reserve	108,410.24	0.00	0.00	0.00	0.00	108,410.24
Pathways Reserve	199,213.14	0.00	0.00	(3,926.74)	0.00	195,286.40
Asset / Rates Revaluation Reserve	219,030.88	0.00	0.00	0.00	0.00	219,030.88
Refuse & Recycling Bin Replacement Reserve	65,687.38	0.00	0.00	0.00	0.00	65,687.38
Sale of Land Reserve	1,371,661.71	0.00	0.00	0.00	0.00	1,371,661.71
Storm Water Reserve	153,957.49	0.00	0.00	(335.46)	0.00	153,622.03
	<b>19,245,844.71</b>	<b>0.00</b>	<b>0.00</b>	<b>(1,327,214.08)</b>	<b>0.00</b>	<b>17,918,630.63</b>
<b><i>Statute Restricted</i></b>						
Contribution to Works Reserve	935,141.79	2,298.59	0.00	0.00	0.00	937,440.38
Eaton Drive - Access Construction Reserve	144,007.71	0.00	0.00	0.00	0.00	144,007.71
Eaton Drive - Scheme Construction Reserve	248,624.80	0.00	0.00	0.00	0.00	248,624.80
Fire Control Reserve	11,742.04	0.00	0.00	0.00	0.00	11,742.04
Collie River (Eaton Drive) Bridge Construction Reserve	183,796.45	0.00	0.00	0.00	0.00	183,796.45
Unspent Grants Reserve	2,116,661.73	0.00	0.00	(1,668,065.00)	0.00	448,596.73
Swimming Pool Inspection Reserve	4,568.36	0.00	0.00	0.00	0.00	4,568.36
Burekup - Public Open Space	73,581.90	0.00	0.00	0.00	0.00	73,581.90
Unspent Specified Area Rate - Bulk Waste Collection Reserve	73,384.21	0.00	0.00	0.00	0.00	73,384.21
Unspent Specified Area Rate - Eaton Landscaping Reserve	344,350.33	0.00	0.00	0.00	0.00	344,350.33
Unspent Loans Reserve	1,214,311.84	0.00	0.00	(186,249.17)	0.00	1,028,062.67
Dardanup Expansion Developer Contribution Plan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	<b>5,350,171.16</b>	<b>2,298.59</b>	<b>0.00</b>	<b>(1,854,314.17)</b>	<b>0.00</b>	<b>3,498,155.58</b>
Interest	0.00	199,335.75	0.00	0.00	0.00	199,335.75
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>24,596,015.87</b>	<b>201,634.34</b>	<b>0.00</b>	<b>(3,181,528.25)</b>	<b>0.00</b>	<b>21,616,121.96</b>

## (Appendix ORD: 12.4.4B)



### Notes to the Statement of Financial Activity For the Period Ended 30 September 2023

#### 5. MUNICIPAL LIABILITIES

Funds held at reporting date for bonds and deposits not required to be held in the Trust Fund and classified as restricted to recognise that they are owed to developers/hirers and others. These are now classified as Municipal Liabilities as follows:

	BALANCE 1 JULY 2023	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
<b>Retention Bonds</b>						
Parkridge Group	19,854.41	0.00	0.00	(17,677.51)	0.00	2,176.90
Winterfall Nominees Pty Ltd	36,007.60	0.00	0.00	0.00	0.00	36,007.60
Holland Loop Pty Ltd	2,540.00	0.00	0.00	0.00	0.00	2,540.00
T J Coman	8,384.63	0.00	0.00	0.00	0.00	8,384.63
Thompson Surveying Consultants	21,993.00	0.00	0.00	0.00	0.00	21,993.00
Anstee Earthmoving Pty Ltd	2,408.00	0.00	0.00	0.00	0.00	2,408.00
Ability Support 6 Pty Ltd	34,470.15	0.00	0.00	0.00	0.00	34,470.15
Bethanie Group Inc	77,058.26	0.00	0.00	0.00	0.00	77,058.26
<b>Total - Retention Bonds</b>	<b>202,716.05</b>	<b>0.00</b>	<b>0.00</b>	<b>(17,677.51)</b>	<b>0.00</b>	<b>185,038.54</b>
<b>Construction Contract Retention</b>						
Kalamunda Electrics	11,569.30	0.00	0.00	0.00	0.00	11,569.30
LD Total (Sanpoint Pty Ltd)	8,739.33	0.00	0.00	0.00	0.00	8,739.33
Carbone Bros	6,007.10	0.00	0.00	(6,007.10)	0.00	0.00
	<b>26,315.73</b>	<b>0.00</b>	<b>0.00</b>	<b>(6,007.10)</b>	<b>0.00</b>	<b>20,308.63</b>
<b>Extractive Industry Rehabilitation Bonds</b>						
L G Davidson	1,290.20	0.00	0.00	0.00	0.00	1,290.20
M Denholm	845.24	0.00	0.00	0.00	0.00	845.24
S Catalano	1,340.36	0.00	0.00	0.00	0.00	1,340.36
Bunbury Agricultural Society	2,387.88	0.00	0.00	0.00	0.00	2,387.88
D Busher	1,282.84	0.00	0.00	0.00	0.00	1,282.84
Valli & Co	2,600.14	0.00	0.00	0.00	0.00	2,600.14
Charles Hull Contracting	7,603.41	0.00	0.00	0.00	0.00	7,603.41
J & P Group	135,809.01	0.00	0.00	0.00	0.00	135,809.01
<b>Total - Extractive Industries Bonds</b>	<b>153,159.08</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>153,159.08</b>
<b>Sundry Deposits</b>						
Unclaimed Monies	1,829.65	0.00	0.00	0.00	0.00	1,829.65
Bunbury Wellington Group of Councils (BunGeo Group of Councils - BGGC)	53,532.31	2,500.00	0.00	0.00	0.00	56,032.31
<b>Total - Sundry Deposits</b>	<b>55,361.96</b>	<b>2,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>57,861.96</b>
<b>Election Deposits</b>	0.00	700.00	0.00	0.00	0.00	700.00
<b>Key Bonds</b>	642.68	240.00	0.00	(120.00)	0.00	762.68
<b>Hire Bonds</b>	2,400.00	3,539.50	0.00	(2,250.00)	0.00	3,689.50
<b>Kerb Bonds</b>	75,041.91	0.00	0.00	0.00	0.00	75,041.91
<b>Construction Training Fund</b>	7,314.65	370.51	0.00	(6,488.65)	0.00	1,196.51
<b>Building Services Levy</b>	16,204.42	5,929.55	0.00	(12,221.92)	0.00	9,912.05
<b>Development Assessment Panel</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>Less Outstanding Debtors</b>	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>539,156.48</b>	<b>13,279.56</b>	<b>0.00</b>	<b>(44,765.18)</b>	<b>0.00</b>	<b>507,670.86</b>

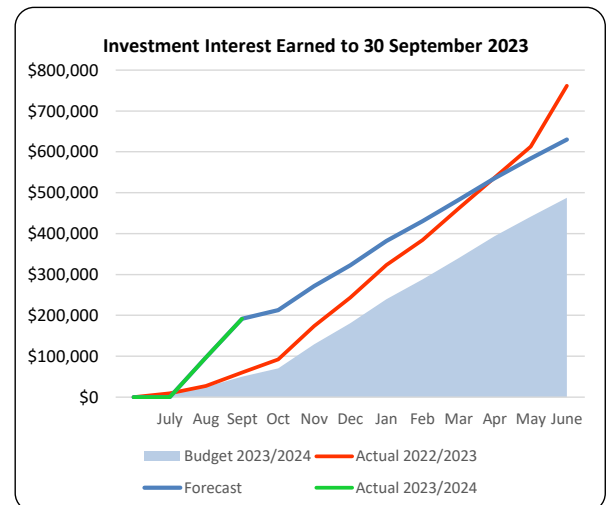
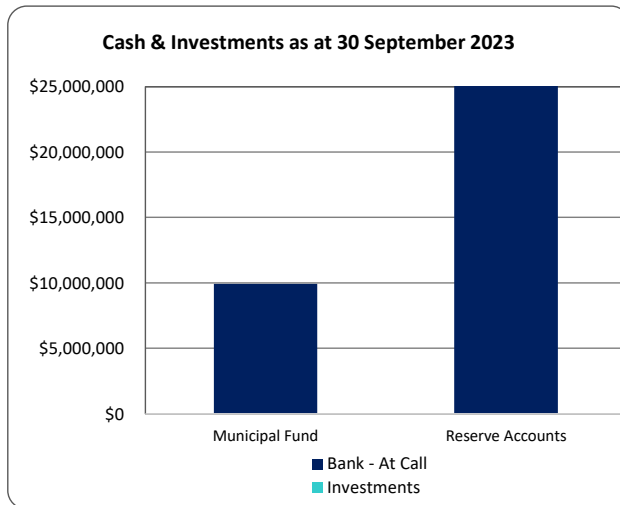




Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023

6. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	COMMENCE	MATURITY	ESTIMATED INTEREST	INTEREST CREDITED 2023-2024
<b><u>MUNICIPAL FUND</u></b>								
CBA	Municipal Fund Bank Account	\$ 7,032,691.21	3.90%					\$14,239.56
CBA	Municipal - Business Online Saver	\$ 2,882,191.87	4.10%					\$56,737.62
		<u>\$ 9,914,883.08</u>					<u>\$0.00</u>	<u>\$70,977.18</u>
<b><u>TRUST FUND</u></b>								
CBA	Trust Fund Bank Account	\$ 597,096.01	3.90%					\$5,807.06
		<u>\$ 597,096.01</u>					<u>\$0.00</u>	<u>\$5,807.06</u>
<b><u>RESERVE ACCOUNTS</u></b>								
CBA	Reserve Bank Account	\$ 20,263,965.98	3.90%					\$73,947.56
CBA	Reserve - Business Online Saver	\$ 13,521,955.98	4.10%					\$125,388.19
		<u>\$ 33,785,921.96</u>					<u>\$0.00</u>	<u>\$199,335.75</u>
<b>Total Interest Received</b>								<u><u>\$276,119.99</u></u>





Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023

6. STATEMENT OF INVESTMENTS (continued)

**Total Funds Invested**

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	\$	-
Trust Fund Investment Portfolio	\$	-
Reserve Fund Investment Portfolio	\$	-
	<u>\$</u>	<u>-</u>

**Investment Policy - Portfolio Risk Exposure**

Council's investment policy provides a framework to manage the risks associated with financial investments.

**Portfolio - Terms of Maturity**

Limits are placed on the term to maturity thereby reducing the impact of any significant change in interest rate markets and to provide liquidity.

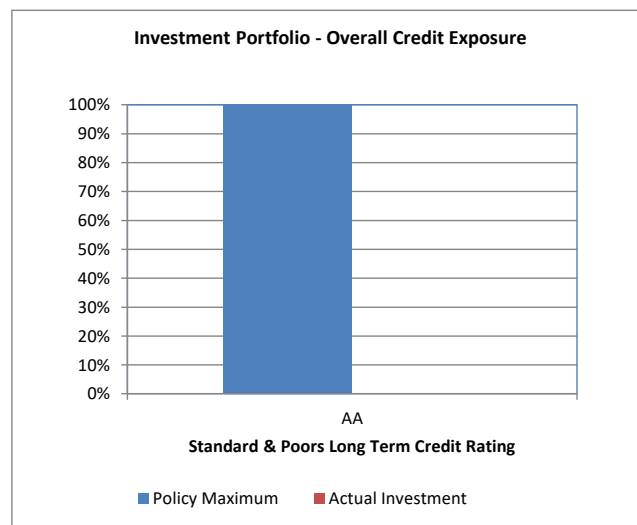
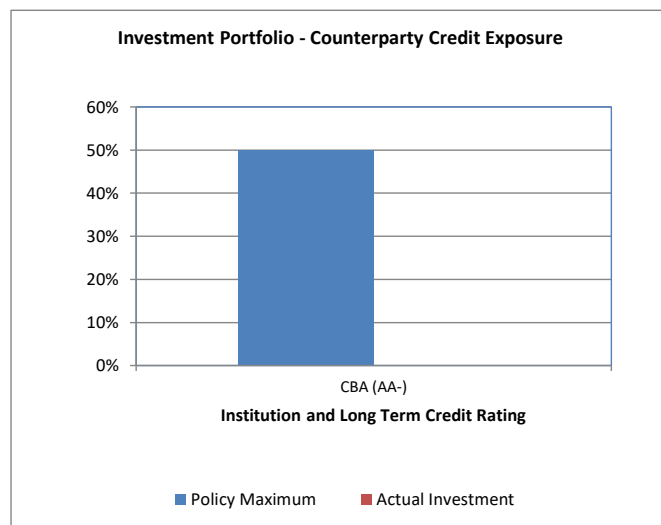
**Counterparty Credit Exposure**

Exposure to an individual authorised deposit-taking institution (ADI) counterparty will be restricted by their credit rating so that single entity exposure is limited.

**Overall Credit Exposure**

To control the credit quality on the entire portfolio, limits are placed on the percentage exposed to any particular credit rating category.

The following charts demonstrate the current portfolio diversity and risk compliance with the policy framework.





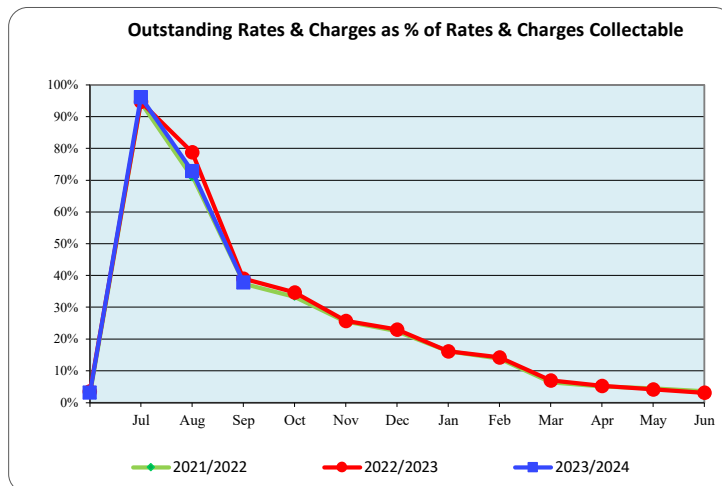
**Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023**

**7. Accounts Receivable as at 30 September 2023**

**Rates and Charges Outstanding**

2023/24 annual rates were raised on 28 July 2023 and are due by 13 September 2023 for payment in full or for the first of four instalments.

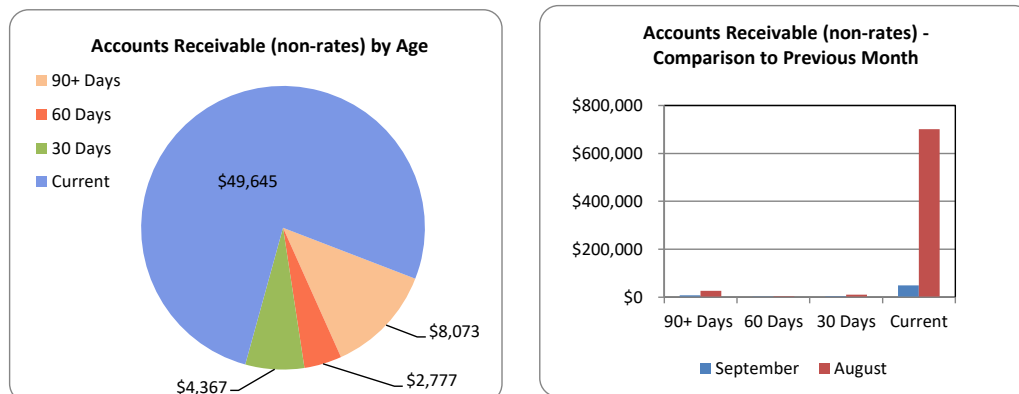
As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$7,000,076. This equates to 38% of rates and charges collectable and is at a similar position to previous years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.



**Sundry Debtors Outstanding (non-rates)**

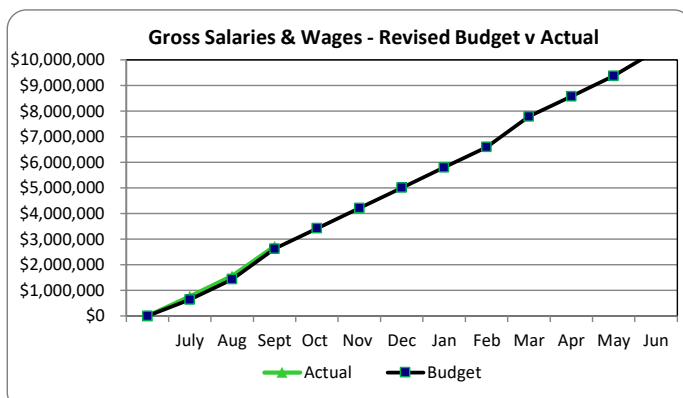
As at the reporting date, the total outstanding Sundry Debtors amount to \$64,862

The relatively large value of sundry debtors at the end of August was received in September.



**8. Salaries and Wages to 30 September 2023**

At the reporting date, total salaries and wages expenditure is \$2,722,806 (26%) of the annual budget of \$10,365,399 for the 2023/24 financial year.





Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023

9. RATING INFORMATION

RATE TYPE	Rate in	Number of properties	Rateable value	2023/24 Budget rate revenue	2023/24 Budget interim rates	2023/24 Budget back rates	2023/24 Budget total revenue	2023/24 Actual total revenue	2022/23 Actual total revenue	2022/23 Budget total revenue
	\$		\$	\$	\$	\$	\$		\$	\$
<b>Differential general rate or general rate</b>										
<b>Gross rental valuations</b>										
General Rates - GRV: Residential	0.109420	4,429	80,548,292	8,813,594	0	0	8,813,594	8,813,594		
General Rates - GRV: Commercial	0.109420	62	14,851,106	1,625,008	0	0	1,625,008	1,625,008		
General Rates - GRV: Industrial	0.109420	71	9,441,902	1,033,133	0	0	1,033,133	1,033,133		
General Rates - GRV: Small Holding	0.109420	387	9,064,228	991,808	0	0	991,808	991,808		
General Rates - GRV: Interim and Back Rates	0.109420	0	0	0	100,359	0	100,359	154,300		
<b>Unimproved valuations</b>										
General Rates - UV: Broad Acre Rural	0.005974	493	315,390,099	1,884,140	0	0	1,884,140	1,884,140		
General Rates - UV: Mining	0.005974	0	0	0	0	0	0	0		
General Rates - UV: Interim and Back Rates	0.005974	0	0	0	0	0	0	0		
<b>Sub-Totals</b>		5,442	429,295,627	14,347,683	100,359	0	14,448,042	14,501,983	0	0
<b>Minimum</b>										
<b>Minimum payment</b>	\$									
<b>Gross rental valuations</b>										
General Rates - GRV: Residential	1,547.50	523	5,242,378	809,343	0	0	809,343	809,343		
General Rates - GRV: Commercial	1,547.50	9	67,360	13,928	0	0	13,928	13,928		
General Rates - GRV: Industrial	1,547.50	43	425,600	66,543	0	0	66,543	66,543		
General Rates - GRV: Small Holding	1,547.50	76	553,300	117,610	0	0	117,610	117,610		
General Rates - GRV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0		
<b>Unimproved valuations</b>										
General Rates - UV: Broad Acre Rural	1,547.50	121	20,079,023	198,482	0	0	198,482	198,482		
General Rates - UV: Mining	1,547.50	16	267,980	26,246	0	0	26,246	26,246		
General Rates - UV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0		
<b>Sub-Totals</b>		788	26,635,641	1,232,152	0	0	1,232,152	1,232,150	0	0
		6,230	455,931,268	15,579,835	100,359	0	15,680,194	15,734,133.00	0	0
Concession on general rates							(8,531)	(27,553)		
Rates write-off								(659)		
Total amount raised from general rates							15,671,663	15,705,921	0	0
Specified area rates - bulk waste collection			84,123,610	112,447			112,447	111,177		
Specified area rates - Eaton landscaping			91,394,796	276,345			276,345	269,498		
Total specified area and ex gratia rates							388,792	380,675	0	0
<b>Total rates</b>							16,060,455	16,086,597	0	0



Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023

10. INFORMATION ON BORROWINGS

Debenture Repayments

		Principal Opening Balance 01 July 2023		New Loans 2023/24		Principal Repayments 2023/24		Interest Repayments 2023/24		Principal Outstanding 30 September 2023	
Particulars	Loan No.		Actual	Adopted		Actual	Adopted			Actual	Adopted
		\$	\$	\$		\$	\$			\$	\$
<b>Community Amenities</b>											
Wanju/Waterloo Industrial Park											
Developer Contribution Plans	70	608,486	0	0	0	(72,295)	0	(12,680)		608,486	536,191
Waste Bins (3 Bin System)	71	276,850	0	0	(21,884)	(43,978)	(2,643)	(6,660)		254,966	232,872
<b>Recreation and Culture</b>											
Glen Huon Oval Club Rooms	69	837,097	0	0	(22,856)	(46,151)	(16,072)	(37,347)		814,241	790,946
Eaton Oval Club Rooms	72	700,000	0	0	(10,787)	(21,826)	(16,297)	(36,822)		689,213	678,174
<b>Transport</b>											
Depot Land	66	319,890	0	0	(32,747)	(66,161)	(6,510)	(14,511)		287,143	253,729
<b>Economic Services</b>											
Gravel Pit Land - Panizza Road	61	14,167	0	0	0	(14,167)	0	(471)		14,167	0
<b>Other Property and Services</b>											
Library / Adminstration Centre (#1)	73	6,000,000	0	0	(94,941)	(191,978)	(132,459)	(304,276)		5,905,059	5,808,022
Library / Adminstration Centre (#2)	New	0	0	1,500,000	0	(22,254)	0	(42,756)		0	1,477,746
		8,756,490	0	1,500,000	(183,216)	(478,810)	(173,981)	(455,523)		8,573,274	9,777,680

All debenture repayments are financed by general purpose revenue.



**Notes to the Statement of Financial Activity  
For the Period Ended 30 September 2023**

**11. BUDGET AMENDMENTS**

Amendments to the original budget since budget adoption. Surplus/(Deficit)

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Revised Budget Running Balance
				\$	\$	\$	\$
	<b>Budget Adoption</b>		Opening Surplus (Budgeted)				179,737
	<b>Permanent Changes</b>						
J14322	Increase Job J14322 Eaton Admin Expenditure by \$387,333.15	26/07/23 - 189-23				(387,333)	(207,596)
1141001	Increase Transfer from Building Maintenance Reserve Account	26/07/23 - 189-23			387,333		179,737
J11666	Reserve 19722 Dardanup Cemetery - Reinstatement Boundary Fence	26/07/23 - 191-23				(11,000)	168,737
J11621	Cancelled Dardanup Hard Courts Upgrade Project from 23/24 Budget	23/08/23 - 200-23			273,409		442,146
1141001	Decrease Transfer from Building Maintenance Reserve Account	23/08/23 - 200-23				(273,409)	168,737
					<b>660,742</b>	<b>(671,742)</b>	<b>168,737</b>

## RISK ASSESSMENT TOOL

**OVERALL RISK EVENT:** Monthly Statement of Financial Activity for the Period Ended on the 30th of September 2023

**RISK THEME PROFILE:**

3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory)

**RISK ASSESSMENT CONTEXT:** Operational

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Insignificant (1)	N/A	N/A	Not required	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required. (	Not required.	Not required.	Not required.

Appendix ORD: 12.4.5)