



APPENDICES

ORDINARY MEETING

To Be Held

Wednesday, 19 July 2017
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

DEPARTMENT	CORPORATE SERVICES DIRECTORATE
POLICY REFERENCE	CORP9
DESCRIPTION	PROCUREMENT POLICY
COUNCIL RESOLUTION	302/11
DATE	12/10/2011

PREAMBLE : The Shire of Dardanup is committed to maintaining efficient, effective, economical and sustainable procedures in all procurement activities. This policy:

- Provides the Shire of Dardanup with an effective way of purchasing goods and services.
- Ensures that procurement is carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the procurement system.
- Ensures that the Shire of Dardanup receives value for money in its purchasing.
- Ensures the Shire of Dardanup is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.

OBJECTIVE : To provide clear guidelines to Council officers and suppliers in regards to the procurement of goods or services to allow consistency and robust control over the Shires procurement activity.

To ensure that the purchasing process results in the acquisition of goods and services which provide best value to the Shire of Dardanup.

To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996.

To deliver a best practice approach to procurement for the Shire of Dardanup.

Provide guidance on ethical behaviour and ensure probity, transparency, competition and the avoidance of conflicts of interests and nepotism in all Shires procurement and contracting activities.

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POLICY : 1 ETHICS & INTEGRITY

All officers and elected members of the Shire of Dardanup shall observe the highest standards of ethics and integrity in undertaking procurement activities and act in an honest and professional manner that supports the good reputation of the Shire of Dardanup.

The following principles, standards and behaviours must be observed and enforced through all stages of the procurement process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all procurement decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;
- all procurement practices shall comply with relevant legislation, regulations, and requirements consistent with the Shire of Dardanup's policies and Code of Conduct;
- procurement is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed to the department Directors and appropriately managed (using Public Interest Disclosure guidelines); and
- any information provided to the Shire of Dardanup by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or as required by relevant legislation.

2. VALUE FOR MONEY

Value for money is an overarching principle governing procurement that allows the best possible outcome to be achieved for the Shire of Dardanup. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainable procurement objectives, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- All relevant whole-of-life costs and whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to, holding costs, consumables, deployment, maintenance and disposal;
- The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;

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(Appendix ORD: 12.1.2)

- Financial viability and capacity to supply without risk of default, (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced offer is recommended, there should be clear and demonstrable benefits over and above lower priced offering, supported by the evaluation of the selection criteria.

3. RECORDS MANAGEMENT

For Tenders & formal Request for Quotations (RFQ)

All records associated with procurement process shall be recorded and retained as official Council records, including:

- i. All tender or RFQ documentation
- ii. Internal documentation
- iii. Evaluation documentation
- iv. All correspondence including enquiry and response documentation
- v. Notification and award documentation

For direct procurement

All records that are required under this policy must be attached to any purchase order, including:

- i. Quotation documents
- ii. Internal documentation
- iii. Order forms

Verbal Quotations

Where a verbal quotation is required under this policy then a written record must be made of both the quotation and any submission of quotation. This written record shall include:

- i. Details of the goods and services required;
- ii. name of any supplier who has been requested to provide a quotation and the date on which it was requested;
- iii. name of any supplier who submitted a quotation, the amount of the quotation

This information is to be recorded in the pre-printed verbal quotation section on the *Office Copy Purchase Order*.

Written Quotations

Where a written quotation is required under this policy then the written request for quotation and any submission of quotations must

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be attached to the *Office Copy Purchase Order*.

4. PAYMENT THRESHOLDS

The following thresholds apply where the value (excluding GST) of like products or services, procured from a single supplier;

- i. over a 1 year period 1st July – 30 June; or
- ii. under a contract over the full contract period (including options to extend)

is or is expected to be: -

Value of Procurement Excluding GST)	Requirements
Less than \$1,000	Professional discretion of market in accordance with the objectives of this Procurement Policy.
\$1,000 – less than \$10,000	2 (two) or more <u>verbal or written</u> quotations or priced printouts from separate suppliers' catalogues or websites and evidence attached to Purchase Order.
\$10,000 – less than \$100,000	3 (three) or more <u>written</u> quotations from separate suppliers and attached to Purchase Order.
\$100,000 and above	Conduct a public tender process in accordance with prevailing legislation and the shires procedures.

Note: Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$100,000 threshold (excluding GST) if a decision to seek public tenders for contracts of less than \$100,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

5. EXEMPTION FROM PROCUREMENT QUOTATIONS REQUIREMENTS

1. Purchases of Goods and/or Services under;
 - a. Current Western Australian Local Government Association (WALGA) Preferred Supplier contracts;
 - b. Current WA Department Finance Common Use Agreements (CUA's)

Note

Procurements made under CUA or WALGA preferred supplier contracts shall be checked for currency of contract at the time of quotation.

The contract number of CUA or WALGA Preferred Supplier contracts must be quoted at the time of quote sourcing and

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(Appendix ORD: 12.1.2)

ordering, in order to identify Council to the supplier as party to the contract pricing structure.

2. Sole Source of Supply (Monopoly Suppliers).

The procurement of goods and/or services available from only one source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made.

Written confirmation of this must be made in accordance with the record management section of this policy.

Note: The application of provision "sole source of supply" should only occur in limited cases and experience indicates that generally more than one supplier is able to provide the requirements.

3. An emergency situation as defined by the Local Government Act 1995.

4. The purchase is under public auction which has been authorized by Council.

5. The purchase is for petrol, oil, or other liquid or gas used for internal combustion engines.

6. Shelf acquired non bulk Grocery, Alcohol & Sundry Hardware

No quotations are required for the procurement of non-bulk fixed price retail grocery, alcohol and sundry hardware products sourced off the shelf from retail stores that are open to the public. It is considered that the non-negotiable pricing together with strong competition within the grocery and hardware sector is sufficient to provide best pricing.

7. Software Support / Maintenance

No quotations are required for contracts for the provision, maintenance or support of software where:

- a. the value of the contract is less than or equal to \$100,000 and;
 - b. the responsible officer has good reason to believe that because of the unique nature of the software support and maintenance required, or for any other reason, it is unlikely that there is more than one potential supplier.
8. Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

9. Chief Executive Officers or Director Discretion

The Chief Executive Officer or Director may, at their discretion, waive the requirements in writing to obtain the necessary

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(Appendix ORD: 12.1.2)

quotations providing that written justifiable reasons for such waiver, are provided by the responsible purchasing officer to the Chief Executive Officer, or their Director in the following situations:

- a. the responsible officer has sought required quotations, but has only received less than the required responses that met the quotation specifications; or
- b. The goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government.

6. CONTRACT SPLITTING PROHIBITED

It is a breach of this policy (and Local Government Act 1995 with regard to tender thresholds) to enter into 2 (two) or more contracts in circumstances such that the desire to avoid the requirements of this policy is a significant reason for not dealing with the matter in a single contract.

7. DECISION MAKING

When considering quotations or tenders submitted under this policy a decision may be taken either to:

- a. Not accept any quotation / tenders; or;
- b. Accept the quotation which will be most advantageous for the Shire of Dardanup.

PROCESS : Procurement of goods or services (GST Excl)

Less than \$1,000

Where the value of procurement of goods or services does not exceed \$1,000, purchasing officers are required to use professional discretion and are encouraged to undertake occasional market testing to ensure best value is maintained.

\$1,000 to less than \$10,000

This category is for the procurement of goods or services where the value of such procurement ranges between \$1,000 and less than \$10,000.

At least 2 (two), or more of the following quotations from separate suppliers are required.

- a) Verbal quotations;
- b) Written quotations;
- c) Priced printouts from a reputable supplier's catalogue or website;

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- d) or a combination of the above

The principles for obtaining verbal quotations are:

- a) Ensure that the requirement / specification is clearly understood by the employee seeking the verbal quotations;
- b) Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote;
- c) Read back the details to the supplier contact person to confirm their accuracy;
- d) Written notes detailing each verbal quotation must be recorded in the pre-printed verbal quotation section on the *Office Copy Purchase Order*.

\$10,000 to less than \$100,000

This category is for the procurement of goods or services where the value of such procurement ranges between \$10,000 and less than \$100,000.

At least 3 (three), or more, written quotations from separate suppliers are required.

The principles for obtaining written quotations shall be:

- a) An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.
- b) The request for written quotation should include as a minimum:
 - i. Written Specification
 - ii. Selection Criteria to be applied
 - iii. Price Schedule
 - iv. Conditions of responding
 - v. Validity period of offer
- c) Invitations to quote should be issued simultaneously to ensure and all parties receive an equal opportunity to respond.
- d) Advise all prospective suppliers at the same time any new information that is likely to change the requirements.
- e) Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- f) Respondents should be advised in writing as soon as possible after the final determination is made and approved.

\$100,000 and above

This category is for the procurement of goods or services where the value of such procurement is \$100,000 and greater.

For procurements over \$100,000 shall be by Public Tender.

Prior to calling for tenders the responsible officer is to prepare selection criteria for scoring and evaluating the tenders. The selection criteria are to be assessed by at least one other senior officer before the tender is advertised.

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Advertising Tenders

Tenders are to be advertised in a state wide publication e.g. "The West Australian" newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice shall include;

- The tender reference number;
- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;
- A statement that no tender will necessarily be accepted;
- the date and time after which tenders cannot be submitted;
- particulars identifying a person from who more detailed information as to tendering may be obtained;

Detailed information shall include:

- such information as the responsible officer decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which tender should be accepted;
- whether or not the Shire of Dardanup has decided to submit a tender; and
- whether or not tenders can be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted.

Issuing Tender Documentation

Details of all parties who acquire the documentation whether by counter, mail, internet, referral, or other means will be recorded.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Local Government not to compromise its Duty to be Fair.

Tender Deadline

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

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Opening of Tenders

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as *commercial-in-confidence* to the Local Government. Members of the public are entitled to be present.

The Tenderers Offer Form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

No Tenders Received

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations below \$100,000 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

Tender Evaluation

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

Addendum to Tender

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

Minor Variation

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Local Government and

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tenderer have entered into a Contract, a minor variation may be made by the Local Government.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

Notification of Outcome

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

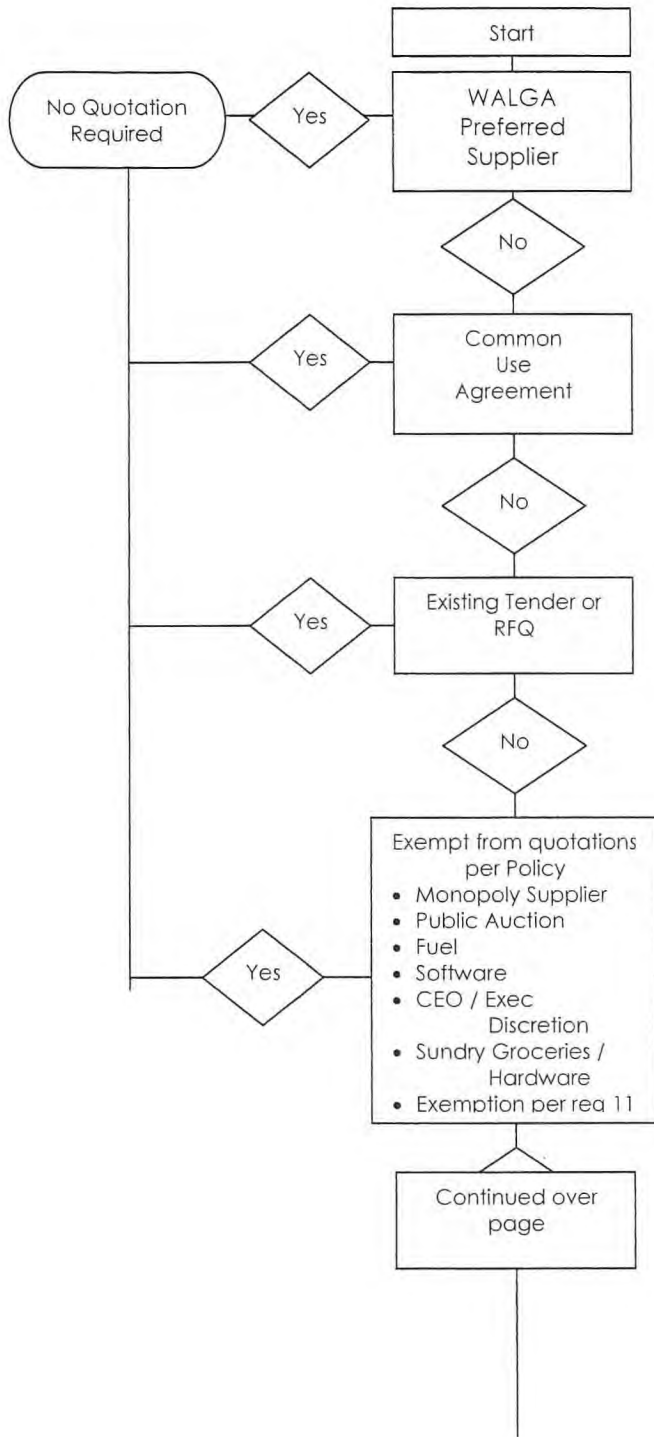
- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

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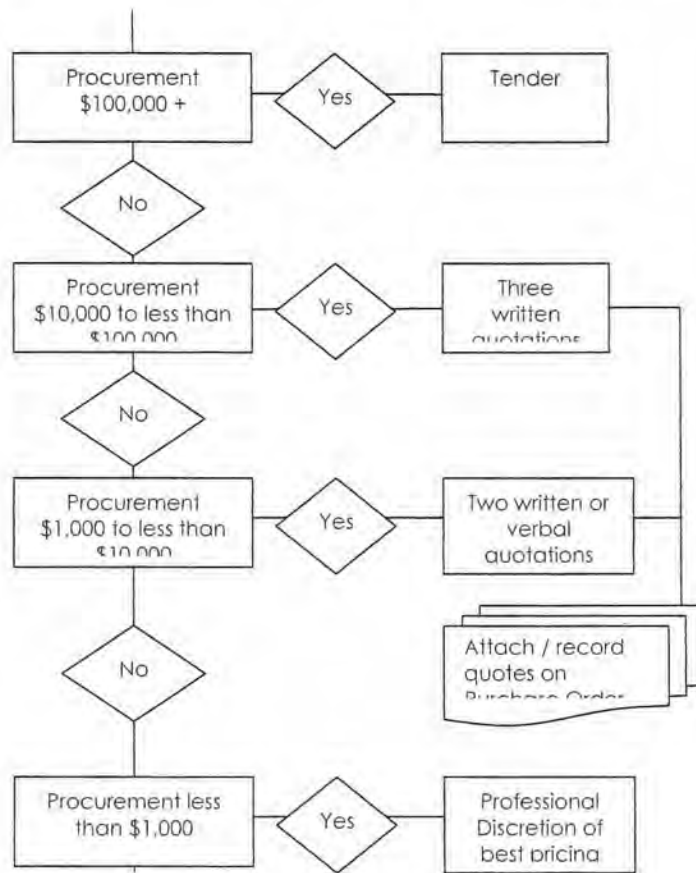
Procurement Flowchart (Appendix ORD: 12.1.2)



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(Appendix ORD: 12.1.2)

Procurement Flowchart (cont)



HEAD OF POWER : Local Government Act 1995, Section 2.7(2)(a)&(b) and Section 6.5(a). Local Government (Financial Management) Regulations 11(1)(a) Local Government Act (Functions and General) Regulations, 1996 (as amended).

DATE REVIEWED : Ordinary Meeting of Council held – 10/05/2012

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DEPARTMENT OF PLANNING	FILE	151949
DATE		
20/05/2015		



Road Name Plan (22 June 2017)
WAPC 151949

FEES & CHARGES

General	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
FUNCTION 3	General Purpose Income											
3.1	<u>Rates & Debtors</u>											
3.1.1	Instalment Fee	X	31.1	2016	\$39.00	\$39.00	N	\$39.00	0321003		Regulatory	Local Government Act 1995
3.1.2	Instalment Fee - by arrangement	X	31.1	2016	\$39.00	\$39.00	N	\$39.00	0321003		Regulatory	Local Government Act 1995
3.1.3	Direct Debit Plan (Annual Fee)	X	31.1	2016	\$39.00	\$39.00	N	\$39.00	0321003		Regulatory	Local Government Act 1995
3.1.4	Rates Notice Re-issue	X	ATO Private Ruling	2014	\$12.00	\$12.00	N	\$12.00	0321012	0400		ATO Private Ruling
3.1.5	Dishonoured Payment Administration Fee	X	ATO Private Ruling	2014	\$17.00	\$17.00	N	\$17.00	0321011			ATO Private Ruling
3.1.6	Debt Recovery Costs	X	ATO Private Ruling		At Cost	At Cost	N	At Cost	0321010	0176		ATO Private Ruling
3.1.7	Administration Charge - Issue of Summons	X	ATO Private Ruling	2014	\$75.00	\$75.00	N	\$75.00	0321011	0434		ATO Private Ruling
3.1.8	Administration Charge - Intention to Summons Letter	X	ATO Private Ruling	2010	\$25.00	\$25.00	N	\$25.00	0321011	0434		ATO Private Ruling
3.1.9	Administration Charge - Lost / Damaged Library Book per book levied at invoice stage	X	ATO Private Ruling	2010	\$5.00	\$5.00	N	\$5.00	0321011	0172		ATO Private Ruling
3.2	<u>Rates & Property Information Search Fees</u>											
3.2.1	Rates & Property Inquiry Charge	X	31.32, Section 81-10 (5) (a) GST Act	2014	\$35.00	\$35.00	N	\$35.00	0321012	0400		Local Government Act 1995
3.2.2	Orders & Requisitions	X	31.32	2014	\$175.00	\$ 175.00	N	\$175.00	0321012	0400		Local Government Act 1995
3.2.3	Non Commercial Use Property Listing - Hard Copy (All Wards)	X		2014	\$363.64	\$ 363.64	Y	\$400.00	0321013	0401		Rates Book - LGA 1995
3.2.4	Non Commercial Use Property Listing - Hard Copy (Eaton Only)	X		2014	\$363.64	\$ 363.64	Y	\$400.00	0321013	0401		Rates Book - LGA 1995
3.2.5	Non Commercial Use Property Listing - Hard Copy (Per Ward excl. Eaton)	X		2014	\$181.82	\$ 181.82	Y	\$200.00	0321013	0401		Rates Book - LGA 1995
3.2.6	Non Commercial Use Property Listing - Electronic (All Wards)	X		2014	\$318.18	\$ 318.18	Y	\$350.00	0321013	0401		Rates Book - LGA 1995
3.2.7	Non Commercial Use Property Listing - Electronic (Eaton Only)	X		2014	\$272.73	\$ 272.73	Y	\$300.00	0321013	0401		Rates Book - LGA 1995
3.2.8	Non Commercial Use Property Listing - Electronic (Per Ward excl. Eaton)	X		2014	\$136.36	\$ 136.36	Y	\$150.00	0321013	0401		Rates Book - LGA 1995
FUNCTION 4	Governance											
4.1	<u>Sale of Electoral Rolls</u>											
4.1.1	NOT FOR SALE - OBTAIN VIA WA ELECTORAL COMMISSION ONLY											

FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
4.2 Minutes & Agendas												
4.2.1 NOT FOR SALE - Available free to down load from council website		X	32.34/ATO Private Ruling	2014	No Charge	No Charge	N	No Charge				Local Government Act 1995 ATO Private Ruling
4.3 Printing and Photocopying												
4.3.1 Normal												
A4 B/W	X			2014	\$0.64	\$0.64	Y	\$0.70	0422002	0404		
A4 Colour	X			2014	\$1.36	\$1.36	Y	\$1.50	0422002	0404		
A3 B/W	X			2014	\$1.09	\$1.09	Y	\$1.20	0422002	0404		
A3 Colour	X			2014	\$2.27	\$2.27	Y	\$2.50	0422002	0404		
A2 B/W Print	X			New 2017		\$9.09	Y	\$10.00	0422002	0404		
A1 B/W Print	X			New 2017		\$18.18	Y	\$20.00	0422002	0404		
4.3.2 Own Paper Supplied												
A4 B/W	X			2014	\$0.36	\$0.36	Y	\$0.40	0422002	0404		
A4 Colour	X			2014	\$0.64	\$0.64	Y	\$0.70	0422002	0404		
A3 B/W	X			2014	\$0.55	\$0.55	Y	\$0.60	0422002	0404		
A3 Colour	X			2014	\$1.36	\$1.36	Y	\$1.50	0422002	0404		
4.4 Facsimile												
4.4.1 Within Australia												
1st Page	X				\$4.55	\$4.55	Y	\$5.00	0422002	0404		
Subsequent Pages	X				\$1.36	\$1.36	Y	\$1.50	0422002	0404		
4.4.2 Overseas												
1st Page	X				\$8.18	\$8.18	Y	\$9.00	0422002	0404		
Subsequent Pages	X				\$2.73	\$2.73	Y	\$3.00	0422002	0404		
4.5 Received Facsimile												
4.5.1 1st Page	X			2014	\$2.73	\$2.73	Y	\$3.00	0422002	0404		
4.5.2 Subsequent Pages	X			2014	\$1.36	\$1.36	Y	\$1.50	0422002	0404		

FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
4.6 Freedom of Information												
4.6.1 FOI Application		X	ATO Private Ruling	2007	\$30.00	\$30.00	N	\$30.00	0422003			FOI Act 1992 Per Hour (fee set under FOI Regs 1993)
4.6.2 FOI Investigation fee		X	ATO Private Ruling	2007	\$30.00	\$30.00	N	\$30.00	0422003			
FUNCTION 5 Law, Order & Public Safety												
5.1 Fire Prevention												
5.1.1 Administration Fee (Arrange Fire Hazard Clearing)		X		New 2017	\$	\$80.00	N	\$80.00	0521002			Bush Fires Act 1954 and
5.1.2 Administration Fee (Repeat Inspection for Non-Compliance with Fire Prevention Order)		X		New 2017		\$60.00	N	\$60.00	0521002			Local Government Act 1995
5.1.3 Fire Hazard Prevention/Reduction Works for Non-Compliance with Order	X			New 2017		At Cost	Y	At Cost	0521001			
5.2 Animal Control												
5.2.1 Dog Tag Replacement (Transfer In)		X	37.1/ATO Private Ruling	2007	\$5.00	\$5.00	N	\$5.00	0523005			Dog Act 1976
5.2.2 Ranger Fee	X			2005			Y	At Cost	0523001	0405		
5.2.3 Poundage - Dogs												
Impounding / Release Fee (plus sustenance)		X	31.23/31.24	2014	\$140.00	\$ 140.00	N	\$140.00	0523006			
5.2.4 Sustenance (per day) - Dogs		X	ATO Private Ruling	2017	\$15.00	\$20.00	N	\$20.00	0523006			
5.2.5 Dog Surrender Fee/and or Euthanise (Voluntary)	X			2014	\$181.82	\$ 181.82	Y	\$200.00	0523007			
5.2.6 Annual Inspection of Premises for Dangerous Dogs / Restricted Breeds		X	ATO Private Ruling	2017	\$100.00	\$ 125.00	N	\$125.00	0523003			
5.2.7 Kennel Licence and / or Dog Management Facility												
Application Fee		X	31.7	2017	\$100.00	\$ 200.00	N	\$200.00	0523005	0131		Dog Act 1976 (Dog Local Law 2014)
Transfer of Kennel Licence and / or Dog Management Facility		X	ATO Private Ruling	New 2014	\$100.00	\$ 100.00	N	\$100.00	0523003			ATO Private Ruling
Annual Inspection and Renewals of Kennel and / or Dog Management Facility		X	ATO Private Ruling	2017	\$100.00	\$ 125.00	N	\$125.00	0523003			ATO Private Ruling

Appendix ORD-125.1)

FEEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
5.2.8 Animal Control Traps - (Guidelines form to be completed)												
Weekly Hire - No Charge	X			2014	No Charge	No Charge	Y	No Charge				
Bond		X		2017	\$130.00	\$ 150.00	N	\$150.00	TRUST - THIRE01			Bond
5.2.9 N/A												
5.2.10 Dog Registrations & Licences												Dog Act 1976
Sterilised												
1 Year		X	31.7	2013	\$20.00	\$20.00	N	\$20.00	0523005			Dog Regulations 2013 Registration after 31st May 50%
3 Years		X	31.7	2013	\$42.50	\$42.50	N	\$42.50	0523005			
Lifetime		X	31.7	2013	\$100.00	\$ 100.00	N	\$100.00	0523005			
Pensioner - 1 Year (50% Concession)		X	31.7	2013	\$10.00	\$10.00	N	\$10.00	0523005			Pensioner Concession 50% as defined per the Rates & Charges (Rebates and Deferments) Act 1992
Pensioner - 3 Years (50% Concession)		X	31.7	2013	\$21.25	\$21.25	N	\$21.25	0523005			
Pensioner - Lifetime (50% Concession)		X	31.7	2013	\$50.00	\$50.00	N	\$50.00	0523005			
Unsterilised												
1 Year - Unsterilised		X	31.7	2013	\$50.00	\$50.00	N	\$50.00	0523005			Common Expiry 31st October
3 Years - Unsterilised		X	31.7	2013	\$120.00	\$ 120.00	N	\$120.00	0523005			
Lifetime - Unsterilised		X		2013	\$250.00	\$ 250.00	N	\$250.00	0523005			
Pensioner - 1 Year (50% Concession)		X	31.7	2013	\$25.00	\$25.00	N	\$25.00	0523005			Pensioner Concession 50% as defined per the Rates & Charges (Rebates and Deferments) Act 1992
Pensioner - 3 Years (50% Concession)		X	31.7	2013	\$60.00	\$60.00	N	\$60.00	0523005			
Pensioner - Lifetime (50% Concession)		X	31.7	2013	\$125.00	\$ 125.00	N	\$125.00	0523005			
Pensioner Concession 50% (refer above fees)								50%				
Droving/Tending Stock (working dog) Concession 25% of fee				2013			N	25%				
Guide Dog Nil				2013	Nil	Nil	N	Nil				
State Emergency Tracker Dog / Kept for purposes of the Crown		X			\$1.00	\$1.00	N	Nil	0523005			Dog Act 1976 s. 45 (4)

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General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
Declared Dangerous and Restricted Breed dogs		X		2013	\$50.00	\$50.00	N	\$50.00	0523005			Dog Regulations 2013
Registration of Dog in an approved kennel establishment, per establishment		X		2013	\$200.00	\$ 200.00	N	\$200.00	0523005			Dog Regulations 2013, r. 17 (3) 2. 9(g)
5.2.11 Application for More than Two Dogs		X	ATO Private Ruling	2017	\$110.00	\$ 125.00	N	\$125.00	0523003			ATO Private Ruling
5.2.12 Poundage - Cats Impounding / Release Fee (plus sustenance)		X	31.23/31.24	2013	\$140.00	\$ 140.00	N	\$140.00	0523006			
5.2.13 Cat Tag Replacement (Transfer In)		X	37.1/ATO Private Ruling	2013	\$5.00	\$5.00	N	\$5.00	0523008			
5.2.14 Sustenance (per day) - Cats		X	ATO Private Ruling	2017	\$15.00	\$20.00	N	\$20.00	0523006			
5.2.15 Cat Surrender Fee/and or Euthanise (Voluntary)	X			2014	\$181.82	\$ 181.82	Y	\$200.00	0523007			
5.2.16 Cat Registrations & Licences												
1 Year - Sterilisation Compulsory		X		2013	\$20.00	\$20.00	N	\$20.00	0523008			Fees per Cat Act 2011, Pt 2 Div 1, s. 9
3 Year - Sterilisation Compulsory		X		2013	\$42.50	\$42.50	N	\$42.50	0523008			Common Expiry 31st October
Lifetime - Sterilisation Compulsory		X		2013	\$100.00	\$ 100.00	N	\$100.00	0523008			Registration after 31st May 50%
Breeders - Approval to Breed Cats (per breeding cat; male or female)		X		2013	\$100.00	\$ 100.00	N	\$100.00	0523008			Cat Regulations 2012, Sched 3 Fees
Pensioner - 1 Year - Sterilisation Compulsory (50% Concession)		X		2013	\$10.00	\$10.00	N	\$10.00	0523008			Pensioner Concession 50%
Pensioner - 3 Years - Sterilisation Compulsory (50% Concession)		X		2013	\$21.25	\$21.25	N	\$21.25	0523008			defined per the Rates & Charges
Pensioner - Lifetime - Sterilisation Compulsory (50% Concession)		X		2013	\$50.00	\$50.00	N	\$50.00	0523008			(Rebates and Deferments) Act 1999
Pensioner Concession 50% of fee (refer above fees)				2013	\$ -	\$ -		\$ -	0523008			
5.2.17 Cat Management Facility												
Application Fee		X		2014	\$200.00	\$ 200.00	N	\$200.00	0523008			Cat Act 2011, Pt 3 s. 31

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General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
Annual Inspection and Renewal of Cat Management Facility Licence		X		2017	\$100.00	\$ 125.00	N	\$125.00	0523008			Cat Act 2011, Pt 3 Div 3, s. 31
Transfer of Cat Management Licence Facility		X	ATO Private Ruling	2014	\$100.00	\$ 100.00	N	\$100.00	0523003			ATO Private Ruling
5.2.18 Application for More than Two Cats		X		2017	\$110.00	\$ 125.00	N	\$125.00	0523003			ATO Private Ruling
5.3 Animal Control - Cattle Impounding												
These fees vary from the schedule of fees and charges per the Local Government (Miscellaneous Provisions) Act 1960 and valid only after publication of notice in the Government Gazette.												
5.3.1 Ranger Fees (per head)												
Horse, mules, asses, camels, bulls or boars												
6am - 6pm weekdays		X	31.25	2017	At Cost	\$75.00	N	\$75.00	0523006			Local Government (Misc Prov) Act 1960
6pm - 6am and weekend or Public Holiday		X	31.25	2017	At Cost	\$ 125.00	N	\$125.00	0523006			Local Government (Misc Prov) Act 1960
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs												
6am - 6pm weekdays		X	31.25	2017	At Cost	\$75.00	N	\$75.00	0523006			Local Government (Misc Prov) Act 1960
6pm - 6am and weekend or Public Holiday		X	31.25	2017	At Cost	\$ 125.00	N	\$125.00	0523006			Local Government (Misc Prov) Act 1960
Wethers, ewes, lambs and goats												
6am - 6pm weekdays		X	31.25	2017	At Cost	\$75.00	N	\$75.00	0523006			Local Government (Misc Prov) Act 1960
6pm - 6am and weekend or Public Holiday		X	31.25	2017	At Cost	\$ 125.00	N	\$125.00	0523006			Local Government (Misc Prov) Act 1960
5.3.2 Poundage Fees (per head)												

FEEES & CHARGES

General	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
Horse, mules, asses, camels, bulls or boars, above 2 years of age, per head												
First 24 Hours or Part Thereof		X	31.25	2017	\$2.00 per head	\$25.00	N	\$25.00	0523006			Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act
Horse, mules, asses, camels, bulls or boars, under 2 years of age, per head												
First 24 Hours or Part Thereof		X	31.25	2017	\$1.00 per head	\$25.00	N	\$25.00	0523006			Fee set under the Act Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act
Mares, geldings, colts, fillies, foals, oxen, cows, steers, heifers, calves, rams or pigs, per head												
First 24 Hours or Part Thereof		X	31.25	2017	\$0.50 per head	\$25.00	N	\$25.00	0523006			Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act
Wethers, ewes, lambs and goats, per head												
First 24 Hours or Part Thereof		X	31.25	2017	\$0.20 per head	\$15.00	N	\$15.00	0523006			Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act
5.3.3 Sustenance Charges (per head, per 24 hours or part thereof)												
All Stock		X		New 2017		\$20.00	N	\$20.00	0523006			Local Government (Misc Prov) Act 1960
5.3.4 Stock Control (per occasion)												
Securing livestock in Private Property includes Travel and Transport > 3kms		X		New 2014	At Cost	At Cost	N	At Cost	0523006			Local Government 1995
5.4 Abandoned Vehicles												
5.4.1 Towing Fee (Vehicle)		X	ATO Private Ruling	2016	\$175.00	\$ 175.00	N	\$175.00	0524002			ATO Private Ruling
5.4.2 Towing - Administration Fee		X	ATO Private Ruling	New 2016	\$60.00	\$60.00	N	\$60.00	0524002			ATO Private Ruling
5.4.3 Storage fee up to 60 days (per day)		X	ATO Private Ruling	2015	\$15.00	\$15.00	N	\$15.00	0524002			ATO Private Ruling/S.3.40 LG Act
5.5 Abandoned Trolleys												

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General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
5.5.1 Initial Impounding of Abandoned Trolley		X	ATO Private Ruling	New 2017		\$50.00	N	\$50.00	0524002			ATO Private Ruling
5.5.2 Daily Pound Fee for Abandoned Trolley, per trolley per day		X	ATO Private Ruling	2014	\$10.00	\$10.00	N	\$10.00	0524002			ATO Private Ruling
FUNCTION 7 Health												
7.1 Licence												
7.1.1 Stall Holders												
Licence (on application & renewal)		X	Div 31.8/6.16 LGA	2014	\$78.00	\$78.00	N	\$78.00	0724003	0130		Local Government Act 1995
Per Day		X	31.8	2014	\$8.00	\$8.00	N	\$8.00	0724003	0130		Local Government Act 1995
Per Week		X	31.8	2014	\$21.00	\$21.00	N	\$21.00	0724003	0130		Local Government Act 1995
per Month		X	31.8	2014	\$26.00	\$26.00	N	\$26.00	0724003	0130		Local Government Act 1995
Per Year		X	31.8	2014	\$129.00	\$ 129.00	N	\$129.00	0724003	0130		Local Government Act 1995
7.1.2 Traders												
Licence (on application & renewal)		X	31.8	2014	\$78.00	\$78.00	N	\$78.00	0724003	0130		Local Government Act 1995
Per Day		X	31.8	2014	\$8.00	\$8.00	N	\$8.00	0724003	0130		Local Government Act 1995
Per Week		X	31.8	2014	\$21.00	\$21.00	N	\$21.00	0724003	0130		Local Government Act 1995
per Month		X	31.8	2014	\$26.00	\$26.00	N	\$26.00	0724003	0130		Local Government Act 1995
Per Year		X	31.8	2014	\$129.00	\$ 129.00	N	\$129.00	0724003	0130		Local Government Act 1995
7.1.3 Hawker												
Application		X	31.8	2014	\$52.00	\$52.00	N	\$52.00	0724003	0130		Local Government Act 1995
Renewal		X	31.8	2014	\$52.00	\$52.00	N	\$52.00	0724003	0130		Local Government Act 1995
7.2 Water Sampling												
7.2.1 Water Sampling	X		Taxable under Section 9-5		\$100.00	\$ 100.00	Y	\$110.00	0724002			

FEES & CHARGES

General		GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
Description	Taxed	GST-Free											
7.3 Other Charges - Health													
7.3.1	Information Search Fee		X	31.32				N	\$ -	0724003			FOI Search Fees
7.3.2	Insufficient copies of plans (per page)	X				\$1.00	\$1.00	Y	\$1.10	0724002			
7.3.3	Information Research - Less than half hour		X	31.32				N	\$ -	0724003			Search on Info on Public Record
7.3.4	Information Research - per hour		X	31.32				N	\$ -	0724003			Search on Info on Public Record
7.3.5	Copies of reports / documents / maps (A3 or A4) - per page		X	31.32		\$0.50	\$0.50	N	\$0.50	0724003			Search on Info on Public Record
7.3.6	Newspaper Adverts	X				cost	cost	Y	cost + GST	0724002			
7.3.7	Prescribed Fees per Health Act 1911					Per Act	Per Act						
7.3.8	Liquor Licence (Section 39 Certificates)		X	ATO Private Ruling	2015	\$55.00	\$55.00	N	\$55.00	0724003			ATO Private Ruling Health Local Laws 2000 & Health Act 1911
7.3.9	Application for Registration of Lodging House		X		2014	\$100.00	\$ 100.00	N	\$100.00	0724003			Environmental Protection (Noise) Regulations 1997
7.3.10	Application for Exemption to Noise Regulations (Section 18)		X			\$ 1,000.00	\$1,000.00	N	\$ 1,000.00	0724003			Environmental Protection (Noise) Regulations 1997 (EPN Regs 1997)
7.3.11	Use of Noise Meter During Event - \$/day or part thereof		X	ATO Private Ruling		\$182.00	\$ 182.00	N	\$182.00	0724003			
7.3.12	Application for approval of Noise Management Plan - Reg. 14A - Waste Collection/Works		X		2015	\$500.00	\$ 500.00	N	\$500.00	0724003			EPN Regs 1997
7.3.13	Application for approval of Noise Management Plan - Reg. 16AA - Motor Sport Venue		X		2015	\$500.00	\$ 500.00	N	\$500.00	0724003			EPN Regs 1997
7.3.14	Application for approval of Noise Management Plan - Reg. 16 BA - Shooting Venue		X		2015	\$500.00	\$ 500.00	N	\$500.00	0724003			EPN Regs 1997
7.3.15	Fee for assessment of application to exceed Noise Reg. standard (Reg. 18A) up-to		X		2015	* Up to \$100,000	* Up to \$100,000	N	* Up to \$100,000	0724003			EPN Regs 1997 *CEO to estimate the cost of conducting the assessment
7.3.16	(Fee determined by CEO) Noise Monitoring Fee (Reg. 18G) / year (12 months pro-rata)		X		2015	\$ 5,000.00	\$5,000.00	N	\$ 5,000.00	0724003			EPN Regs 1997
7.3.17	Application for Exemption to Noise Regulations (Reg. 18) - Late Fee		X		2015	\$250.00	\$ 250.00	N	\$250.00	0724003			EPN Regs 1997
7.3.18	Application for Exemption to Noise Regulations (Reg. 18) - Noise monitoring fee		X		2015	CEO to determine	CEO to determine	N	At Cost	0724003			EPN Regs 1997
7.3.19	Fee for cost of assessment & processing Reg. 19B (Noise Reg.) application up-to		X		2015	* Up to \$15,000	* Up to \$15,000	N	* Up to \$15,000	0724003			EPN Regs 1997

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General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
(Fee determined by CEO)								*Fee determined by CEO				*CEO to estimate the cost of assessing and processing the application
7.3.20 Application for Notifiable Event under Reg. 19D (Noise Reg.) - Late fee		X		2015	\$500.00	\$ 500.00	N	\$500.00	0724003			EPN Regs 1997
7.3.21 Application for Exemption to Noise Regulations (Reg. 19D) - Noise monitoring fee		X		2015	CEO to determine	CEO to determine	N	At Cost	0724003			EPN Regs 1997
7.4 Pet Meat - Health												
7.4.1 N/A		X	31.13	2014			N	N/A				Health Act 1911 Regulations have been repealed
7.5 Offensive Trades (fees) - Health												
7.5.1 Slaughterhouses		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.2 Piggeries		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.3 Artificial Manure Depots		X	31.13	2011	\$211.00	\$ 211.00	N	\$211.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.4 Bone Mills		X	31.13	2011	\$171.00	\$ 171.00	N	\$171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.5 Places for storing, drying or preserving bones Fat melting, fat extracting or tallow melting establishments		X	31.13	2011	\$171.00	\$ 171.00	N	\$171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.6												
7.5.6A Butcher shop and similar		X	31.13	2011	\$171.00	\$ 171.00	N	\$171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.6B Larger Establishments		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.7 Blood Drying		X	31.13	2011	\$171.00	\$ 171.00	N	\$171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.8 Gut scraping, preparation of sausage skins		X	31.13	2011	\$171.00	\$ 171.00	N	\$171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.9 Fellmongeries		X	31.13	2011	\$171.00	\$ 171.00	N	\$171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.10 Manure Works		X	31.13	2011	\$211.00	\$ 211.00	N	\$211.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.11 Fish curing establishments		X	31.13	2011	\$211.00	\$ 211.00	N	\$211.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.12 Laundries, Drycleaning establishments		X	31.13	2011	\$147.00	\$ 147.00	N	\$147.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.13 Bone Merchant premises		X	31.13	2011	\$171.00	\$ 171.00	N	\$171.00	0724003			Health (Offen. Trade Fees) Reg. 1976

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General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
7.5.14 Flock Factories		X	31.13	2011	\$171.00	\$ 171.00	N	\$171.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.15 Knackeries		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.16 Poultry Processing establishments		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.17 Poultry Farming		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.18 Rabbit Farming		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.19 Fish processing establishments		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.20 Shellfish and Crustacean processing establishments		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.5.21 Any other offensive trade not specified		X	31.13	2011	\$298.00	\$ 298.00	N	\$298.00	0724003			Health (Offen. Trade Fees) Reg. 1976
7.6 Public Building - Health												
7.6.1 Fee equal to the cost of considering the application up to		X	31.13	2011	\$871.00	\$ 871.00	N	\$871.00	0724003			Health Act 1911 Health (Public Build.) Reg. 1992
Standard Fee - 2 (two) hours PEHO												
7.7 Food Hygiene - Health												
7.7.1 Food Act 2008												
Food Premises Notification Fee (plus Assessment Fee)		X	31.13	2014	\$33.00	\$33.00	N	\$33.00	0724003			Food Premises - Food Act 2008
Food Premises Registration Fee (plus Assessment Fee)		X	31.13	2014	\$105.00	\$ 105.00	N	\$105.00	0724003			Food Premises - Food Act 2008
High Risk Assessment Fee		X	31.13	2014	\$260.00	\$ 260.00	N	\$260.00	0724003			Food Act 2008 & Local Government Act 1995
Medium Risk Assessment Fee		X	31.13	2014	\$210.00	\$ 210.00	N	\$210.00	0724003			Food Act 2008 & Local Government Act 1995
Low Risk Assessment Fee		X	31.13	2014	\$105.00	\$ 105.00	N	\$105.00	0724003			Food Act 2008 & Local Government Act 1995
Very Low Risk Assessment Fee		X	31.13	2014	\$50.00	\$50.00	N	\$50.00	0724003			Food Act 2008 & Local Government Act 1995
7.7.2 Fee for Inspection (Annual Fee)												
High Risk		X	Regulatory	2017	\$ -	\$ 200.00	N	\$200.00	0724003			Food Act 2008 & Local Government Act 1995
Medium Risk		X	Regulatory	2017	\$ -	\$ 150.00	N	\$150.00	0724003			Food Act 2008 & Local Government Act 1995
Multiple Food Area Premises		X	Regulatory	2017	-	Max	N	Max	0724003			Food Act 2008 & Local Government Act 1995

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General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
						\$550.00		\$550.00				
Low Risk		X	Regulatory	2017	\$ -	\$ 100.00	N	\$100.00	0724003			Food Act 2008 & Local Government Act 1995
Family Day Care		X	Regulatory	2017	\$ -	\$ 100.00	N	\$100.00	0724003			Food Act 2008 & Local Government Act 1995
7.7.3 Settlement enquiry of a Food Business		X	31.13	2014	\$53.00	\$53.00	N	\$53.00	0724003			Food Act 2008 &
FUNCTION 10	Community Amenities											
10.1	Waste Management											
10.1.1	Rubbish Charge											
Domestic (Compulsory Service 240l Refuse & Recycling)		X	31.14	2016	\$201.00	\$ 201.00	N	\$201.00	1021004			Waste Avoidance & Resource Recovery Act 2007
Additional Service - Domestic (per service incl Recycling)		X	ATO Private Ruling	2016	\$201.00	\$ 201.00	N	\$201.00	1021008			ATO Private Ruling
Additional Service - Domestic Refuse (per service)		X	ATO Private Ruling	2016	\$134.00	\$ 134.00	N	\$134.00	1021008			ATO Private Ruling
Additional Service - Domestic Recycling (per service)		X	ATO Private Ruling	2016	\$67.00	\$67.00	N	\$67.00	1021008			ATO Private Ruling
10.1.2	Tipping Fees											
Domestic Refuse - Ute	X			New 2017		\$10.91	Y	\$12.00	1021006	0407		Local Government Act 1995
Small Trailers - not exceeding 1.8m x 1.2m	X			2017	\$16.36	\$18.18	Y	\$20.00	1021006	0407		
Large Trailer - Incl Dual Axle, Float, Trailers with sides exceeding 500mm	X			2017	\$20.00	\$21.82	Y	\$24.00	1021006	0407		
240L Bin (Wheelie Bin)	X			2017	\$2.73	\$3.64	Y	\$4.00	1021006	0407		
Domestic Greenwaste (1.8m x 1.2m trailer)	X			2010	\$10.91	\$10.91	Y	\$12.00	1021006	0407		
Domestic Greenwaste (Dual Axle Trailer or larger)	X			2010	\$14.55	\$14.55	Y	\$16.00	1021006	0407		
Refrigeration / Air Conditioner (each)	X			2014	\$13.64	\$13.64	Y	\$15.00	1021006	0407		per item
Mattresses (each)	X			2017	\$20.45	\$10.91	Y	\$12.00	1021006	0407		per item
Car Tyres - each	X			2016	\$4.55	\$4.55	Y	\$5.00	1021006	0407		
Car Tyres on Rims - each	X			New 2017		\$7.27	Y	\$8.00	1021006			per item

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General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
Domestic Waste - Tip Pass - 20 x 240L Bin	X			2017	\$46.36	\$58.18	Y	\$64.00	1021006	0407		
Domestic Waste - Tip Pass - 10 x Trailer (1.8m x 1.2m)	X			2017	\$120.91	\$ 145.45	Y	\$160.00	1021006	0407		
Scrap Steel (clean)				New 2017	NO CHARGE	\$1.82	Y	\$2.00	1021006	0407		
Waste from Local Community Events					NO CHARGE - Upon written application to Chief Executive Officer	NO CHARGE - Upon written application to Chief Executive Officer						
10.1.3 Recycling Glass Only (per 240l)	X			2014	\$3.64	\$3.64	Y	\$4.00	1021006	0407		
<p>Contracts - Can be negotiated with waste collection contractors via negotiations with the Chief Executive Officer or the Chief Executive Officers representative.</p>												
10.1.4 Septic Tank Fees												
Application		X	31.28	2009	\$118.00	\$ 118.00	N	\$118.00	1022002		Regulatory	As set per Health Act 1911
Permit to use an apparatus		X		2009	\$118.00	\$ 118.00	N	\$118.00	1022002		Regulatory	Health Regulation (Treat of Sewage) 1974
Inspection		X	ATO Private Ruling		\$100.00	\$ 100.00	N	\$100.00	1022002			ATO Private Ruling Local Government Act 1995
Search Fee - Septic Tanks		X	31.32	2014	\$15.00	\$15.00	N	\$15.00	1022002			Or as set per Health Act 1911
Local Government Report Fee		X		2014	\$118.00	\$ 118.00	N	\$118.00	1022002		Council	
10.2 Town Planning & Regional Development												
10.2.1 Development Applications \$1 - \$50,000		X	31.31		\$147.00	\$ 147.00	N	\$147.00	1026003	0135		

FEEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
\$50,001 - \$500,000		X	31.31		0.32%	0.32%	N		1026003	0135		\$1,700 + 0.257% for every \$1 in excess of \$500,000 \$7,161 + 0.206% for every \$1 in excess of \$2.5 million \$12,633 + 0.123% for every \$1 in excess of \$5 million
\$500,001 - \$2,500,000		X	31.31		see comments	see comments	N		1026003	0135		
\$2,500,001 - \$5,000,000		X	31.31		see comments	see comments	N		1026003	0135		
\$5,000,001 - \$21,500,000		X	31.31		see comments	see comments	N		1026003	0135		
More than 21.5 million		X	31.31		\$34,196.00	\$34,196.00	N	\$ 34,196.00	1026003	0135		
Determining a development application has commenced or been carried out		X	31.31		see comments	see comments	N	see comments	1026003	0135		Fee plus, twice that fee as penalty
Development Applications for 'P' uses in the Landscape Protection Area (Includes incidental development and outbuildings)		X		New 2016	\$147.00	\$ 147.00	N	\$147.00	1026003	0135		Planning & Development Regs 2009
R-Code Variation (1 variation)		X		New 2016	\$147.00	\$ 147.00	N	\$147.00	1026003	0135		Planning & Development Regs 2009
R-Code Variation (2 variations)		X		New 2016	\$250.00	\$ 250.00	N	\$250.00	1026003	0135		Planning & Development Regs 2009
R-Code Variation (3 or more variations)		X		New 2016	\$350.00	\$ 350.00	N	\$350.00	1026003	0135		Planning & Development Regs 2009
R-Code Variation (Advertising costs - additional to application fee)		X		New 2016	\$120.00	\$ 120.00	N	\$120.00	1026003	0135		Planning & Development Regs 2009
10.2.2 Development Applications - Extractive Industry Determining a Extractive Industries development application has commenced or been carried out		X	31.31		\$739.00	\$ 739.00	N	\$739.00	1026003	0135		\$739 plus, \$1,478 penalty
		X	31.31		see comments	see comments	N	see comments	1026003	0135		
10.2.3 Subdivision Clearance 1 - 5 Lots		X	31.31		\$73.00	\$73.00	N	\$73.00	1026003	0135		per lot

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FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
5 - 195 Lots		X	31.31		see comments	see comments	N		1026003	0135		\$73 per lot for the first 5 lots and then \$35 per lot
More than 195 lots		X	31.31		\$ 7,393.00	\$ 7,393.00	N	\$ 7,393.00	1026003	0135		
10.2.4 Home Occupation												
- Initial Fee		X	31.3		\$222.00	\$ 222.00	N	\$222.00	1026003	0135		\$222 plus \$444 penalty
- Initial Application where home occupation has commenced		X	31.3		see comments	see comments	N	see comments	1026003	0135		
10.2.5 Change of Use		X	31.31		\$295.00	\$ 295.00	N	\$295.00	1026003	0135		\$295 plus \$590 penalty
- where change has commenced or been carried out		X	32.33		see comments	see comments	N	see comments	1026003	0135		
10.2.6 Town Planning Scheme Amendments & Structure Plans												Fee set by Planning & Development Act 2005
Structure Plans		X	31.31		\$ 4,223.00	\$4,223.00	N	\$ 4,223.00	1026003	0135		
Standard and Complex Amendments		X	31.31		\$ 4,120.00	\$4,120.00	N	\$ 4,120.00	1026003	0135		
Basic Amendments		X	31.31	New 2017		\$2,000.00	N	\$ 2,000.00	1026003	0135		
Minor modification to Structure Plan (no advertising)		X	31.31	New 2014	\$200.00	\$ 200.00	N	\$200.00	1026003	0135		
Major modification to Structure Plan (advertising)		X	31.31	New 2014	\$ 2,111.00	\$2,111.00	N	\$ 2,111.00	1026003	0135		
Issue of written planning advice		X	31.31		\$73.00	\$73.00	N	\$73.00	1026003	0135		
Providing Zoning Certificate Information Research (per hour) - On Public Record		X	31.31		\$73.00	\$73.00	N	\$73.00	1026003	0135		
Information Research (/ hour) - Not on Public Record	X		31.31				N	\$ -	1026005			
Advertising	X				At Cost	At Cost	Y	\$ - cost + GST	1026001	0045		
Photocopying (A4 & A3) - per page	X						Y	\$ - cost + GST	1026002			
Postage	X				At Cost	At Cost	Y	\$ - cost + GST	1026002			
Rural Numbering Sign	X				\$45.45	\$45.45	Y	\$50.00	1026002	0503		
10.2.7 Council Appeals Fee/ Council report	X			2014	\$181.82	\$ 181.82	Y	\$200.00	1026002	0503		
10.2.8 Liquor Licence (Section 40 Certificates)		X		2010	\$56.00	\$56.00	N	\$56.00	1026003			Div 81, Permit to consume liquor, Liquor Lic Act 1988

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FEEs & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
10.2.9 Amending or Revoking Planning Approval		X	ATO Private Ruling	2011	see comments	see comments	N	see comments	1026002			\$110.00 or 80% of original fee (whichever is greater)
10.2.10 Extension to Term of Approval		X	ATO Private Ruling	2011	\$110.00	\$ 110.00	N	\$110.00	1026003			ATO Private Ruling
10.3 Cemetery Fees & Charges												
10.3.1 Interments												Note: no charge for plot fees
Interment of Adult	X			2015	\$ 1,090.91	\$1,090.91	Y	\$ 1,200.00	1027003	0409		
Still Borns	X			2014	\$318.18	\$ 318.18	Y	\$350.00	1027003	0409		
Children under 7 years	X			2014	\$500.00	\$ 500.00	Y	\$550.00	1027003	0409		
Placement of cremated ashes in gravesite	X			2015	\$272.73	\$ 272.73	Y	\$300.00	1027003	0409		
Placement of ashes in gravesite including bronze plaque and standard inscription	X			2015	\$409.09	\$ 409.09	Y	\$450.00	1027003	0409		
Reservation of Grave	X			2014	\$181.82	\$ 181.82	Y	\$200.00	1027003	0409		
Extras												
Without due notice	X			2015	\$272.73	\$ 272.73	Y	\$300.00	1027003	0409		
Not usual hours	X			2010	\$454.55	\$ 454.55	Y	\$500.00	1027003	0409		
Public Holidays	X			2010	\$454.55	\$ 454.55	Y	\$500.00	1027003	0409		
Saturdays	X			2010	\$454.55	\$ 454.55	Y	\$500.00	1027003	0409		
Sundays	X			2010	\$454.55	\$ 454.55	Y	\$500.00	1027003	0409		
10.3.2 Plot Fees												
1.8m x 2.75m	X				\$ -	\$ -	Y	see comments	1027003	0409		Free of Charge
Extras												
First additional 30 cm	X				\$ -	\$ -	Y	see comments	1027003	0409		Free of Charge
Second additional 30 cm	X				\$ -	\$ -	Y	see comments	1027003	0409		Free of Charge
Third additional 30cm	X				\$ -	\$ -	Y	see comments	1027003	0409		Free of Charge
10.3.3 Reopening Fees and Charges												
Reopening	X			2010	\$681.82	\$ 681.82	Y	\$750.00	1027003	0409		
Removing grass / kerbing etc if necessary (per hour)	X			2010	At Cost	At Cost	Y	At Cost	1027003	0409		

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FEEES & CHARGES

General	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
	X			2010	\$909.09	\$ 909.09	Y	\$ 1,000.00	1027003	0409		
10.3.4	Niche Wall											
	X			2014	\$181.82	\$ 181.82	Y	\$200.00	1027003	0409		
	X			2015	\$409.09	\$ 409.09	Y	\$450.00	1027003	0409		
	X			2015	\$454.55	\$ 454.55	Y	\$500.00	1027003	0409		
	X			2015	\$409.09	\$ 409.09	Y	\$450.00	1027003	0409		
10.3.5	Rose Garden											
	X			2015	\$181.82	\$ 181.82	Y	\$200.00	1027003	0409		
	X			2015	\$409.09	\$ 409.09	Y	\$450.00	1027003	0409		
	X			2015	\$454.55	\$ 454.55	Y	\$500.00	1027003	0409		
	X			2015	\$409.09	\$ 409.09	Y	\$450.00	1027003	0409		
10.3.6	Miscellaneous											
		X	31.4 / ATO Ruling	2015	\$200.00	\$ 200.00	N	\$200.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
		X	31.4 / ATO Ruling	2005	\$30.00	\$30.00	N	\$30.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
		X	31.4 / ATO Ruling	2015	\$200.00	\$ 200.00	N	\$200.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
		X	31.4 / ATO Ruling	2015	\$100.00	\$ 100.00	N	\$100.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
		X	31.4 / ATO Ruling	2015	\$100.00	\$ 100.00	N	\$100.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
		X	31.4 / ATO Ruling	2015	\$50.00	\$50.00	N	\$50.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
		X	31.4 / ATO Ruling	2015	\$25.00	\$25.00	N	\$25.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
		X	31.4 / ATO Ruling	2015	\$100.00	\$ 100.00	N	\$100.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
10.4	Environment											
10.4.1	Hire of Ripper Moulder											

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FEEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
Weekly Hire	X			2016	\$31.82	\$31.82	Y	\$35.00	1025002			
Bond		X		2016	\$100.00	\$ 100.00	N	\$100.00	TRUST - THIRE05			Bonds
FUNCTION 11 Recreation & Culture												
11.1 <u>Public Halls & Civic Centres</u>												
11.1.1 Don Hewison Centre (Hall & Grounds) <i>Building Leased</i>												
11.1.2 Dardanup Hall Complete Facility												
Concessional / Hr (Registered Non Profit, Charitable organisations)	X			2014	\$41.82	\$41.82	Y	\$46.00	1121014	0411		
Day time hire / Hr	X			2014	\$54.55	\$54.55	Y	\$60.00	1121014	0411		
- Complete Evening (6pm - 11pm)	X			2014	\$272.73	\$ 272.73	Y	\$300.00	1121014	0411		5 hrs
- Complete Day (8am - 6pm)	X			2014	\$545.45	\$ 545.45	Y	\$600.00	1121014	0411		10 hrs
- Complete Day & Night (8am - 11pm)	X			2014	\$818.18	\$ 818.18	Y	\$900.00	1121014	0411		15 hrs
- Half Day (noon - 6pm)	X			2014	\$327.27	\$ 327.27	Y	\$360.00	1121014	0411		6 hrs
- Half Day & Night (noon - 11pm)	X			2014	\$600.00	\$ 600.00	Y	\$660.00	1121014	0411		11 hrs
<i>Lessor Hall or Main Hall (& Kitchen) - Dardanup Only</i>												
Concessional / Hr (Registered Non Profit, Charitable organisations)	X			2011	\$21.82	\$21.82	Y	\$24.00	1121014	0411		
Day time hire / Hr	X			2011	\$27.27	\$27.27	Y	\$30.00	1121014	0411		
- Complete Evening (7pm - 11pm)	X			2011	\$136.36	\$ 136.36	Y	\$150.00	1121014	0411		5 hrs
- Complete Day (8am - 6pm)	X			2011	\$272.73	\$ 272.73	Y	\$300.00	1121014	0411		10 hrs
- Complete Day & Night (8am - 11pm)	X			2011	\$409.09	\$ 409.09	Y	\$450.00	1121014	0411		15 hrs
- Half Day (noon - 6pm)	X			2011	\$163.64	\$ 163.64	Y	\$180.00	1121014	0411		6 hrs
- Half Day & Night (noon - 11pm)	X			2011	\$300.00	\$ 300.00	Y	\$330.00	1121014	0411		11 hrs

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FEEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
11.1.3 Other Halls As set by individual Hall Lessees	X						Y					
11.1.4 Bonds												
Key Bond		X		2009	\$40.00	\$40.00	N	\$40.00	TRUST - TKEY			Bonds
Hall Bond		X		2009	\$ 1,000.00	\$1,000.00	N	\$ 1,000.00	TRUST - THIRE02			Bonds
Parks Gardens Reserves - Large Events		X		2009	\$ 1,200.00	\$1,200.00	N	\$ 1,200.00	TRUST - THIRE03			Bonds
Parks Gardens Reserves - Small Events		X		2005	\$500.00	\$ 500.00	N	\$500.00	TRUST - THIRE03			Bonds
Events on Roads		X			\$ 1,000.00	\$1,000.00	N	\$ 1,000.00	TRUST - THIRE04			Bonds
11.1.5 Cleaning												
Use of Council Cleaners	X				At Cost	At Cost	Y	(cost+O/H) + GST	1121002			
11.2.1 Glen Huon												
Bunbury Softball Assoc	X				LEASE	LEASE			1123003	0254		
11.2.2 Tennis Courts - Dardanup												
Dardanup Tennis Club	X				\$54.55	\$54.55	Y	\$60.00	1123002			
Court Hire per hour (per court)	X			2011	\$13.64	\$13.64	Y	\$15.00	1123002			
Lights per hour	X			2007	\$9.09	\$9.09	Y	\$10.00	1123002			
11.2.3 Tennis Courts - Eaton												
Court Hire per hour (per court)	X			2013	\$13.64	\$13.64	Y	\$15.00	1123002			
11.2.4 Water / 1000 litres (Standpipe Water)		X	S32 - 285 GST Act GSTR2000/25	2009	\$15.00	\$15.00	N	\$15.00	1328002	0412		A New Tax System (GST) Act 1999 'GST Act'
Staff call out	X				At Cost	At Cost	Y	At Cost	1328002	0412		
11.2.5 Reserves												
SWFL Oval use per Season (per oval)	X			2015	\$ 1,118.18	\$1,118.18	Y	Refer Comments	1123003	0800		Glen Huon Oval Works schedule

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FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
11.2.6 Eaton Recreation Centre												2016. As per Lease Agreement
<i>Special Promotions & Events - The Chief Executive Officer (or the Chief Executive Officers delegated representative) is permitted to amend fees for special promotions and negotiate fees for special events.</i>												
Memberships												
Joining Fee	X			2016	\$36.32	\$36.32	Y	\$39.95	1124003			
Fitness Membership												
- 12 Months	X			2017	\$710.00	\$ 726.36	Y	\$799.00	1124007			
- 6 Months	X			2017	\$426.36	\$ 437.27	Y	\$481.00	1124007			
- 3 Months	X			2017	\$255.45	\$ 261.82	Y	\$288.00	1124007			
- 1 Month	X			2011	\$100.00	\$ 100.00	Y	\$110.00	1124007			
- Fortnightly Direct Debit - 12 month contract	X			2017	\$28.22	\$28.85	Y	\$31.74	1124007			
Fitness Membership - Concession (Seniors & FT Students) 10% discount												
- 12 Months	X			2017	\$639.09	\$ 653.64	Y	\$719.00	1124007			
- 6 Months	X			2017	\$383.64	\$ 393.64	Y	\$433.00	1124007			
- 3 Month	X			2017	\$230.00	\$ 235.45	Y	\$259.00	1124007			
- 1 Month	X			2017	\$ -	\$90.00	Y	\$99.00	1124007			
- Fortnightly Direct Debit - 12 month contract	X			2017	\$25.49	\$26.05	Y	\$28.66	1124007			
Seniors Off Peak and Youth Membership - 20% discount												
- 12 Months	X			2017	\$568.18	\$ 580.91	Y	\$639.00	1124007			
- 6 Months	X			2017	\$340.91	\$ 350.00	Y	\$385.00	1124007			
- 3 Month	X			2017	\$204.55	\$ 209.09	Y	\$230.00	1124007			
- 1 Month	X			2014	\$80.00	\$80.00	Y	\$88.00	1124007			
- Fortnightly Direct Debit - 12 month contract	X			2017	\$22.76	\$23.25	Y	\$25.58	1124007			

FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
Rehabilitation Membership												
- 3 Month	X			2016	\$306.36	\$ 306.36	Y	\$337.00	1124007			
Fitness Centre												
Casual Gym Entry	X			2015	\$16.36	\$16.36	Y	\$18.00	1124003			
Casual Gym Entry - Senior / Full Time Student	X			2015	\$11.82	\$11.82	Y	\$13.00	1124003			
Group Fitness - 45 to 60 Minute Class	X			2015	\$16.36	\$16.36	Y	\$18.00	1124004			
Group Fitness - Senior / Full Time Student - 45 to 60 Minute Class	X			2015 New	\$11.82	\$11.82	Y	\$13.00	1124004			
Group Fitness - 30 Minute Class	X			2016	\$11.82	\$11.82	Y	\$13.00	1124004			
Group Fitness - Senior / Full Time Student - 30 Minute Class	X			2016 New	\$8.64	\$8.64	Y	\$9.50	1124004			
Fit Over 50 Session	X			2016	\$7.73	\$7.73	Y	\$8.50	1124003			
Fit for Life (Appraisal/Programme)	X			2014	\$40.00	\$40.00	Y	\$44.00	1124003			
Fitness Appraisal/Assessment + Program	X			2014	\$50.00	\$50.00	Y	\$55.00	1124003			
Junior Fitness Sessions	X			2016	\$7.73	\$7.73	Y	\$8.50	1124004			
Teen Fit Term Fee	X			2017 New		\$ 136.36	Y	\$150.00	1124004			
Eaton Recreation Centre (Cont)												
Personal Training												
Personal Training (1 Hour)	X			2014	\$63.64	\$63.64	Y	\$70.00	1124004			
Personal Training (30 Minutes)	X			2014	\$40.91	\$40.91	Y	\$45.00	1124004			
Personal Training 5 Pass (1 Hour)	X			2014	\$295.45	\$ 295.45	Y	\$325.00	1124004			
Personal Training 10 Pass (1 Hour)	X			2014	\$545.45	\$ 545.45	Y	\$600.00	1124004			
Personal Training 5 Pass (30 Minutes)	X			2014	\$181.82	\$ 181.82	Y	\$200.00	1124004			
Personal Training 10 Pass (30 Minutes)	X			2014	\$318.18	\$ 318.18	Y	\$350.00	1124004			
<i>*Personal Training - additional participants plus \$20 per hour</i>												
Creche												
Child 1.5 hrs	X			2016	\$5.00	\$5.00	Y	\$5.50	1124013			
Creche 10 pass (up to 3 Hours - Non Member)	X			2016	\$45.45	\$45.45	Y	\$50.00	1124013			
Creche 10 pass (up to 3 Hours - Member)	X			2016	\$38.18	\$38.18	Y	\$42.00	1124013			
Creche 10 pass 2 Children (up to 3 Hours -	X			2016	\$54.55	\$54.55	Y	\$60.00	1124013			

FEEES & CHARGES

General Description Member)	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
Administration												
Replacement Membership Access Device	X			2016	\$18.18	\$18.18	Y	\$20.00	1124003			
Membership Attendance Report	X			2017	\$18.18	\$22.73	Y	\$25.00	1124003			
Administration Fee	X			2017	\$18.18	\$22.73	Y	\$25.00	1124003			
Membership Contract Cancellation Fee (per 12 months pro rata)	X			2017	\$136.36	\$ 163.64	Y	\$180.00	1124003			
Facility Hire / Hour												
Boardroom	X			2011	\$11.36	\$11.36	Y	\$12.50	1124006	0413		
Meeting Room Single or Creche	X			2011	\$18.18	\$18.18	Y	\$20.00	1124006	0413		
Meeting Room Double	X			2011	\$31.82	\$31.82	Y	\$35.00	1124006	0413		
Function / Group Fitness Room	X			2011	\$36.36	\$36.36	Y	\$40.00	1124006	0413		
Spin Room (incl 20 Bikes)	X			2016	\$63.64	\$63.64	Y	\$70.00	1124006	0413		
Servery	X			New 2016	\$18.18	\$18.18	Y	\$20.00	1124006	0413		
Court Hire - OFF PEAK	X			2016	\$36.36	\$36.36	Y	\$40.00	1124005	0414		
Court Hire - PEAK	X			2016	\$48.64	\$48.64	Y	\$53.50	1124005	0414		
Half Court Hire - OFF PEAK	X			2014	\$22.73	\$22.73	Y	\$25.00	1124005	0414		
Half Court Hire - PEAK	X			2014	\$30.91	\$30.91	Y	\$34.00	1124005	0414		
Outdoor Area	X			2013	\$31.82	\$31.82	Y	\$35.00	1124005	0414		
Tea & Coffee provisions (per guest)	X			2013	\$1.82	\$1.82	Y	\$2.00	1124003			
Grandstand (per tier)	X			2013	\$59.09	\$59.09	Y	\$65.00	1124003			
Competition Events Package (per court)	X			2013	\$27.27	\$27.27	Y	\$30.00	1124005	0414		
<i>Competition Events Package = score bench with 2 seats, 2 team low benches, court seating and coordinators counter (with the hire of 2 or more courts)</i>												
Chair Hire	X			2013	\$0.45	\$0.45	Y	\$0.50	1124003			
BBQ	X			2013	\$20.00	\$20.00	Y	\$22.00	1124003			
Hire of Table Cloths or Trestle Table (per Table)	X			2013	\$4.55	\$4.55	Y	\$5.00	1124003			
TV / DVD	X			2013	\$9.09	\$9.09	Y	\$10.00	1124003			
Data Projector (per Hour) min charge of 4 hours	X			2014	\$6.36	\$6.36	Y	\$7.00	1124003			

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FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
Bouncy Castle (includes court hire)	X			2015 New	\$200.00	\$ 200.00	Y	\$220.00	1124005	0414		
Hire with Alcohol - per 100 Guests	X			2016 New	\$45.45	\$45.45	Y	\$50.00	1124003			
Hire - Additional Rubish Fee per 100 Guests	X			2016	\$22.73	\$22.73	Y	\$25.00	1124003			
<i>Note: Peak = after 4:00pm Mon - Fri</i>												
Eaton Recreation Centre (Cont)												
Facility Hire / Hour (Registered Non Profit / Charitable Organisations) *												
<i>* 10% Discount Included</i>												
Boardroom	X			2011	\$10.22	\$ 10.22	Y	\$ 11.25	1124006	0413		
Meeting Room Single or Creche	X			2011	\$16.36	\$ 16.36	Y	\$ 18.00	1124006	0413		
Meeting Room Double	X			2011	\$28.64	\$ 28.64	Y	\$ 31.50	1124006	0413		
Function / Group Fitness Room	X			2011	\$32.72	\$ 32.72	Y	\$ 36.00	1124006	0413		
Spin Room (incl 20 Bikes)	X			2013 New	\$57.28	\$ 57.28	Y	\$ 63.00	1124006	0413		
Servery	X			2016	\$16.36	\$ 16.36	Y	\$ 18.00	1124006	0413		
Court Hire - OFF PEAK	X			2016	\$32.72	\$ 32.72	Y	\$ 36.00	1124005	0414		
Court Hire - PEAK	X			2016	\$43.78	\$ 43.78	Y	\$ 48.15	1124005	0414		
Half Court Hire - OFF PEAK	X			2014	\$20.46	\$ 20.46	Y	\$ 22.50	1124005	0414		
Half Court Hire - PEAK	X			2014	\$27.82	\$ 27.82	Y	\$ 30.60	1124005	0414		
Outdoor Area	X			2013	\$28.64	\$ 28.64	Y	\$ 31.50	1124005	0414		
<i>Note: Peak = after 4:00pm Mon - Fri</i>												
Sports & Programmes												
Casual Shots- Single Entry	X			2016 New	\$3.64	\$3.64	Y	\$4.00	1124003			
Casual Shots- 10 Pass	X			2016	\$32.73	\$32.73	Y	\$36.00	1124003			
- 3 Month Pass	X			2017	\$68.18	\$72.73	Y	\$80.00	1124003			
- 6 Month Pass	X			2017	\$113.64	\$ 122.73	Y	\$135.00	1124003			
Holiday Programme/Vacation Care per Day		X		2017	\$55.00	\$57.00	N	\$57.00	1124012			Vacation Care Programme

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FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
Holiday Programme/Vacation Care After Hours Late Fee - After 5.45pm		X		2007	\$10.00	\$10.00	N	\$10.00	1124012			After 5.45pm but before 5.59pm
Holiday Programme After Hours Late Fee - After 6.00pm - charge every 5 minutes or part thereof		X			\$15.00	\$15.00	N	\$15.00	1124012			\$15.00 per every 5 minutes after 6.00pm
Administration Fee - Late Payment Fee		X			\$20.00	\$20.00	N	\$20.00	1124012			Per Invoice Request
Clinics (Hour)	X			2011	\$8.55	\$8.55	Y	\$9.40	1124004			
Term Course (Adult)	X				Per Program	Per Program	Y	Per Program	1124004			
Term Course (Youth)	X				Per Program	Per Program	Y	Per Program	1124004			
Term Course (Seniors)	X				Per Program	Per Program	Y	Per Program	1124004			
Term Course (Juniors)	X				Per Program	Per Program	Y	Per Program	1124004			
Birthday Parties (per child, minimum of 12) (2 hour party)	X			2011	\$16.36	\$16.36	Y	\$18.00	1124004			
Other Programmes to be calculated on programme schedule												
Badminton												
- Casual Game Fee	X			2016	\$6.82	\$6.82	Y	\$7.50	1124003			
Night programmes per Team												
- Registration (New Teams)	X			2014	\$45.45	\$45.45	Y	\$50.00	1124004			
- Registration (Ongoing Team)	X			2014 New	\$27.27	\$27.27	Y	\$30.00	1124004			
- Registration Junior Team (New)	X			2016 New	\$40.91	\$40.91	Y	\$45.00	1124004			
- Registration Junior Team (Ongoing)	X			2016	\$22.73	\$22.73	Y	\$25.00	1124004			
- Fee per Game - Netball	X			2016	\$54.55	\$54.55	Y	\$60.00	1124004			
- Fee per Game - Basketball	X			2016	\$54.55	\$54.55	Y	\$60.00	1124004			
- Fee per Game - Futsal	X			2016 New	\$50.00	\$50.00	Y	\$55.00	1124004			
- Fee per Game - Junior	X			2016 New	\$40.91	\$40.91	Y	\$45.00	1124004			
Day Programme per Team												
- Registration (New Teams)	X			2008	\$31.82	\$31.82	Y	\$35.00	1124004			
- Registration (Ongoing Team)	X			2007	\$18.18	\$18.18	Y	\$20.00	1124004			

FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
- Fee per Game	X			2014	\$38.18	\$38.18	Y	\$42.00	1124004			
Staff Costs - Centre Supervisor / Cleaner	X			2007	\$45.45	\$45.45	Y	\$50.00	1124001			
Staff Costs - Group Fitness Instructor	X			2007	\$63.64	\$63.64	Y	\$70.00	1124001			
Staff Costs - Security Call Outs	X			2015	At Cost	At Cost	Y	At Cost	1124001			
Signage (Annual Charge per Year)												
Wall 1200 x 1200		X		New 2016	\$200.00	\$ 200.00	Y	\$220.00	1124011			
Wall 2400 x 1200		X		New 2016	\$250.00	\$ 250.00	Y	\$275.00	1124011			
Wall 2400 x 1800		X		New 2016	\$300.00	\$ 300.00	Y	\$330.00	1124011			
Wall 2400 x 2400		X		New 2016	\$350.00	\$ 350.00	Y	\$385.00	1124011			
11.3 Libraries												
11.3.1 Internet & Wi-Fi Access												
Internet & Wi-Fi Access	X			2007	No Charge	No Charge	Y	No Charge				
11.3.2 Miscellaneous												
Lost / Damaged Items - Replacement		X	ATO Private Ruling		At Cost	At Cost	N	At Cost	1126003	0415		ATO Private Ruling
11.3.3 Printing & Copying Costs												
A4 Black & White	X			2014	\$0.27	\$0.27	Y	\$0.30	1126004			
A4 Colour	X			2014	\$0.91	\$0.91	Y	\$1.00	1126004			
A3 Black & White	X			2015	\$0.55	\$0.55	Y	\$0.60	1126004			
A3 Colour	X			2014	\$1.82	\$1.82	Y	\$2.00	1126004			
FUNCTION 12 Transport												
12.1.1 Special Series Number Plates	X			2014	\$363.64	\$ 363.64	Y	\$400.00	1223001			
12.1.2 Verge Inspection Fee - Single Dwelling (Residential)	X			2016	\$236.36	\$ 236.36	Y	\$260.00	1424003			
Verge Inspection Fee - Multiple Dwelling (Residential)	X			2016	\$236.36	\$ 236.36	Y	\$260.00	1424003			

FEEES & CHARGES

General	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
Verge Inspection Fee - Commercial / Industrial	X			2016	\$236.36	\$ 236.36	Y	\$260.00	1424003			
12.1.3 Contribution for Pathways - Developers		X			See Comments	See Comments	N	See Comments	7210106	RESERVE FUND		\$51.88 / m2
Contribution to Works - West Dardanup Structure Plan		X		2016	\$420.00	\$ 420.00	N	\$420.00	7210106	RESERVE FUND		
Contribution for Roads & Upgrades - Developers (Policy E6.21)		X		2016	\$ 5,110.00	\$5,110.00	N	\$ 5,110.00	7210106	RESERVE FUND		per lot
Contribution for Road Safety - Heavy Haulage on Local Roads - per Permit		X		New 2017		\$ 300.00	N	\$300.00	7210129	RESERVE FUND		
FUNCTION 13 Economic Services												
13.1 Tourism & Area Promotion												
13.1.1 Caravan Parks & Camping Grounds												
Application/Renewals		X	31.6		\$200.00	\$ 200.00	N	\$200.00	1322003	0133	Regulatory	Caravan & Camping Act & Caravan Parks and Camp. Reg. 1997
Or												Caravan & Camping Act
Long term sites - per site - As per regulations		X	31.6		\$6.00	\$6.00	N	\$6.00	1322003	0133	Regulatory	Caravan & Camping Act
Short term sites - per site - As per regulations		X	31.6		\$6.00	\$6.00	N	\$6.00	1322003	0133	Regulatory	Caravan & Camping Act
Camp site - per site - As per regulations		X	31.6		\$3.00	\$3.00	N	\$3.00	1322003	0133	Regulatory	Caravan & Camping Act
Overflow site - per site - As per regulations		X	31.6		\$1.50	\$1.50	N	\$1.50	1322003	0133	Regulatory	Caravan & Camping Act
Additional fee for renewal after expiry		X	31.6	New 2014	\$20.00	\$20.00	N	\$20.00 min.	1322003	0133	Regulatory	Caravan & Camping Act
Temporary licence: Pro rata as per application		X	31.6	2014	\$100.00	\$ 100.00	N	\$100.00	1322003	0133	Regulatory	Caravan & Camping Act
Transfer of Licence		X	31.6		\$100.00	\$ 100.00	N	\$100.00	1322003	0133	Regulatory	Caravan & Camping Act
13.1.2 Building Control												
Uncertified Application for a Building Permit (min \$97.70)		X	31.8	2017	0.32%	0.32%	N	0.32%	1323004			Building Act 2011
Certified Building Permit Class 1 or 10 (min \$97.70)		X	31.8	2017	0.19%	0.19%	N	0.19%	1323004			Building Act 2011
Certified Building Permit Class 2-9 (min \$97.70)		X	31.8	2017	0.09%	0.09%	N	0.09%	1323004			Building Act 2011
Demolition Permit Class 1 or 10		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011

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FEEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free										
Demolition Permit Class 2 - 9 (for each storey of building)		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Application to extend the time during which a building or demolition permit has effect		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Application for an Occupancy Permit for a completed building		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Application for a temporary Occupancy Permit for an incomplete building		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Application for modification of an Occupancy Permit for additional use of a building on a temporary basis		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Application for a replacement Occupancy Permit for permanent change of the building's use classification		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Occupancy Permit of Building Approval Certificate for registration of a strata scheme of re-subdivision (Per strata unit but not less than \$107.70)		X	31.8	2017	\$10.60	\$10.80	N	\$10.80	1323004			per Strata Unit. Not less than \$107.70
Occupancy Permit for a building in respect of which unauthorised work has been done (min \$97.70)		X	31.8	2017	0.18%	0.18%	N	0.18%	1323004			Not less than \$97.70
Building Approval Certificate for a building in respect of which unauthorised work has been done (min \$97.70)		X	31.8	2017	0.38%	0.38%	N	0.38%	1323004			Not less than \$97.70
Application for a replacement Occupancy Permit for permanent change of the building's classification		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Application for a Building Approval Certificate for an existing building where unauthorised work has not been done		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Application to extend the time during which a Building Approval Certificate has effect		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Building Inspection Fee (per hour)	X		ATO Private Ruling	2016	\$150.00	\$ 150.00	Y	\$165.00	1323002			Building Act 2011 Building Act 2011/ATO Private Ruling Same calculation for Building Permit based on change to contract value (but not less than \$97.70)
Application for Amendment to a Building Permit		X	31.8	2017	\$96.00	\$97.70	N	\$97.70	1323004			Building Act 2011
Postage of plans (Registered Mail)	X				\$10.00	\$10.00	Y	\$11.00	1323002			
Insufficient copies of plans	X				\$1.00	\$1.00	Y	\$1.10	1323002			
Information Research (Min \$20)		X	31.32		\$40.00	\$40.00	N	\$40.00	1323004			Local Government 1995

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FEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
Copies of reports / documents or Maps (A3 or A4)		X	31.32		\$0.50	\$0.50	N	\$0.50 cost + GST	1323004			Local Government Act 1995
Advertising	X				At Cost	At Cost	Y	cost + GST	1323001			
Newspaper Adverts	X				At Cost	At Cost	Y	cost + GST	1323001			
Signage												
Council Supply & Install	X				\$150.00	\$ 150.00	Y	\$165.00	1323002			
Inspection of Developers Signage		X	ATO Private Ruling		\$50.00	\$50.00	N	\$50.00	1323004			ATO Private Ruling
Search Fee	X				\$40.91	\$40.91	Y	\$45.00	1323002			
Swimming Pool Inspection Levy		X	ATO Private Ruling	2015	\$57.45	\$58.45	N	\$58.45	1323008			Building Regs 2012/In year of Inspection
Copy of Building Plans		X	ATO Private Ruling		\$41.00	\$41.00	N	\$41.00	1323004			ATO Private Ruling
13.1.3 Extractive Industries												
Application		X	31.8		\$250.00	\$ 250.00	N	\$250.00	1328001	0134		Local Government Act 1995 / Local Law
Annual licence & renewal fees												
- less than 1 hectare		X	31.8		\$125.00	\$ 125.00	N	\$125.00	1328001	0134		Local Government Act 1995
- more than 1 less than 5 hectare		X	31.8		\$250.00	\$ 250.00	N	\$250.00	1328001	0134		Local Government Act 1995
- greater than 5 hectares		X	31.8		\$375.00	\$ 375.00	N	\$375.00	1328001	0134		Local Government Act 1995
Licence transfer fee		X	31.8		\$50.00	\$50.00	N	\$50.00	1328001	0134		Local Government Act 1995
FUNCTION 14 Other Property & Services												
14.1 Private Works												
14.1.1 Plant (per hour or part thereof)												
Graders	X			2005	COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		GST Rate 10%
Loaders	X			2005	COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
Trucks - 8 Tonne	X			2005	COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
Tractors - with attachments	X			2005	COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
Utilities - 1 Tonne	X			2005	COST +	COST +	Y	COST +	1421001	0416		

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FEEES & CHARGES

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl	GST Excl	GST	FEEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST- Free			2016/17 25%	2017/18 25%						
Steel Roller	X			2005	COST + 25%	COST + 25%	Y	25%, + GST COST + 25%, + GST COST + 25%, + GST	1421001	0416		
Multi-Tyre Roller <i>MR WA & DEC</i>	X			2005	COST + 25%	COST + 25%	Y	25%, + GST COST + 25%, + GST	1421001	0416		
Graders	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
Loaders	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
Trucks - 8 Tonne	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
Tractors - with attachments	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
Utilities - 1 Tonne	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
Cement Mixer	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
Water Pump	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
Plate Compactor	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
Road Sweeper - Trailer	X			2005	COST + 10%	COST + 10%	Y	COST + 10%, + GST COST + 10%, + GST	1421001			
14.1.2 Employees												
Supervision Fees - Part Supervision		X			1.5%	1.5%	N	1.5%	1424002	0420		GST Exempt
Supervision Fees - Full Supervision		X			3.00%	3.00%	N	3.00%	1424002	0420		GST Exempt
Works	X				COST + 25%	COST + 25%	Y	25%, + GST COST + 25%, + GST	1421001			
Works - MRWA / DEC	X				COST + 10%	COST + 10%	Y	10%, + GST COST + 10%, + GST	1421001			

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FEES & CHARGES

General	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Last Changed	GST Excl 2016/17	GST Excl 2017/18	GST	FEES & CHARGES	General Ledger #	Debtors Code	Charge Type	Comments
	Taxed	GST-Free										
FUNCTION 14	Other Property & Services											
14.2 Administration	Other Property & Services											
14.2.1	Officer Charge Rates / Hour											
		X		2017	\$254.55	\$ 267.27	Y	\$294.00	1422003			
		X		2017	\$236.36	\$ 248.18	Y	\$273.00	1424001			
		X		2017	\$159.09	\$ 167.05	Y	\$183.75	1422003			
		X		2017	\$136.36	\$ 143.18	Y	\$157.50	1026001			
		X		2017	\$102.27	\$ 107.27	Y	\$118.00	1026001			
		X		2017	\$136.36	\$ 143.18	Y	\$157.50	1323001			
		X		2017	\$102.27	\$ 107.27	Y	\$118.00	1323001			
		X		2017	\$150.00	\$ 157.50	Y	\$173.25	1424001			
		X		2017	\$102.27	\$ 107.27	Y	\$118.00	1424001			
		X		2017	\$136.36	\$ 150.00	Y	\$165.00	0724001			
		X		2017	\$102.27	\$ 107.27	Y	\$118.00	0724001			
		X		2017	\$102.27	\$ 107.27	Y	\$118.00	0523001			
		X		2017	\$68.18	\$71.59	Y	\$78.75	1422003			
14.2.2	Events Application Fee											
			X	ATO Private Ruling	2011	\$ -	\$ -	N	\$ -			No Charge
			X	ATO Private Ruling	2015	\$250.00	\$ 250.00	N	\$250.00	1123006		ATO Private Ruling
			X	ATO Private Ruling	2015	\$475.00	\$ 475.00	N	\$475.00	1123006		ATO Private Ruling
14.2.3	Traffic Management Plan Preparation											
		X			2011	\$ -	\$ -	Y	\$ -	1424001		No Charge
		X			2011	\$727.27	\$ 727.27	Y	\$800.00	1424001		
		X			2011	\$909.09	\$ 909.09	Y	\$ 1,000.00	1424001		
		X			2011	\$ 1,090.91	\$1,090.91	Y	\$ 1,200.00	1424001		

2. Directs the Chief Executive Officer to review the Dardanup Hall revenue and the hire charges as the charges may be too high, resulting in there being reduced hire use.

CARRIED
6/0

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BUNBURY WELLINGTON GROUP OF COUNCILS



MINUTES

RESOURCE SHARING MEETING

FOR THE

BUNBURY WELLINGTON GROUP
OF COUNCILS

3.00pm, Monday 12 June 2017

**Senior's Room, Donnybrook Community Library
Emerald Street, Donnybrook**

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BUNBURY WELLINGTON GROUP OF COUNCILS

**REPORT TO THE BUNBURY WELLINGTON GROUP OF COUNCILS MEETING TO BE HELD ON
MONDAY 12 JUNE 2017, COMMENCING AT APPROXIMATELY 3.00PM IN THE
SENIOR'S ROOM, DONNYBROOK COMMUNITY LIBRARY, EMERALD STREET, DONNYBROOK.**

1 DECLARATION OF OPENING

In the absence of Chair, Ben Rose, Deputy Chair, David Blurton, declared the meeting open at 3.04pm

2 RECORD OF ATTENDANCE – APOLOGIES

2.1 Attendance

David Blurton – CEO Shire of Collie
Paul Sheedy – CEO Shire of Capel
Mal Osborne - CEO City of Bunbury
Michael Parker – CEO Shire of Harvey
Mark Chester – CEO Shire of Dardanup
Robyn Fenech, Technical Officer, Bunbury Geographe Growth Plan

2.2 Apologies

Ben Rose – CEO Shire of Donnybrook Balingup
Alan Lamb – CEO Shire of Boyup Brook

3 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 Confirmation of Minutes – 27 March 2017

A copy of the Minutes of the meeting held 27 March 2017 are distributed to members at **Appendix 1.**

BUNBURY WELLINGTON GROUP OF COUNCILS RECOMMENDATION

MOVED - Mark Chester

SECONDED – Michael Parker

That the Minutes of the Bunbury Wellington Group of Councils Meeting held on 27 March 2017, be confirmed as true and correct subject to the following corrections:

- Carried

3.2 Confirmation of Minutes – 25 May 2017

A copy of the Minutes of the meeting held 25 May 2017 are distributed to members at **Appendix 2**.

BUNBURY WELLINGTON GROUP OF COUNCILS RECOMMENDATION

MOVED - David Blurton

SECONDED – Mark Chester

That the Minutes of the Bunbury Wellington Group of Councils Meeting held on 25 May 2017, be confirmed as true and correct subject to the following corrections:

- **Carried**

4 BUSINESS ARISING FROM THE MINUTES

4.1 South West Waste Site Project – CLGF Funding

REPORTING OFFICER	Ben Rose – CEO Shire of Donnybrook Balingup
ATTACHMENTS	Correspondence to Department of Regional Development

MATTER FOR CONSIDERATION

The purpose of this report is to outline the progress to date in relation to the South West Regional Waste Project and the most recent advice received from the Department of Regional Development (DRD).

BACKGROUND

A special meeting of the Bunbury Wellington Group of Councils was convened on 25 May 2017. The group resolved to:

- 1. Endorse the two-pronged approach (Option 1) as the recommended proposal to the Department of Regional Development as it is felt that this provides for the best long term outcome for the whole of the South West and it is considered the most appropriate course of action, noting that some funding has already been incurred for the preferred site selection.*
- 2. Agree a deputation of Elected Members urgently meet with the relevant Ministers to seek approval to retain the funding to allow for the project to continue and to preserve the funds for their intended purpose.*
- 3. Approach the South West Development Commission to assist with the facilitation process and take over the administration of the grant funds.*

COMMENTS

Item 1: To date correspondence has been issued to the Department of Regional Development (Attachment 4.1). DRD have acknowledged receipt and have indicated that they will review the proposal and respond in due course.

Item 2: Chair of the BWGC to write to Hon Alannah MacTiernan MP requesting an appointment (cc to Mick Murray and Don Punch) to discuss the importance of retaining the funding to allow for the project to continue and seeking her support and approval to preserve the funds for their intended purpose. The party for the meeting to comprise of:

- Paul Sheedy, CEO Shire of Capel
- Michael Parker, CEO Shire of Harvey
- Tania Jackson, Shire President, Shire of Harvey
- Mal Osborne, CEO, Bunbury City Council
- Garry Brennan, Mayor, City of Bunbury

Item 3: Chair of the BWGC to write to the South West Development Commission seeking their assistance with the facilitation process and the administration of the South West Waste Site Project CLGF grant funds.

BUNBURY WELLINGTON GROUP OF COUNCILS RECOMMENDATION

MOVED -

SECONDED -

That

5 BUSINESS FOR DISCUSSION

5.1 Bunbury Geographe Growth Plan

REPORTING OFFICER	Robyn Fenech – Technical Officer, Bunbury Geographe
ATTACHMENTS	Nil

MATTER FOR CONSIDERATION

The purpose of this report is to outline the progress to date in relation to the Bunbury Geographe Growth Plan.

BACKGROUND

The Bunbury Geographe Regional Growth Plan has been developed on behalf of the region, with leadership from the Growth Plan Partnership comprising the Shires of Harvey, Dardanup and Capel; the City of Bunbury and the South West Development Commission.

The Partnership has created a roadmap for economic prosperity in the Bunbury Geographe region of Western Australia's South West. Collaboration between industry, community and government has resulted in a Strategy, Plan of Action and the Bunbury Geographe brand based on our natural and social advantages. The Bunbury Geographe Growth Plan is a long term plan to empower industry and community to respond to dynamic global economic realities.

COMMENTS

Robyn Fenech, Technical Officer for the Bunbury Geographe Growth Plan provided a status update on the strategy and the program of actions to the BWGC.

Robyn plans to contact the Shire of Boyup Brook and Shire of Donnybrook Balingup to make arrangements to present to these Councils.

BUNBURY WELLINGTON GROUP OF COUNCILS RECOMMENDATION

MOVED -

SECONDED -

That

6 GENERAL BUSINESS

6.1 Related Parties Disclosure Report

Paul Sheedy referred to a document circulated by Moore Stephens on Related Parties Disclosures. Paul indicated that Council may grant an exemption on reporting however this must be endorsed by Council by 30 June 2017.

Paul to circulate the agenda item on this matter to BWGC members.

7 DATE OF NEXT MEETING

The next Meeting is scheduled to be held on Monday, 14 August 2017, with any matters for inclusion in the agenda, due by **Monday, 24 July 2017.**

Michael will be an apology for the August meeting.

8 CLOSURE OF MEETING

Chairperson declared the meeting closed at 3.52pm.

SHIRE OF DARDANUP**MINUTES OF THE SHIRE OF DARDANUP OCCUPATIONAL SAFETY & HEALTH COMMITTEE MEETING HELD ON WEDNESDAY 28 JUNE 2017, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 1.00PM.****1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Cr. M T Bennett, declared the meeting open at 1.00pm, welcomed those in attendance and referred to the Acknowledgement of Country, Disclaimer and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

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

- Page 4 – Resolution number “OSH 19-16” be amended to read “OSH 02-17”;
- Page 6 – Resolution number “OSH 20-16” be amended to read “OSH 03-17”; and
- Page 10 – Resolution number “OSH 21-16” be amended to read “OSH 04-17”; and
- Page 13 - Resolution number “OSH 22-16” be amended to read “OSH 05-17”

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7. DECLARATION OF INTEREST

Discussion:

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

There was no response.

8 REPORTS OF OFFICERS AND COMMITTEES

8.1 Title: OSH Committee Outcomes From Previous Meetings

Reporting Department: Executive – HR/OSH

Reporting Officer: Mr Anton Manning - Senior OSH Coordinator

Legislation: Occupational Safety and Health Act 1984

Officer Comment

See attached (Appendix OSH: 8.1) OSH Committee Outcome listing for an update on the follow up of each of the Committee Resolutions and actions. As each action is completed, it will be removed from the list.

For information.

RECEIVED

8.2 Title: Workplace Inspections

Reporting Department: Executive – HR/OSH

Reporting Officer: Mr Anton Manning - Senior OSH Coordinator

Legislation: Occupational Safety and Health Act 1984

Background -

Each Safety Representative is to undertake Workplace Inspections on a minimum of a quarterly basis. See attached inspection reports:

- Administration Centre Eaton (Appendix OSH: 8.2A)
- Dardanup Office (Appendix OSH: 8.2B)
- Parks & Gardens Depot Eaton (Appendix OSH: 8.2C)
- Dardanup Depot (Appendix OSH: 8.2D)
- Eaton Recreation Centre (Appendix OSH: 8.2E)
- Eaton Library (Appendix OSH: 8.2F)

Officer Comment

Each of the identified actions required in the Workplace Inspection Reports are listed for resolving.

Note: Cr T G Gardiner joined the meeting [1.04pm].

Discussion:

Senior OSH Coordinator – Mr Anton Manning, provided information regarding minor changes to the inspection format. Minor works requests can be entered at any time, they do not need to wait for an inspection report.

Cr M T Bennett – What happens if a request is not actioned? Is there a time line on work requests being actioned?

Manager Governance & HR, Mrs Cathy Lee provided information on the works request system and that workplace inspections will be moving from 3 monthly to monthly in the near future.

OCCUPATIONAL SAFETY & HEALTH COMMITTEE RESOLUTION

OSH 07-17 MOVED - Cr T Gardiner SECONDED - Mrs T Maisey

THAT the Occupational Safety and Health Committee receive the Workplace Inspection Reports for the quarter ending June 2017.

CARRIED

8.3 Title: OSH Incident/Accident Quarterly Report

Reporting Department: Executive – HR/OSH

Reporting Officer Mr Anton Manning – Senior OSH Coordinator

Mrs Antonette O'kane – OSH Advisor

Legislation: Occupational Safety and Health Act 1984

Background

INCIDENT / ACCIDENT DATE	CATEGORY	DEPARTMENT	DESCRIPTION
04/04/17	First Aid	Dardanup Depot	Installing concrete pipes and head walls. Standing in trench cutting concrete pipe and just twisted awkwardly. Felt pain in lower back. Advised leading hand.
20/04/17	LTI Medical Treatment	Eaton Depot	Operating pole saw to remove branches, cut a branch felt pinch / pain to shoulder blade area. Assessment by doctor prescribe anti – inflammatory medication.
04/05/17	LTI Medical Treatment	Eaton Depot	Erecting goal posts. As the post was lifted the chain has slipped and the post has struck the team member on the head working adjacent to the lifting area digging holes.
09/05/17	First Aid	Eaton Depot	Lifted edger into and out of cage trailer. Took edger off the same way at Glen Huon oval then started work and noticed quite chronic pain in lower back.
07/05/17	Report only	Eaton Depot	Employees spreading mulch with tractor the pushing motion of the tractor against the mulch has caused a member of the public's fence to be pushed out at an angle.

Discussion:

OSH Representative, Mr Adam Herbert noted that there had been a couple of injuries now that were a result from using the pole saw. Mr Herbert suggested that a harness system could be put in place to lessen the chance of injury arising from its use.

Senior OSH Coordinator, Mr Anton Manning advised that further training could also be put in place.

ACTION

Senior OSH Coordinator, Mr Anton Manning to investigate the purchase of an adequate harness for use with the pole saw; and consider further training in the correct use of the pole saw and harness if required.

OCCUPATIONAL SAFETY & HEALTH COMMITTEE RESOLUTION

OSH 07-17 MOVED - Ms Christine Kennedy SECONDED - Mr Adam Herbert

THAT the Occupational Safety and Health Committee receive the Accident/Incident Report for the quarter ending June 2017.

CARRIED

8.4 Title: Updates/Actions on Three Steps to Safety Plan*Reporting Department: Executive – HR/OSH**Reporting Officer: Mr Anton Manning - Senior OSH Coordinator**Legislation: Occupational Safety and Health Act 1984*Background

The latest LGIS Audit under the 3 Steps to Safety Plan was undertaken on 29 September 2016. The outcome of the audit for the Shire of Dardanup was 72%. Improvements over each quarter are reported to the OSH Committee.

Officer Comment

The following improvements on the Three Steps to Safety Plan have been made since the last OSH Committee Meeting:

3.	CONSULTATION AND REPORTING	
3.4	Workers or their representatives are consulted regarding proposed changes to the work environment, processes or procedures and purchasing decisions that could affect their safety and health	
11/4/2017	PPE Request Form 168 developed and implemented, to provide a clear tracking process and responsibilities for the purchase of PPE	
11/4/2017	PPE register to track items of PPE purchased for employees	
16/5/2017	New Depot Suggestion Forms to provide feedback for employees that have suggestions for the new depot.	
26/5/2017	Shire of Dardanup CEO, Director Engineering & Development Services, Manager Operations and Outside Works staff attend BBQ at new depot to view and provide feedback on any hazards observed.	
2/6/2017	Procedure for PPE purchasing developed to provide responsibilities for staff purchasing PPE.	
6/6/2017	Manager Operations advised via email and Tardis link of New Depot Suggestion Forms.	

5	TRAINING AND SUPERVISION	
Element 5.2	All management and supervisory personnel have received training in health and safety management principles and practices appropriate to their role and responsibilities.	
5/5/2016	Combined Team Services provide OSH for managers and supervisors. Senior Admin Staff, Senior Rec centre staff and all engineering staff.	
6/4/2017	OSH responsibilities training provided by Performance with People to external staff, rec centre staff, library staff and admin staff.	

RECEIVED

8.5 Title: OSH Dashboard

Reporting Department: Executive – HR/OSH
 Reporting Officer: Mrs Antonette O'Kane – OSH Advisor
 Legislation: Occupational Safety and Health Act 1984

Officer Comment

See attached OSH Dashboard for February – May 2017 (Appendix OSH: 8.5).

Note the following Toolbox topics have been distributed to Eaton Depot staff since the last OSH Committee Meeting:

- 2017 05 05 – Hoisting and Rigging

RECEIVED

8.6 Title: Review of the Alcohol, Drugs and Illegal Substance use in the Workplace Policy and Procedure

Reporting Department: Executive – HR/OSH
 Reporting Officer: Mr Anton Manning - Senior OSH Coordinator
 Legislation: Occupational Safety and Health Act 1984

Background -

At the OSH Committee meeting held Wednesday 29 March 2017 the committee resolved as follows:

OCCUPATIONAL SAFETY & HEALTH COMMITTEE RESOLUTION

OSH 22-16 *MOVED - Mrs C Kennedy* *SECONDED - Ms A Carew-Reid*
OSH 05-17

THAT the Shire of Dardanup Occupational Safety and Health Committee request the Senior OSH Coordinator:

- 1. Commence a consultative process with staff with a view to amending the Drug and Alcohol policy to include 'Random' and 'For Causal' testing.*
- 2. Report back to the OSH Committee meeting to be held in June 2017 the outcome of consultation and a draft amended policy and procedure for consideration.*

CARRIED

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low

Officer Comment -

A review of the policy and procedure and consultation processes have commenced.

An analysis is being undertaken of costs involved for:

- The purchase of breath analysis device and the ongoing six monthly calibrations, as per AS 3547:1997.
- Training of staff to administer breathalyser testing.
- The purchase of urine analysis testing kits and swab analysis kits.
- The option of having a provider undertake the drug and alcohol analysis, either mobile or laboratory based.
- Having a secondary drug and alcohol screen at pathology and any attendances at a doctor's surgery if required.

Information, advice and consultation with, LGIS, WALGA and other Local Governments has been sought. Further information from organisations that provide training for drug and alcohol testing, mobile drug and alcohol testing and suppliers of drug and alcohol testing equipment has also been requested.

The consultation and advice from these organisations is to ensure the proposed revised policy and procedure is aligned with best practices now utilised in local government and industry. As a result of this consultation it is proposed that the policy be amended from a 'Drug and Alcohol Policy' to be a 'Fitness for Work' policy that includes the addition of the management of fatigue.

After consideration of all the above items listed, the draft policy and procedure will be provided to the September OSH committee meeting for consideration for adoption.

Council Role - Executive/Strategic

Voting Requirements - Simple Majority

Discussion:

Senior OSH Coordinator, Mr Anton Manning discussed at length the type and costs of breathalyzer and urine tests available. The type of providers and who would take samples was also discussed.

Manager Governance & HR, Mrs Cathy Lee provided information on the progress of the draft policy.

OCCUPATIONAL SAFETY & HEALTH COMMITTEE RESOLUTION

OSH 08-17 MOVED - Mrs Cathy Lee SECONDED - Ms Andrea Carew-Reid

THAT the Shire of Dardanup Occupational Safety and Health Committee request the Senior OSH Coordinator:

1. **Amend policy and procedure 'AP22 and PR31 Alcohol, Drugs & Illegal Substance Use in the Workplace' to include the Management of Fatigue in the workplace and rename the policy and procedure as 'Fitness for Work'**
2. **Continue with the consultative process with staff advising that the policy will be renamed and will include 'Random' and 'For Causal' testing and the 'Management of Fatigue'.**
3. **Report back to the OSH Committee meeting to be held in September 2017 the outcome of consultation and a draft amended 'Fitness for Work' policy and procedure for consideration.**

CARRIED

8.7 Title: Requested Speed Zone Reduction via Main Roads

Reporting Department: Executive – HR/OSH

*Reporting Officer: Mr Anton Manning - Senior OSH Coordinator
 Mrs Antonette O'Kane – OSH Advisor*

Legislation: Occupational Safety and Health Act 1984

Background -

As a result of an OSH site inspections carried out by Shire OSH staff and then the OSH representative, it has been identified that there is a possible hazard associated with the current speed zone on Martin Pelusey Road adjacent to the new Shire of

Dardanup Depot. A copy of the inspection data was forwarded to Main Roads WA for their consideration.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents - None.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Medium

Officer Comment -

On the 2/5/2017 the Shire of Dardanup OSH team carried out an inspection of vehicle access and egress to the new Shire of Dardanup depot. See attached (Appendix OSH: 8.7A) image of a truck and car passing the depot in north-south direction along Martin Pelusey Road directly adjacent to the depot access/egress point.

The area has a posted speed limit of 80km/h on the bend on the approach to Blawearly Close (Appendix OSH: 8.7B).

Staff observed numerous vehicles passing the entrance of the depot during a period of approximately 15 minutes. It has been observed that trucks have achieved acceleration and momentum by the time they have reached the entrance to the new depot.

A serious traffic accident that occurred during Easter in 2016 on Martin Pelusey Road near the area in question was attended by WAPOL, emergency services - fire and ambulance, truck maintenance crews and the Shire of Dardanup OSH staff and Rangers with traffic management.

The driver of the sedan towing a loaded horse float, travelling in a northerly direction along Martin Pelusey Road, had failed to stop in time at the intersection and collided with a moving train. It took approximately four hours to clear the accident scene. One of the causes of the accident was limited ability to stop due to the speed of the vehicle travelling at 80km/h. The photo at (Appendix OSH: 8.7C) is taken on Martin Pelusey road showing the rail Intersection.

There are concerns for Shire of Dardanup employees and others entering and exiting the depot with large vehicles on approach from behind, with limited clear line of sight along with the posted 80km/h speed zone limit. The new depot has altered the amenity of the road area with increased traffic flow and traffic cessations due to vehicle movements entering and exiting the depot.

The process of consultation was as follows: The Senior OSH Coordinator attended the Dardanup Depot on 24 May 2017 to undertake a depot inspection with Shire of Dardanup OSH Representative. The representative raised concerns of heavy items of plant entering and exiting the new depot to traverse and enter a speed zone of eighty

kilometers an hour. The inspection document with the OSH representative notations is attached (Appendix OSH: 8.2D). These concerns were forwarded to the Manager Operations on 24 May 2017.

Australian road authorities have historically set speed limits according to criteria that include road function, road alignment, prevailing traffic speeds and speed environment (covering roadside development as well as road and traffic characteristics).

Drivers react to various influences in choosing their speed and there is constant need to post realistic and credible speed limits to help achieve:

- Voluntary compliance by the majority of motorists;
- Effective regulation of traffic flow;
- Reduced crashes; and
- Optimal safety for vulnerable road users; while
- Having due regard for the amenity of people living and working along streets and roads.

In high risk locations where road improvements (truncation of rail intersection) are unable to occur in the short term, the lowering of speed limits with appropriate changes in the traffic environment (including increased use of warning signs to highlight the change and the fact that the road is a high risk area) is required. This should assist in reducing crash likelihood and severity. The signage may include trucks entering and exiting ahead, signs indicating people on foot in the vicinity and changed conditions ahead.

It is recommended that the speed limit of 80km/h be reduced to 60km/h from the intersection of South West Highway and Martin-Pelusey Road until approximately two hundred meters south of the new fenced area of the Shire Depot on Martin Pelusey Road. The posted speed limit should then increase to 80km/h.

The purpose of the proposed reduction is twofold. The reduction of speed will allow safer movement of individuals and vehicles whilst traversing Martin Pelusey Road in the vicinity of the entry-exit area of the new depot.

This reduction will allow for vehicle speed reduction for the approach to a rail intersection and allow for safer traffic movements, which has historically been problematic at this location.

Main Roads WA was contacted requesting consideration of lowering the speed zone on the road. A response has been received as follows:

From: SARGENT Fiona (TDO) [<mailto:fiona.sargent@mainroads.wa.gov.au>]

Sent: Tuesday, 6 June 2017 12:01 PM

To: James Reilly

Subject: Speed zone on Martin Pelusey Road Dardanup

Hi James

Main Roads would be happy to investigate and consider a speed reduction, but will require recent traffic data from the Shire of Dardanup to support your case.

Regards

Fiona Sargent

A/Customer Services Manager

Metropolitan and Southern Regions / South West

Director Engineering and Development Services Comment

Speed zones, like other regulatory signs and devices, are selected and implemented by Main Roads WA under the powers given to the Commissioner of Main Roads. As a result, the Shire does not have the authority to amend speed zones along roads, including local authority roads.

Shire staff have on many occasions asked Main Roads to implement new speed zonings and/or review existing zonings. When requested, Main Roads staff will undertake an analysis of the road environment as well as review current traffic characteristics, including 85th percentile traffic volumes and classes.

Shire staff have in recent years sought funding via the Regional Road Group for the removal of the redundant cattle crossing adjacent to the depot. This work also includes the widening of Martin Pelusey Road to include a left turning lane and possibly also a passing lane (subject to further analysis). These upgrades are preferable over a speed zone change as they would significantly reduce the risk of rear end crashes. Such modifications would also assist in maintaining smooth, free flowing traffic flows along Martin Pelusey Road.

However, until the road modifications are carried out, a speed zone change could assist. It should be realized that speed zone reductions do not always produce the desired effect if motorists feel comfortable with, and/or believe that they should be, travelling at a greater speed. Anecdotal evidence also suggests that multiple speed zone changes are often disliked by motorists.

If a speed zone change is not supported by Main Roads WA, the Shire has the option of installing advanced warning signs advising of trucks entering Martin Pelusey Road. The Shire has authority to implement advanced warning signs.

It should be noted that long term, it is highly likely that Martin Pelusey Road will be realigned for a portion of the northern section, which includes the section adjacent to the new depot. A new intersection will be created on South Western Highway. This work is proposed to improve queuing capacity at the rail crossing - capacity will need to be increased to accommodate increased traffic resulting from future industrial developments in Picton East and Waterloo Industrial Park. Shire staff have undertaken detailed survey of both Martin Pelusey Road and Harris Road to begin road alignment design work.

RECEIVED

Discussion:

The Committee discussed the entry and exit points to the new Depot and the impact on the traffic flow at length.

Further information is pending from Main Roads WA and the matter will be followed up again when a response from MRWA is received.

9. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

10. NEW BUSINESS OF AN URGENT NATURE

None.

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING.

The next meeting of the Occupational Safety & Health Committee will be held on 20 September 2017.

There being no further business the Chairperson declared the meeting closed at 1.35pm.

10.3 Shire of Harvey submission – (Plastic Bags)

Moved	Cr T Jackson	Seconded	Cr M.Bennett	Carried 9/3
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MOTION

That the South West Zone of WALGA advise the WA Local Government Association that it support the principle of a ban on one use, thin (supermarket) shopping bags, on the basis that a considered State-wide or National implementation and consultation plan is developed which covers issues such as community education, environmental alternatives and an equitable transition period.

Summary

The WA Local Government Association (WALGA) through the Municipal Waste Advisory Council (MWAC) recently sought the views (via a survey) of Western Australian local governments on pollution caused by plastic bags, and specifically whether they would support a ban on the use of plastic bags.

The Shire of Harvey considered the survey and a Notice of Motion from one of its elected members at its meeting held on 8th November 2016 and resolved to refer the matter through the South West Zone of WALGA.

Background

This matter has been raised over recent times at the Shire of Denmark and City of Fremantle. The City of Fremantle has tried unsuccessfully to introduce a Local Law in respect of this matter. A Local Government industry wide response to the issue, or a State or Federal position, is preferred given the wider environmental application.

The Notice of Motion adopted by the Shire of Harvey at its meeting held on 8th November 2016 was as follows –

“That Council, given the renewed groundswell of interest in introducing a state wide ban on one use, thin (supermarket) shopping bags, request this issue to be discussed at the next South West Zone meeting of WALGA, with a view to promoting such legislation at State level.”

Comment

The Shire of Harvey also responded to the WA Local Government Association (WALGA) survey questions relating to single use plastic bags as waste and the consideration of a ban as follows:

1. Is plastic pollution and litter an issue for your Local Government? Why/why not?

Plastic bags as pollution and litter remain a concern for the Shire of Harvey and the local government industry as a whole. Council supports an industry wide, State wide or a Federal approach to resolving the issue, inclusive of the following principles –

- ***Reduction in waste to landfill***

(Appendix ORD: 13.1A)

- **Better environmental outcomes**
 - **Reduction in the number of light weight plastic shopping bags**
2. What actions is your Local Government taking to address littering and prevent plastic entering the environment (e.g. provision of public waste bins, gross pollutant traps, facilitating Adopt a Spot projects)?
- **Public bins at most recreation areas**
 - **Tidy Towns participation**
 - **Supporting the Keep Australia Beautiful Council**
 - **Community clean up days (support of)**
 - **Beach clean-up days (Coast Care groups)**
3. Does your Council support a state-wide plastic bag ban?
- Council is supportive of the principle of such a ban on the basis that a considered State-wide or National implementation plan is developed which covers issues such as community education, environmental alternatives and an equitable transition period.**
4. Would your Council like to introduce a Local Law to ban plastic bags?
- No. This could lead to an ad hoc and inconsistent approach to an issue that has wider implications than individual local governments. Again an industry wide, State wide or Federal action plan incorporating the principles noted in question 1 is Council's preferred position.**

Given this matter is in its relative infancy and is an issue that is best dealt with in a collective manner rather than by individual local governments, the response that the Shire of Harvey provided to the above questions reflected a broad position and one based on principle rather than specific circumstances. Issues such as alternatives to plastic bags, education programs, environmental considerations, and the practicalities of single use plastic bags are all important points that were considered in arriving at a broad position on this matter.

Statutory/Policy Environment

Nil, though the Local Government Act 1995 may have some application if a Local Law is considered, and likewise the Litter Act 1979 may be relevant if looking at controls or a ban on plastic bags.

Budget Implications

Nil in terms of the survey response, however should there be any Local Government involvement in the implementation of any controls or ban associated with plastic bags some financial impact could result.

Officer's Recommendation

That the South West Zone of WALGA advise the WA Local Government Association that it support the principle of a ban on one use, thin (supermarket) shopping bags, on the basis that a considered State-wide or National implementation and consultation plan is developed which covers issues such as community education, environmental alternatives and an equitable transition period.

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Local Government Says: Ban the Bag

THURSDAY, 6 JULY



Media Release

A State-wide ban on single use plastic bags will reduce litter and contamination and has the support of the Local Government sector.

The WA Local Government Association's State Council yesterday passed a resolution in support of a State-wide ban on the plastic bags, agreeing to advocate to the State Government for the ban's introduction.

WALGA President Cr Lynne Craigie welcomed the resolution, saying the agreed position was the result of significant consultation across the sector.

"In supporting a State-wide ban on plastic bags, Local Government is seeking to reduce litter on the land and in our rivers and ocean, reduce the plastic bag contamination in our composting and alternative waste treatment facilities and to engage the community in the waste avoidance discussion," Cr Craigie said.

"This policy position has resulted from significant consultation across the sector and further supports those Local Governments that are already taking action on plastic bags."

Cr Craigie said that in making the decision, the WALGA State Council also agreed that the ban should be supported by community education, environmental alternatives and an equitable transition period.

"We will now commence discussions with the State on how to progress with a ban, something which Environment Minister, Hon. Stephen Dawson MLC, has already indicated they are willing to discuss," she said.

Cr Craigie said the sector was looking forward to the release of the Government Discussion Paper on Plastic Bag Reduction, as it would provide further opportunity for the sector to engage and explore details of the ban and supporting community education and engagement.

She said the Association would support individual Local Governments progressing Local Laws to ban single use plastic bags within their area with a view to maintaining consistency of approach.

(Appendix ORD: 13.1B)

“WALGA will continue to support those Local Governments already progressing Local Laws, as the Councils taking this action are doing so to reflect the direction they have received from their community.”

“We will be recommending they keep in mind the eventual aim of a State wide approach to minimise the impact should legislation be introduced.”

Ends

FOR COMMENT PLEASE CONTACT

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