



Shire of Dardanup

APPENDICES

BOOKLET 5

12.5.1 – 12.5.3

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 22nd of March 2023

Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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APPENDICES

**COMMITTEE
MEETINGS**



MINUTES

INTEGRATED PLANNING COMMITTEE MEETING

Held

8th March 2023

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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VISION STATEMENT

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

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS.....	1
2	RECORD OF ATTENDANCE/APOLOGIES	2
2.1	<i>Attendance.....</i>	2
2.2	<i>Apologies.....</i>	2
3	PRESENTATIONS	2
3.1	<i>Presentation – Mr Phil Anastasakis – Economic Outlook.....</i>	2
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	3
4.1	<i>Minutes - Integrated Planning Committee – 13th April 2022.....</i>	3
5	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	3
6	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN.....	3
7	DECLARATION OF INTEREST	3
8	REPORTS OF OFFICERS	4
8.1	<i>Title: Elected Member Fees, Expenses & Allowances – 2023/24.....</i>	4
8.2	<i>Title: Community Budget Request - 2023/24.....</i>	11
8.3	<i>Title: Events, Programs and Donations - 2023/24.....</i>	16
8.4	<i>Title: Draft Annual Fees & Charges – 2023/24.....</i>	22
8.5	<i>Title: Rating Strategy - 2023/24.....</i>	28
8.6	<i>Title: Debt Management Plan - 2023/24.....</i>	36
8.7	<i>Title: Councillor/Staff Budget Requests 2023/24 – DEFERRED TO 19TH APRIL 2023 IPC MEETING.....</i>	40
8.8	<i>Title: Draft Eaton Recreation Centre Equipment Asset Management Plan 2023/24 – 2032/33.....</i>	45
8.9	<i>Title: Draft IT Asset Management Plan 2023/24 – 2032/33.....</i>	49
8.10	<i>Title: Executive & Compliance Vehicle Asset Management Plan 2023/24 – 2032/33.....</i>	53
8.11	<i>Title: Draft Infrastructure Plant & Vehicle Asset Management Plan 2023/24 – 2032/33.....</i>	58
8.12	<i>Title: Draft Stormwater Asset Management Plan 2023/24 – 2032/33.....</i>	63
8.13	<i>Title: Draft Pathway Asset Management Plan 2023/24 – 2032/33 DEFERRED TO 19TH APRIL 2023 IPC MEETING.....</i>	68
8.14	<i>Title: Draft Parks & Reserve Asset Management Plan 2023/24 – 2032/33 – DEFFERED TO 19th APRIL 2023 IPC MEETING.....</i>	73
8.15	<i>Title: Draft Building Asset Management Plan 2023/24 – 2032/33 – DEFFERED TO 19th APRIL 2023 IPC MEETING.....</i>	74
8.16	<i>Title: Draft Road Asset Management Plan 2023/24 – 2032/33 – DEFFERED TO 19th APRIL 2023 IPC MEETING..</i>	75
9	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	76
10	NEW BUSINESS OF AN URGENT NATURE.....	76
11	MATTERS BEHIND CLOSED DOORS	76
12	CLOSURE OF MEETING	76

Members of Integrated Planning Committee

- Cr MT Bennett
- Cr PS Robinson
- Cr L Davies
- Cr TG Gardiner
- Cr E Lilly
- Cr PR Perks
- Cr SL Gillespie
- Cr MR Hutchinson

Terms of Reference

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2021 - ToR Integrated Planning Committee](#)

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.

Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.

DISCLAIMER

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

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

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

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	Project risk has two main components: <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP INTEGRATED PLANNING COMMITTEE MEETING HELD ON WEDNESDAY, 8TH MARCH 2023, AT SHIRE OF DARDANUP - ADMINISTRATION CENTRE EATON, COMMENCING AT 9.00AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

The Chairperson, Cr Michael Bennett declared the meeting open at 9.00am, welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and those visitors to our Shire.

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 muster point located at the front of the building where we will meet (and complete a roll call).

2 RECORD OF ATTENDANCE/APOLOGIES

2.1 Attendance

Cr. Michael Bennett	-	Shire President
Cr. Peter Robinson	-	Deputy Shire President
Cr. Tyrrell Gardiner	-	Elected Member
Cr. Mark Hutchinson	-	Elected Member
Cr. Ellen Lilly	-	Elected Member [Via Teams]
Cr Luke Davies	-	Elected Member
Cr Patricia Perks	-	Elected Member
Mr André Schönfeldt	-	Chief Executive Officer [Via Teams]
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Ms Susan Oosthuizen	-	Director Sustainable Development
Mr Theo Naudé	-	Director Infrastructure
Mr Kristin McKeachie	-	Manager Assets
Mrs Natalie Hopkins	-	Manager Financial Services
Mrs Cassandra Budge	-	Manager Community Development
Mrs Donna Bailye	-	Governance Coordinator
Mrs Rebecca Hobby	-	PA, Deputy Chief Executive Officer
Mrs Cathy Lee	-	Manager Governance & HR
Mr Chris Murray	-	Manager Information Services
Mr Robert Dempster	-	Manager Recreation Centre
Mr Murray Connell	-	Executive Manager Development Services
Mr Ray Pryce	-	Accountant
Ms Tricia Richards	-	Assistant Accountant
Mrs Katherine Kaurin	-	Assistant Accountant

2.2 Apologies

Cr. Stacey Gillespie	-	Elected Member
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3 PRESENTATIONS

3.1 Presentation – Mr Phil Anastasakis – Economic Outlook

Deputy Chief Executive Officer, Mr Phil Anastasakis provided the Committee with a powerpoint presentation, delivering an overview of the future Economic outlook and its influence on the Budget process.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**4.1 Minutes - Integrated Planning Committee – 13th April 2022****INTEGRATED PLANNING COMMITTEE RESOLUTION**

IPC 01-23 MOVED - Cr P Perks SECONDED – Cr T G Gardiner

THAT the Minutes of the Integrated Planning Committee Meeting held on 13th April 2022, be confirmed as true and correct.

CARRIED
7/0**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

“Committee Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

Discussion:

Chairperson, Cr. M Bennett asked the Committee members if there were any Declarations of Interest to be made. The following declarations were made.

- *Cr E Lilly declared an Impartiality Interest in Item 8.2 Community Budget Request - 2023/24 as she is a member of the Ferguson Valley Marketing Inc. which is involved with the Lost & Found Event*
- *Cr T Gardiner declared an Impartiality Interest in Item 8.2 Community Budget Request - 2023/24 as he is a Shire delegate to Ferguson Valley Marketing Inc which is involved with the Lost & Found Event.*

8 REPORTS OF OFFICERS

8.1 Title: *Elected Member Fees, Expenses & Allowances – 2023/24*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Phil Anastasakis - Deputy CEO</i>
Reporting Officer	<i>Mrs Natalie Hopkins - Manager Financial Services</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Absolute Majority.</i>
Attachments	<i>Appendix IPC: 8.1A – Risk Assessment Tool</i>

Overview

Council is requested to review elected member fees and allowances as part of the formulation of the 2023/24 Corporate Business Plan, Long Term Financial Plan and Annual Budget.

Change to Officer Recommendation No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE MEETING**

IPC: 02-23 MOVED - Cr P Perks SECONDED – Cr M Hutchinson

THAT the Integrated Planning Committee recommends that Council:

1. **Sets the Shire President and Elected Member 2023/24 Annual Attendance Fee at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2023, as determined by the Salaries and Allowances Tribunal.**
2. **Sets the Shire President and Deputy Shire President 2023/24 Annual Local Government Allowance at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2023, as determined by the Salaries and Allowances Tribunal.**
3. **Sets the Elected Member 2023/24 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum Band 3 value for the Shire of Dardanup applying from the 1st of July 2023, as determined by the Salaries and Allowances Tribunal.**
4. **Reimburse child care expenses at the lesser of actual cost or \$35 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for child care expenses.**
5. **Reimburse travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the *Local Government (Administration) Regulations 1996* and Council Policy CnG CP042 - Councillor Fees.**

CARRIED
7/0

Background

The Salaries and Allowances Tribunal (SAT) is empowered to determine certain payments that are to be made or reimbursed to elected Council members.

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

Section 5.98 of the *Local Government Act 1995* (LGA) permits the reimbursement of prescribed expenses and the payment for Councillors to attend meetings and committees.

Meeting Attendance Fees are payable for the attendance at each meeting. SAT determines minimum and maximum fees.

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

Council is anticipating the 2023/24 Salaries and Allowances Determination will be released mid-April with an effective date of the 1st July 2023. There was an increase of 2.5% applied to the 2022/23 Salaries and Allowances, therefore it is anticipated a small increase around 1-2% may be applied from the 1st of July 2023.

The following table sets out the current minimum and maximum Meeting Attendance Fees as determined by the SAT on the 7th April 2022 for the 2022/23 financial year.

MINIMUM & MAXIMUM MEETING ATTENDANCE FEES – 2022/23		
BAND 3		
	Members other than President or Mayor	President or Mayor
Council Meeting (per meeting)	Minimum Fee - \$198 Maximum Fee - \$420	Minimum Fee - \$198 Maximum Fee - \$650
Committee Meeting (per meeting)	Minimum Fee - \$99 Maximum Fee - \$210	Minimum Fee - \$99 Maximum Fee - \$210
Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	Minimum Fee - \$7,880 Maximum Fee - \$16,776	Minimum Fee - \$7,880 Maximum Fee - \$25,976

It has been the practice of Council to pay elected members an Annual Fee in lieu of an attendance fee for each Council meeting under s5.99 LGA.

MEETING ATTENDANCE FEES TO SHIRE OF DARDANUP ELECTED MEMBERS – 2022/23		
CURRENTLY PAID		
	Members other than the President	President
Annual Fee in Lieu of fees for attending meeting per s5.99 LGA	\$12,582 Equates to 75.0% of the Maximum Fee	\$19,482 Equates to 75.0% of the Maximum Fee

5.99. Annual fee for council members in lieu of fees for attending meetings

A local government may decide* that instead of paying council members a fee referred to in section 5.98(1), it will instead pay all council members who attend council or committee meetings —

- (a) the annual fee determined by the Salaries and Allowances Tribunal under the Salaries and Allowances Act 1975 section 7B; or
- (b) where the local government has set a fee within the range for annual fees determined by that Tribunal under that section, that fee.

* Absolute majority required.

In addition to the Meeting Attendance Fee, a President or Mayor may be paid an Annual Allowance in accordance with Section 5.98(5) and Section 5.98A of the LGA.

Deputies may also be paid an Annual Allowance being up to 25% of that payable to Presidents or Mayors. The following tables' set out the Annual Allowance for Band 3 as per the Salaries and Allowances Tribunal, and the Annual Allowance (Local Government Allowance) as adopted by Council for the 2022/23 financial year calculated as 75% of the Maximum Fee.

ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2022/23		
BAND 3		
	President or Mayor	Deputy President or Mayor (up to 25% of President or Mayor)
Band 3 Allowance	Minimum Fee = \$1,051 Maximum Fee = \$37,881	Minimum Fee = \$263 Maximum Fee = \$9,470

ANNUAL ALLOWANCE FOR PRESIDENT OR DEPUTY PRESIDENT – 2022/23		
CURRENTLY PAID		
	President or Mayor	Deputy President or Mayor (up to 25% of President or Mayor)
Local Government Allowance	\$28,411 Equates to 75.0% of the Maximum Fee	\$7,103 Equates to 75.0% of the Maximum Fee

Members are entitled to be reimbursed for prescribed expenses in accordance with Section 5.98 of the LGA. In addition, Council may resolve to reimburse additional prescribed expenses.

Expenses that are required to be reimbursed are regulated as follows.

Expenses that are to be reimbursed — s. 5.98(2)(a) and (3)

(1) For the purposes of section 5.98(2)(a), the kinds of expenses that are to be reimbursed by all local governments are —

- (a) rental charges incurred by a Council member in relation to one telephone and one facsimile machine; and*
- (b) child care and travel costs incurred by a Council member because of the member's attendance at a Council meeting or a meeting of a committee of which he or she is also a member*

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

The extent to which child care costs referred to in sub-regulation (1)(b) can be reimbursed is the actual cost per hour or \$35.00 per hour (2022/23), whichever is the lesser amount.

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

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

Instead of reimbursing a particular type of expense, Council may resolve to pay an annual allowance that is within the prescribed range.

- *Allowances in lieu of reimbursement of telecommunications expenses:*

Elected Members are paid an annual Information and Communications Technology (ICT) Allowance of \$2,625 pa which is 75% of the prevailing maximum band value of \$3,500. The ICT allowance shall be paid in accordance with Section 5.99A of the Local Government Act. This allowance validates all costs relating to telephone usage including plans and contracts, rentals, mobile phones, mobile devices, extra telephone lines, call costs, internet service provider fees, and consumables incurred while performing the functions of a Councillor.

The minimum ICT annual allowance determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2022/23).

- *Allowances in lieu of reimbursement of travelling and accommodation expenses:*

The maximum annual allowance for travelling and accommodation expenses is the same amount as the amount to which a person would be entitled for those expenses in the same circumstances under the Public Service Award in accordance with Council Policy CnG CP042 – *Councillor Fees Policy*.

- *Reimbursements*

Council currently pays the following allowances and expense reimbursements.

- Travel / Accommodation - \$0.6866 per km (1600c to 2600cc), \$0.9554 (over 2600cc), \$0.5669 (under 1600cc) or actual cost incurred.
- Child Care – Maximum \$35 per hour.

Legal Implications

Only reimbursement of permissible expenditure and allowances up to prescribed amounts are payable in accordance with Section 5.98, 5.98A, 5.99 and 5.99A of the *Local Government Act 1995*.

Part 8 of the *Local Government (Administration) Regulations 1996* includes the provisions on which local government payments are made to elected members, refer Regulation 30, 31, and 32.

Council Plan

- 13.1 - Adopt best practice governance.
 13.2 - Manage the Shire's resources responsibly.
 14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

Council currently pays the following Elected Member fees:

ANNUAL ATTENDANCE FEE	
Shire President	\$19,482
Elected Members other than Shire President	\$12,582
ANNUAL LOCAL GOVERNMENT ALLOWANCE	
Shire President	\$28,411
Deputy Shire President	\$7,103
ALLOWANCES PER ANNUM	
Information and Communications Technology	\$2,625
REIMBURSEMENTS	
Travel / Accommodation	\$0.68 km or actual expense incurred
Child Care	Reimburse expenses up to a maximum of \$35 per hour

SAT undertakes an annual review of fees and allowances and publishes the new rates in April each year.

At the Integrated Planning Committee meeting held on the 9th of March 2022 [IPC: 03-22], and subsequent Ordinary Council meeting on the 23rd of March 2022, Council resolved [OCM: 55-22] to move the setting of Elected Members fees and allowances at a fixed 75 percentage of the prevailing published rate. This therefore enables allowances to increase in line with SAT percentage increases automatically.

THAT Council:

- Sets the Shire President and Elected Member 2022/23 Annual Attendance Fee at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1st of July 2022, as determined by the Salaries and Allowances Tribunal.*
- Sets the Shire President and Deputy Shire President 2022/23 Annual Local Government Allowance at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1st of July 2022, as determined by the Salaries and Allowances Tribunal.*
- Sets the Elected Member 2022/23 Annual Information and Communications Technology (ICT) Allowance in lieu of expense reimbursements, at 75% of the prevailing maximum band 3 value for the Shire of Dardanup applying from the 1st of July 2022, as determined by the Salaries and Allowances Tribunal.*
- Reimburses child care expenses at the lesser of actual cost or \$30 per hour (as determined by the Salaries & Allowances Tribunal). Reimbursement shall be made upon submission of documentary evidence that the expense has been incurred for.*
- Reimburses travel expenses upon documentary evidence of km's travelled or expense incurred in accordance with the Local Government (Administration) Regulations 1996 and Council Policy CnG CP042 - Councillor Fees.*

Part 4 of the Resolution was updated into the 2022/23 annual budget as child care expenses increased from \$30 per hour 2021/22 to \$35 per hour 2022/23, as per the Salaries and Allowances Tribunal determination dated the 7th of April 2022.

Council Policy *CnG CP042* adopted on the 28th of September 2022 [OCM: 243-22] incorporates the 75% of the maximum band value for Council Meeting Attendance Fees, Local Government Allowances, Reimbursement of ICT (Information and Communications Technology) Allowances.

Budget Implications

Each year Council includes in the annual budget the anticipated elected member fees, expenses and allowance based on 75% of the SAT Band 3 allowance, together with any increase determined by SAT.

Budget – Whole of Life Cost

As no new assets have been created, there are no direct whole of life or ongoing cost implications.

Council Policy Compliance

CnG CP042 Councillor Fees Policy was reviewed and amended in September 2022 which includes a provision of 75% of the Maximum Band Value for Councillor Fees and Allowances.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.1A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Elected Member Fees, Expenses and Allowances – 2023/24
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Elected Member & Staff Budget requests form part of the Annual Budget Process</p> <p>Legal and Compliance Risk of Council breaching the Local Government Act 1995 – Risk that the Member Fees, Expenses and Allowances is not adopted</p>

Officer Comment

Elected Member remuneration is reviewed annually by the Salaries and Allowances Tribunal. As at the reporting date, the SAT had not released the determination for Local Government Elected Members for payments and allowances effective 1st of July 2023.

In line with Council's decision, it is proposed that Council adopts the following set percentages for the Annual Attendance Fee, the Local Government Allowance, and the ICT Allowance for the 2023/24 financial year:

ANNUAL ATTENDANCE FEE		
	Current 2022/23	Proposed 2023/24
Shire President	\$19,482 equates to 75% of maximum band value (Band 3)	75% of the maximum band value (Band 3)
Councillors other than Shire President	\$12,582 equates to 75% of the maximum band value (Band 3)	75% of the maximum band value (Band 3)

LOCAL GOVERNMENT ALLOWANCE		
	Current 2022/23	Proposed 2023/24
Shire President	\$28,411 equates to 75% of maximum band value (Band 3)	75% of the maximum band value (Band 3)
Deputy Shire President	\$7,103 equates to 75% of maximum band value (Band 3 up to 25% of Shire President)	75% of the maximum band value (Band 3 = up to 25% of Shire President)*

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

ANNUAL INFORMATION & COMMUNICATIONS TECHNOLOGY (ICT) ALLOWANCE		
	Current 2022/23	Proposed 2023/24
All Councillors	\$2,625 per annum equates to 75% of maximum band value (Band 3)	75% of the maximum band value (Band 3)

The minimum ICT annual allowance for determined by SAT is \$500 per annum; the maximum being \$3,500 per annum (2022/23).

END REPORT

8.2 Title: Community Budget Request - 2023/24

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Phil Anastasakis - Deputy CEO
Legislation	Local Government (Financial Management) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.2A – Risk Assessment Tool Appendix IPC: 8.2B – AHOY Management Request

DECLARATION OF INTEREST

Cr E Lilly declared an Impartiality Interest in this item
 Cr T Gardiner declared an Impartiality Interest in this item.
 Please refer to Part 7 'Declaration of Interest' for full details.

Cr E Lilly and Cr T Gardiner remained in the room.

Overview

Council is to consider the community budget requests received as part of the development of the 2023/24 Annual Budget development process.

Change to Officer Recommendation

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

- The Committee resolved to support the AHOY Management request for funding.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE MEETING

IPC 03-23 MOVED - Cr P Robinson SECONDED – Cr M Bennett

THAT the Integrated Planning Committee recommends that Council:

- 1. Continues to financially support the following tourism groups, events and partnerships in the draft 2023/24 Annual Budget and Long Term Financial Plan 2023/24:**

	2023/24	2024/25	2025/26	2026/27
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$23,500	\$24,099
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, and Dardanup Arts Spectacular \$11,500) - CP044	\$35,000	\$35,000	\$35,000	\$35,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$78,500	\$78,500	\$78,500	\$79,099

2. Supports the investigation of a playground potentially being installed in the vacant space opposite the Dardanup shop;
3. Supports the installation of a Picnic Table at the Burekup Bump Track; and
- 4a Supports the AHOY Management request for \$10,000 in funding for the 2023/24 Budget, with the funding to be utilised from the Tourism & Events Grants.

CARRIED

6/1

FOR THE MOTION	AGAINST THE MOTION
Cr M Bennett Cr. T G Gardiner Cr. P S Robinson Cr.P Perks Cr. L Davies Cr E Lilly	Cr. M Hutchinson

Background

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year. Part of Council's process includes considering budget submissions from Community Groups to the Chief Executive Officer, which are to be received no later than 31st March each year (*refer Council Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan*).

Council advertised in the Bunbury Mail on the 19th January 2023 seeking submissions from community and not-for-profit community groups for the 2023/24 Budget closing on 17th February 2023.

Council has received the following Budget requests:

- Request from a resident of Burekup, Ms Sheridan Kirby requesting the installation of a Picnic Table at the Burekup Bump Track.
- A request has been received from Megan Panizza requesting that a playground be installed in the vacant space opposite the Dardanup shop. Ms Panizza's comments - *the Dardanup Bakery is attracting numerous visitors and there is a day care centre being developed next to the shop. A unique facility would be valid. Happy to provide a design for free.*

- Enquiry received from Ferguson Valley Marketing, who were advised that they did not need to submit a new budget request as Council had previously endorsed future funding for 4 years in the Long Term Financial Plan.
- AHOY Management has requested funding of \$10,000 on behalf of Lost & Found Festival 2023 (refer to Appendix IPC: 8.2B).

As an outcome of the Council meeting held on the 28th September 2022 [OCM Res:243-22], an additional \$10,000 was allocated for the Tourism & Events grants budget, which increased this budget from \$25,000 to \$35,000 per annum. This contestable grants budget under Policy CP044, provides funds for grants applications after committed support for Bull & Barrel Festival \$10,500; Eaton Foreshore Festival \$3,000; and Dardanup Arts Spectacular \$11,500.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

6.2. *Local government to prepare annual budget*

(4) *The annual budget is to incorporate —*

(a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the *Local Government (Financial Management) 1996* Regulation states:

5. *CEO's duties as to financial management*

(1) *Efficient systems and procedures are to be established by the CEO of a local government —*

(g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Each year as part of the budget / LTFP development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration. The 2023/24 budget and Long Term Financial Plan adopted by Council included specific allocations to community groups.

Budget Implications

Any approved Community Budget requests will be included in Council's four-year 2023/24 – 2026/27 Corporate Business Plan, and the 2023/24 Annual Budget.

Council's adopted Long Term Financial Plan includes the following contributions relating to tourism, and tourism related festivals, events and activities (excludes community, arts and cultural development programs and Australia Day events):

	2022/23	2023/24	2024/25	2025/26	2026/27
Ferguson Valley Marketing Inc – Operational Grant (plus up to \$6,000 operational costs which are now included in the lease and paid for by Council)	\$23,500	\$23,500	\$23,500	\$23,500	\$24,099
Tourism & Events Grants – (Contestable Grant on application for remaining funds after committed support for Bull & Barrel Festival \$10,500, Eaton Foreshore Festival \$3,000, and Dardanup Arts Spectacular \$11,500) - CP044	\$25,000	\$35,000	\$35,000	\$35,000	\$35,000
Bunbury Geographe Tourism Partnership	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
TOTAL	\$68,500	\$78,500	\$78,500	\$78,500	\$79,099

Budget – Whole of Life Cost

The Ferguson Valley Marketing Inc (FVM) group has received financial support from Council for many years. Based on the success of the FVM in growing membership and attracting grants from other agencies and sources, other requests may be forthcoming from the Board in the future.

Council Policy Compliance

The budget is based on the principles contained in the Council Plan which includes the Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

Policy Exec CP011 Tourism Policy recognises and provides support to Ferguson Valley Marketing Inc.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.2A) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Community Budget Requests – 2023/24
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial Community Budget requests form part of the Annual Budget Process.</p> <p>Reputational Shire brand can be impacted if Community requests are not provided</p> <p>Legal & Compliance Failure to comply with Council policy <i>CP 018 – Corporate Business Plan & Long Term Financial Plan</i> could result in non-compliance</p>

Officer Comment

Based on the previous decisions of Council and level of financial support included in the Corporate Business Plan and Long Term Financial Plan, it is recommended to continue to provide existing levels of financial support to the groups, events and activities as outlined in table within the Budget Implications section of this report.

END REPORT

8.3 Title: Events, Programs and Donations - 2023/24

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Ms Cassandra Budge - Manager Community Development
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.3 – Risk Assessment

Overview

This report summarises the Events and Activities program and donations proposed for the 2023/24 budget.

The Integrated Planning Committee is tasked with considering this program and recommending the inclusion of endorsed items in the 2023/24 budget and Long Term Financial Plan.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE MEETING**

IPC 04-23 MOVED - Cr P Robinson SECONDED – Cr T Gardiner

THAT the Integrated Planning Committee recommends that Council endorses the following 2023/24 Community Events, Library Programs and Donations and allocate funds within the 2023/24 draft budget and Long Term Financial Plan for these activities:

GL or Job #	Event or Program	2023/24 Proposed Budget: Expenditure	2023/24 Proposed Budget: Revenue
0817010	Personal Development Grants	\$10,000	
J11901	Events & Festivals <ul style="list-style-type: none"> • Spring Out Festival • Movies by Moonlight • Youth Week Event • Seniors Celebration Day • Enlighten 	\$60,000	\$10,000
J11902	Public Art Projects	\$20,000	
J11906	Australia Day Breakfast – Eaton	\$9,626	
J11907	Australia Day Breakfast – Burekup	\$1,294	
J11908	Australia Day Breakfast – Dardanup	\$3,105	
J11909	Citizenship Awards	\$2,000	
0812001	Annual School Awards	\$1,350	
0812003	School Chaplaincy	\$6,227	
1113501	South West Academy of Sports	\$5,100	
J08712	Youth Development Programs (CR 318-20)	\$5,000	
J08714	Minor/Community Event Assistance	\$10,000	

GL or Job #	Event or Program	2023/24 Proposed Budget: Expenditure	2023/24 Proposed Budget: Revenue
J11925	Community and Club Capacity Building Workshops & Activities	\$3,000	
J08713	School Holiday Workshops & Activities	\$4,500	
J11921	Community Events - Seniors Workshop & Activities	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	
J11923	Creative Workshops	\$1,500	
1116012	Library Programs Early Learning <ul style="list-style-type: none"> • Jo Jingles • Better Beginnings Program Children and Youth <ul style="list-style-type: none"> • Storytime • School Holidays Program • STEAM Workshops Adult Programming <ul style="list-style-type: none"> • Skills development workshops • Technology and digital literacy • Inclusive workshops • Local and Family History • Authors & Events <ul style="list-style-type: none"> • Author visits • Children’s book week • Summer Reading Challenge • 	\$33,000	
J11917	Place-making activities & Engagement <ul style="list-style-type: none"> • Summer Sounds in the Park • Outdoor wellness programs • Place activation initiatives • Night stalks • Sustainably Living Workshops 	\$25,000	\$10,000
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	
1119504	Community Grants Scheme – \$8.31 per rateable assessment	\$26,598	
TOTAL		\$247,900	\$20,000

CARRIED

6/1

FOR THE MOTION	AGAINST THE MOTION
Cr M Bennett Cr. T G Gardiner Cr. P S Robinson Cr.P Perks Cr. L Davies Cr E Lilly	Cr. M Hutchinson

Background

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year.

In an effort to provide greater information and transparency to Council in allocating funds towards community events, programs and donations, a report has been developed which provides an overview of all of proposed events, programs and donations that will be implemented by Council staff.

The events and programs are derived to meet the actions set-out in the Place and Community Plan that was received and endorsed by Council at its meeting on 16th December 2020 [349/20].

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

6.2. *Local government to prepare annual budget*

(4) *The annual budget is to incorporate —*

(a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the *Local Government (Financial Management) 1996* Regulation states:

5. *CEO's duties as to financial management*

(1) *Efficient systems and procedures are to be established by the CEO of a local government —*

(g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Each year as part of the budget / LTFP development process, Councillors are provided the opportunity to consider and endorse the proposed community events, programs and donations proposed for the future budget year. Many of the community events, programs and donations has been running annually for a number of years.

Budget Implications

This agenda report itemises community, arts and cultural development events and programs and donations that are proposed to be included in the Council's four-year Corporate Business Plan, and the 2023/24 Annual Budget.

GL or Job #	Event or Program	2022/23 Budget Expenditure	2023/24 Proposed Budget: Expenditure	2023/24 Proposed Budget: Revenue
0817010	Personal Development Grants	\$10,000	\$10,000	
J11901	Events & Festivals <ul style="list-style-type: none"> • Spring Out Festival • Movies by Moonlight • Youth Week Event • Seniors Celebration Day • Enlighten 	\$80,000 with \$30,000 Revenue	\$60,000	\$10,000
J11902	Public Art Projects	\$19,000	\$20,000	
J11906	Australia Day Breakfast – Eaton	\$9,300	\$9,626	
J11907	Australia Day Breakfast – Burekup	\$1,250	\$1,294	
J11908	Australia Day Breakfast – Dardanup	\$3,000	\$3,105	
J11909	Citizenship Awards	\$2,000	\$2,000	
0812001	Annual School Awards	\$1,350	\$1,350	
0812003	School Chaplaincy	\$6,016	\$6,227	
1113501	South West Academy of Sports	\$5,100	\$5,200	
J08712	Youth Development Programs (CR 318-20)	\$10,000 with \$5,000 Revenue	\$5,000	
J08714	Minor/Community Event Assistance	\$25,000	\$10,000	
J11925	Community and Club Capacity Building Workshops & Activities	\$11,466 with \$8,466 Revenue	\$3,000	
J08713	School Holiday Workshops & Activities	\$4,500	\$4,500	
J11921	Community Events - Seniors Workshop & Activities	\$3,000	\$3,000	
J11922	Community Events - Youth Workshops & Activities	\$2,500	\$2,500	
J11923	Creative Workshops	\$1,500	\$1,500	
1116012	Library Programs <ul style="list-style-type: none"> Early Learning <ul style="list-style-type: none"> • Jo Jingles • Better Beginnings Program Children and Youth <ul style="list-style-type: none"> • Storytime • School Holidays Program • STEAM Workshops Adult Programming <ul style="list-style-type: none"> • Skills development workshops • Technology and digital literacy • Inclusive workshops • Local and Family History • Authors & Events <ul style="list-style-type: none"> • Author visits • Children’s book week • Summer Reading Challenge • 	\$33,000	\$33,000	
J11917	Place-making activities & Engagement <ul style="list-style-type: none"> • Summer Sounds in the Park • Outdoor wellness programs • Place activation initiatives 	\$27,272	\$25,000	\$10,000

GL or Job #	Event or Program	2022/23 Budget Expenditure	2023/24 Proposed Budget: Expenditure	2023/24 Proposed Budget: Revenue
	<ul style="list-style-type: none"> Night stalks Sustainably Living Workshops 			
1119501	Donation – Bunbury Regional Entertainment Centre	\$15,000	\$15,000	
1119504	Community Grants Scheme – \$8.31 per rateable assessment	\$25,574	\$26,598	
	TOTAL	\$295,828	\$247,900	\$20,000

Budget – Whole of Life Cost

As no assets are created, there are no whole of life costs to Council.

Council Policy Compliance

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.3) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Events, Programs and Donations - 2023/24
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial</p> <p>The draft 2023/2024 Community Services program and the 2023/2024 Library programs are a mixture of ongoing events and workshops that are developed in line with the Strategic Community Plan and any changes outside of this plan will have a positive or negative impact on budget.</p> <p>Reputational</p> <p>Shire brand can be impacted if community programs and events are not provided for</p>

Officer Comment

The draft 2023/2024 Events, Programs and Donations are outlined in the table above. They have been derived from evaluation of previously conducted programs, events and donation with input from the community via consultations, and are designed to meet the outcomes and actions detailed in the Place and Community Plan 2020 – 2030 (The Plan). The Plan guides the priority programs, projects, and initiatives that the Place and Community Team, in partnership with the community, seek to deliver over the coming 10-year period in-line with the Shire’s Council Plan.

The following request was also received from the community:

- The Lions Club of Eaton, requesting only a CPI increase in funding for the 2023/24 year. They have however requested possible assistance from the Shire should their funding through the Federal Government Grant be unsuccessful this year. This matter can be assessed when the need arises.

An increase in grant funding revenue/expenditure is anticipated in some areas based on the success of grant funding applications in 2022/23 financial year. The forecast revenue is reflected in the table above. Should other grant funding be obtained, the events and programs will be expanded in scale but will not exceed Council's budget contribution.

END REPORT

8.4 Title: Draft Annual Fees & Charges – 2023/24

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mrs Natalie Hopkins - Manager Financial Services
Legislation	Local Government (Financial Management) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC 8.4A – Draft Fees and Charges 2023-24 Appendix IPC: 8.4B – Risk Assessment

Overview

This report presents Council with the draft 2023/24 Fees and Charges, which forms part of the 2023/24 budget development process. The final Fees and Charges will be included in the budget adoption report presented to Council in late June 2023.

Change to Officer Recommendation - No Change

Note: Director of Infrastructure, Mr Theo Naude left the room at 9.40am and returned at 9.41am.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE MEETING**

IPC 05-23 - MOVED - Cr M Hutchinson SECONDED – Cr P Robinson

THAT the Integrated Planning Committee recommends that Council:

- 1. Endorse the Draft 2023/24 Schedule of Fees and Charges included as (Appendix IPC 8.4A), to become effective 1 July 2023; and**
- 2. Where required, give local public notice of the applicable Fees and Charges.**

CARRIED
7/0

Background

Section of 6.16 to 6.19 of the Local Government Act 1995 contains the provisions for local governments to set Fees and Charges annually. Historically Council has adopted its annual Fees and Charges later in the financial year, through the Annual Budget adoption process.

Reviewing the draft 2023/24 Fees and Charges early in the financial year allows Council to prioritise and implement budget forecast revenue streams into the 2023/24 Annual Budget from the 1st July 2023.

Legal Implications

Section 6.16 to 6.19 of the Local Government Act 1995 states:

6.16. *Imposition of fees and charges*

- (1) *A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

** Absolute majority required.*

- (2) *A fee or charge may be imposed for the following —*
- (a) *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
 - (b) *supplying a service or carrying out work at the request of a person;*
 - (c) *subject to section 5.94, providing information from local government records;*
 - (d) *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
 - (e) *supplying goods;*
 - (f) *such other service as may be prescribed.*
- (3) *Fees and charges are to be imposed when adopting the annual budget but may be —*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

6.17. *Setting level of fees and charges*

- (1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*
- (a) *the cost to the local government of providing the service or goods; and*
 - (b) *the importance of the service or goods to the community; and*
 - (c) *the price at which the service or goods could be provided by an alternative provider.*
- (2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*
- (3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*
- (a) *under section 5.96(copy of various registers, reports, plans, local laws, etc); or*
 - (b) *under section 6.16(2)(d)(copy of licenses, permits, certificates, etc); or*
 - (c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*
- (4) *Regulations may —*
- (a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*
 - (b) *limit the amount of a fee or charge in prescribed circumstances.*

6.18. *Effect of other written laws*

- (1) *If the amount of a fee or charge for a service or for goods is determined under another written law a local government may not —*
- (a) *determine an amount that is inconsistent with the amount determined under the other written law; or*
 - (b) *charge a fee or charge in addition to the amount determined by or under the other written law.*
- (2) *A local government is not to impose a fee or charge for a service or goods under this Act if the imposition of a fee or charge for the service or goods is prohibited under another written law.*

6.19. *Local government to give notice of fees and charges*

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of—

- (a) *its intention to do so; and*

(b) the date from which it is proposed the fees or charges will be imposed.

Council Plan

- 13.1 - Adopt best practice governance.
13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Each year, setting of the Fees and Charges forms part of the budget / LTFP development process.

Budget Implications

Revenue associated with the adoption of the 2023/24 Fees and Charges will be included in Council's four-year 2023/24 – 2026/27 Corporate Business Plan, 15 year Long Term Financial Plan, and the 2023/24 Annual Budget.

Budget – Whole of Life Cost

As no new assets have been created, there are no direct whole of life or ongoing cost implications.

Council Policy Compliance

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.4B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Draft Annual Fees & Charges – 2023/24	
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial Reputational	Risk that the Draft 2023/24 Fees and Charges is not adopted by Council; Loss of Revenue Inappropriate charging of fees may impact negatively on Council.
	Legal and Compliance	Risk of Council breaching the Local Government Act 1995 – Risk that the Draft 2023/24 Fees and Charges is not adopted by Council

Officer Comment

Council is requested to consider and endorse the draft Fees & Charges for the 2023/24 financial year. The endorsed Fees and Charges will form part of the 2023/24 Annual Budget. Any further adjustments to the Fees and Charges for 2023/24 will be included as part of the Budget adoption meeting scheduled for 28th June 2023.

The proposed fees and charges have been reviewed not only on the basis of cost recovery, but to also allow for a clear application by staff and not be cost prohibitive. Input has been sought from all Managers and key members of staff.

In the schedule of draft 2023/24 Fees and Charges, the majority of the fees and charges have increased by an average of 4%, partly reflective of CPI and other costing methodologies. The level of the fee or charge is set taking into account the cost, the importance to the community and the price of competitors. In each category the fee or charge is subject to a regular assessment to evidence compliance with legislation and to ensure there is no 'revenue leakage' which can result if the underlying costs on which the fee or charge is based exceeds CPI.

It should be noted that whilst some fees and charges have not increased over time, for example statutory fees such as Dog Registration Fees and FOI Applications, all fees and charges are reviewed on an annual basis.

The list of the proposed Draft 2023/24 Fees and Charges includes several new Fees as follows:

- **Rates and Debtors**

- *Item 3.1.9 – Interest imposed on the late payment of rates, fees, charges and service charges – Rates and Charges Arrears; and*
- *Item 3.1.10 – Interest imposed on Rates, Fees and Charges Instalments*

As per the *Local Government Act 1995* s6.51, a local government can impose an interest rate, as set in its Annual Budget, for overdue rates or service charges. The legislated interest rate at which Council can on-charge is 11.0% for Rates and Charges Arrears, and 5.5% for Rates, Fees & Charges Instalments.

Whilst this is not a 'new' rate, it is considered good practice for local governments to include Interest Rates Charges in their Fees and Charges Schedule each year.

- **Animal Control**

- *Item 5.2.3 – Poundage – Dogs – Temporary Holding Fee; and*
- *Item 5.2.12 – Poundage – Cats – Temporary Holding Fee*

A new fee has been introduced whereby Council temporarily 'holds and cares for a cat/dog, usually within Council's premises. The new fee is reflective of Council Ranger's time taken to obtain and care for the animal (that does not get impounded), until the owner can collect the cat/dog.

- **Health**

- *7.3.17 – Application for Keeping of Animals*

Under Council's *Health Local Laws 2000*, and the *Local Government Act 1995*, an application is required for the keeping of various animals (cage birds, large animals, bees etc). Some of these applications require Council determination and a fee is proposed for the processing of these applications. *The fee is the same amount that is charged for an application for a hairdresser.*

- **Waste**

Three new fees for waste tipping fees has been included in the draft 23/24 fees and charges as follows:

- 10.1.2 – *Tipping Fees - 140L Bin (Wheelie Bin)*
- 10.1.2 – *Tipping Fees - Construction and Demolition of Waste (Per Trailer)*

Previously Bunbury Harvey Regional Council (BHRC) Organics Facility took disposed of construction waste (ie rubble) for free, so there was never any consideration into costings. However, this agreement has ended, and this cost seeks to recover the disposal of construction/demolition waste.

- 10.1.2 – *Tipping Fees - E-waste (per large item)*

This is a new waste revenue stream existing at the Waste Transfer Station via a contractor. The proposed fee is similar to other Local Governments, and enables Council to recover the costs associated with disposal of e-waste.

Officer Comment:

As contained in the draft fees and charges, some of the Waste Tipping Fees have increased by more than CPI. In applying a higher increase to some of these fees, Council Officers have reviewed internal processes, costs associated with waste disposal, and sourced other local government fees in comparison to our own.

During 2021/22, BHRC increased its gate fees and simply stopped receiving some waste streams. This, coupled with subsequent gate fee increases in Harvey and Capel has put increasing pressure on the Banksia Road WTS, and we have seen a significant increase in waste through the gate. Mattresses, tyres and general waste volumes are increasing and Council is required to dispose of these at higher costs than in previous years (eg both external rates and increased volumes).

Cemetery Fees

- 10.3.2 – *Cemetery Fees - Plot Fees*

It is proposed that Council considers some higher increases than CPI to several of Council's cemetery fees. For example, Cemetery Plot Fees have been 'free of charge' since 2000, however, a review into surrounding local governments has this fee ranging from \$718 to \$1,835. It is proposed to increase introduce the fee of \$700.00 per plot. Whilst not all Cemetery fees and charges are recommended to increase, some Cemetery Fees are above CPI, but consistent to industry standards and trends.

Eaton Recreation Centre

- 11.3.1 – *Eaton Recreation Centre*

The Corporate Gym Membership has been updated to now include Gym and Group Fitness Memberships, and 3 month Membership options. *Previously the only option was Corporate Full Membership.* A new category is also included 'Corporate Plus Full Membership' that allows for 20% Discount when new members for approved organisations who sign a sponsorship agreement. A Corporate Plus Annual Fee has also been introduced for approved organisations who sign a sponsorship agreement that includes Corporate Plus Membership for their employees, in addition to signage prices and charges.

Personal Training has extended to more session times including 30 Minute sessions, and an option to purchase a Personal Training 20 x Pass package.

A new fee now exists for the Board Room hire which is available to hire at an hourly rate.

Some fees have been removed as they are no longer current or the industry has changed. This includes the 22/23 Joining Fee of \$47.00. It is recommended to remove this fee to be in line with competing Recreation Centres. Across the Eaton Recreation Centre, some fees are proposed by an estimated 2.5% to 4%, whilst other increases are based on industry / market information.

Officer Comment

Overall there are no major changes from the current 2022/23 Adopted Fees and Charges to the Draft Fees and Charges proposed for 2023/24, other than incremental increases in the fee or charge due to the costing methodologies applied within the model, or applying a CPI factor. These changes are reflected in (Appendix IPC:8.4A) 2023/24 Draft Fees and Charges whereby changes from the prior year fee are highlighted in 'red' font.

END REPORT

8.5 Title: Rating Strategy - 2023/24

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Phil Anastasakis - Deputy CEO
Legislation	Local Government (Financial Management) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.5A – Rating Strategy 2023/24 to 2032/33 Appendix IPC: 8.5B – Risk Assessment Tool

Overview

The Committee is requested to consider and endorse the Rating Strategy which is incorporated within the 2023/24 Budget, four year Corporate Business Plan and 10 year Long Term Financial Plan.

Change to Officer Recommendation - No Change.

**OFFICER RECOMMENDED RESOLUTION &
INTEGRATED PLANNING COMMITTEE MEETING**

IPC 06-23 MOVED - Cr T Gardiner SECONDED – Cr P Robinson

THAT the Integrated Planning Committee recommends that Council:

1. **In additional to forecast growth:**
 - a) **Endorse a projected rate revenue increase of 6.0% for the 2023/24 budget, with a 0% increase in GRV minimum rates and a 6.0% increase in UV minimum rates;**
 - b) **Endorse a projected rate revenue increase of 6.0%, 5.0%, 4.0% and 4.0% for the four year Corporate Business Plan; and**
 - c) **Endorse a projected rate revenue increase of 4.0% for years five and six, and 3.0% for years seven to fifteen of the Long Term Financial Plan.**
2. **Endorse the Rating Strategy 2023/24 to 2032/33 (Appendix IPC: 8.5A) including the introduction of Differential Rating from the 2024/25 financial year.**

CARRIED
7/0

Background

As part of the Department of Local Government, Sport & Cultural Industries Integrated Planning and Reporting Framework and legislative requirements, Council is to develop a Long Term Financial Plan for a minimum period of 10 years. The Long Term Financial Plan is a ten year rolling plan (Council staff have projected the LTFP to 15 years) that incorporates the four-year financial projections accompanying the Corporate Business Plan. It is a key tool for prioritisation and ensuring the financial sustainability of the Local Government. The LTFP identifies key assumptions such as demographic projections, rating base growth, consumer price index or local government cost index, interest rates and projected rate increases.

The Annual Budget is directly aligned to year one of the Corporate Business Plan and Long Term Financial Plan.

Under Section 6.2 of the *Local Government Act 1995*, Council is required to prepare and adopt an Annual Budget each year. Part of Council's process includes reviewing the Rating Strategy (refer to Appendix IPC: 8.5A) that has been included in the previous year's Long Term Financial Plan, with these forecast rate increases forming the basis of financial projections associated with the final Long Term Financial Plan, four year Corporate Business Plan and Annual Budget.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

6.2. *Local government to prepare annual budget*

(4) *The annual budget is to incorporate —*

(a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

6.32. Rates and service charges

(1) *When adopting the annual budget, a local government —*

(a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either —*

(i) *uniformly; or*

(ii) *differentially;*

and

(b) *may impose* on rateable land within its district —*

(i) *a specified area rate; or*

(ii) *a minimum payment;*

and

(c) *may impose* a service charge on land within its district.*

** Absolute majority required.*

(2) *Where a local government resolves to impose a rate it is required to —*

(a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*

(b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

6.34. Limit on revenue or income from general rates

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

(a) *be more than 110% of the amount of the budget deficiency; or*

(b) *be less than 90% of the amount of the budget deficiency.*

6.37. Specified area rates

- (1) *A local government may impose a specified area rate on rateable land within a portion of its district for the purpose of meeting the cost of the provision by it of a specific work, service or facility if the local government considers that the ratepayers or residents within that area —*
- (a) *have benefited or will benefit from; or*
 - (b) *have access to or will have access to; or*
 - (c) *have contributed or will contribute to the need for,*
- that work, service or facility.*
- (2) *A local government is required to —*
- (a) *use the money from a specified area rate for the purpose for which the rate is imposed in the financial year in which the rate is imposed; or*
 - (b) *to place it in a reserve account established under section 6.11 for that purpose.*

Local Government (Administration) Regulations 1996:**19C. Strategic community plans, requirements for (Acts. 5.56)****19DA. Corporate business plans, requirements for (Acts. 5.56)**

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
- *Absolute majority required.*
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Each year as part of the Strategic Financial Plan review and development process, Council has adopted a Rating Strategy which establishes the basis of rate increases for the next 10-15 years. These forecast

rate increases are reflected in the interrelated Annual Budget / Corporate Business Plan / Long Term Financial Plan.

On 29th January 2020, Council considered a Differential and Specified Area Rate Review report. The following was later resolved in regards to the Councillor workshop on this topic [OCM 135-20]:

THAT Council:

1. *Defer the Councillor workshop on Differential Rating for two years; and*
2. *Request that this item is brought back to Council in January 2022.*

CARRIED
7/0

During 2022/23 Council conducted two workshops and informally supported in-principle the introduction of Differential Rating from the 2024/25 financial year.

The following table provides a summary comparison of rates raised in 2022/23 with other neighboring and similar sized Council's to the Shire of Dardanup:

Local Government	Rating Type	Specified Area Rates	Average Annual Residential Rate based on a GRV of \$16,380 (Includes Waste Fee)	Minimum Residential GRV Rate	Minimum UV Rural Rate
City of Busselton	8 Differential Rate Categories	Yes	\$1,989.48	\$1,460.00	\$1,594.00
Shire of Harvey	General Rating	Yes	\$2,030.73	\$1,220.00	\$1,220.00
Shire of Dardanup	General Rating	Yes	\$2,099.85	\$1,547.50	\$1,547.50
Shire of Augusta-Margaret River	11 Differential Rate Categories – different minimum rate	No	\$2,130.24	\$1,416.00	\$1,589.00
Shire of Murray	3 Differential Rate Categories	Yes	\$2,267.47	\$1,212.00	\$1,212.00
City of Bunbury	General Rating	Yes	\$2,320.19	\$1,330.00	N/A
Shire of Capel	9 Differential Rate Categories	Yes	\$2,862.85	\$1,430.00	\$1,430.00

Budget Implications

After taking into consideration all other sources of income, Council is required to raise sufficient rates to meet its total expenditure. While Council is permitted to adopt a budget that has a surplus or deficit that does not exceed 10% of its rate revenue, it is not a sustainable long term strategy.

When considering the amount to be raised from Council rates, reference should be made to the Council's ten year Strategic Financial Plan and Long Term Financial Plan that was readopted by Council on 22nd June 2022 [OCM 125-22, 155-22]. This Plan was based on a rate increase of 6.0% for 2023/24 decreasing to 4.0% in 2024/25 and 3.0% from 2029/30 thereafter.

Adopted of 2022/23 Long Term Financial Plan Projections										
	2022/23	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32
FTE's	120.27	119.47	121.17	121.17	121.37	125.07	126.27	126.97	127.17	127.17
Rate Increase	4.0%	6.0%	4.0%	4.0%	4.0%	4.0%	4.0%	3.0%	3.0%	3.0%
Accumulated Surplus	\$142,393	\$146,081	\$93,709	\$127,027	\$69,089	\$28,360	\$53,915	\$171,981	\$219,469	\$283,412

Based on these previous resolutions of Council, the Rates Model for 2023/24 has been formulated at this time using a 6.0% increase in overall rates revenue (excluding growth through 2023/24 interim rates and rates written off), which is forecast to generate rate income of \$15,552,204, compared to a forecast \$14,671,891 for 2022/23. This is an increase of \$880,313 on the total rates income. Currently a one percent rate increase raises approximately \$146,000 in additional rates income.

In 2019/20, 2020/21, 2021/22 and 2022/23 the Council applied a minimum rate of \$1,547.50 for both UV and GRV properties. In the 2023/24 draft budget, the proposed GRV minimum rate is to increase by 0% and remain at to \$1,547.50, with the UV minimum rate to increase by 6.0% to \$1,640.35.

At the 22nd February 2023 Council meeting, Council endorsed (OCM Res: 29-23) the implementation of a new Enterprise Resource Planning (ERP) system for the Shire of Dardanup based on the proposed implementation timeframe and reporting structure outlined in the ERP Business Case 2023. Based on financial requirements outlined in the ERP Business Case 2023, additional funding through the increasing or rates from 4.0% to 5.0% in 2024/25 was endorsed by Council.

The current Long Term Financial Plan, has been reviewed and will require Council consideration as part of the 2023/24 budget development process. The current draft 2023/24 Long Term Financial Plan is based on the following:

Draft 2023/24 Long Term Financial Plan Projections										
	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Growth	1.52%	1.07%	1.30%	1.73%	1.72%	2.00%	2.15%	2.29%	2.73%	2.72%
FTE's	119.47	121.17	121.17	121.37	125.07	126.27	126.97	127.17	127.17	127.17
Rate Increase	6.0%	5.0%	4.0%	4.0%	4.0%	4.0%	3.0%	3.0%	3.0%	3.0%

** Growth projections are based on forecast population growth projections produced by ID.Solutions in 2018, which are due for an update in early 2023.

- *Eaton Landscaping Specified Area Rate*

The Eaton Landscaping Specified Area Rate was the subject of a report to Council in May 2019, where an overview of the funds raised and expenditure incurred since its inception in 2009/10 was provided. This identified that the Specified Area Rate was raised against 4,321 properties in 2018/19 at an average cost of \$55.38 per property. This average is distorted to some degree as 11.5% of the Specified Area Rate is raised by Eaton Fair Shopping Centre. If this one large contributor is removed, the average cost per household is \$48.95. This generated a total of \$241,677 in revenue in 2018/19. The average contribution per household in 2022/23 was \$52.90 (excluding Eaton Fair) based on 4,455 properties.

Council resolved to retain the Eaton Landscaping Specified Area Rate in 2022/23 which has been applied in the draft LTFP for 2023/24 and future years. The total funds forecast to be raised under the Specified Area Rate for 2023/24 is \$273,344. \$100,000 of these funds is allocated towards Eaton Parks and Reserves upgrades, and the remaining \$173,344 allocated towards Millbridge Public open Space maintenance.

- **Annual Percentage Rate Increases**

Factors such as the growth of the Shire, need for additional resources to meet growth demands, the rising cost of labour and materials, previous rate increases approved and a perception of the affordability of a reasonable rate increase are some of the factors taken into account when considering the percentage by which rates in the dollar and minimum rates have to be increased.

It has also been widely recognised that increasing rates solely based on a factor equivalent to the increase in the Consumer Price Index (CPI) is not prudent financial management, as the CPI provides a good estimate of a household's expectation of the price changes (increases) to the goods and services they consume but it does not provide a good estimate of all of the cost pressures faced by Local Government. In the past, indices such as the Local Government Cost Index (LGCI), together with other cost factors, have also been used as a guide for rate increases as the use of this index has been advocated by the Western Australian Local Government Association (WALGA).

Budget – Whole of Life Cost

As no new assets have been created, there are no direct whole of life or ongoing cost implications.

The rating strategy deployed by Council in the 2023/24 financial year will form part of a long term financial planning strategy to maintain the sustainable operations of Council. If Council is not able to adequately fund operations in the 2023/24 financial year, then the financial position of Council will potentially deteriorate in future years as assets age further and demand for services increase with projected population growth.

Council Policy Compliance

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.5B) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.		
Risk Event	Rating Strategy - 2023/24	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Financial sustainability impacted through inadequate rating.
	Legal and Compliance	Compliance with budget, rating and integrated planning review and development process.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Shire reputation can be negatively impacted if rate increases are considered excessive by the community.

Officer Comment

As part of preparing the annual budget, Corporate Business Plan and Long Term Financial Plan, Council considers community needs in relation to its available income requirements for the coming years before deciding how much it should raise in general rates. Council will also consider the extent of the rate burden on rate payers and may decide to forgo some activities and services in order to avoid high rate rises.

The Rating Strategy for 2023/24 requires Council to strike a balance between competing principles to come up with a mixture of rates and charges that provides the income needed for its annual budget while meeting the tests of equity, efficiency and simplicity.

- *Purpose of the Rating Strategy*

The purpose of the Rating Strategy is to provide Council’s preferred position on the following:

- i.) *Method of Rates Calculation;*
- ii.) *Annual percentage rate increase; and*
- iii.) *Minimum rates.*

i) Method of Rates Calculation

In broad terms the total amount of money to be raised in general rates is divided by the total value of all rateable properties. The resulting figure is called the “rate in the dollar”. Council determines the amount to be paid in rates by applying a rate in the dollar to the assessed value of each property. When that total value of all properties increases, the Council reduces the rate in the dollar to compensate. There is no windfall gain.

- *How a “Rate in the Dollar” is calculated?*

For a Council using only a “General Rate”, the rate in the dollar is calculated as follows:

If Council plans to raise the total GRV rate revenue of \$10 million, and the total Gross Rental Value of all rateable properties in the municipality is \$2.38 billion, then the rate in the dollar is calculated by dividing \$10 million by \$2.38 billion = 0.42 cents in the dollar.

- *How are Property’s Rates calculated?*

The basis for calculating property rates are the gross rental values (GRV) or unimproved values (UV) for individual properties provided by Landgate’s Property and Valuations area multiplied by the relevant rate in the dollar.

A property’s GRV represents the amount of the gross annual rental the land might obtain if it is let on a tenancy basis from year to year. A property’s UV means the amount the land may reasonably be expected to obtain if it was sold and assuming no improvements to the land had been made.

For example if the Gross Rental Value of a property is \$16,000 and the Council rate in the dollar is set at 10.0662 cents, the rate bill would be \$1,610.59 (\$16,000 x \$0.100662).

- *Property Valuations.*

Property values affect the amount paid in municipal rates. State legislation requires that all properties in every municipality are revalued every 3-5 years. Dardanup is required to revalue its GRV properties every 3 years and its UV properties every year.

Changes in property values will vary across a municipality. These will be reflected in each property's rate bill. A general revaluation may result in the rates for some properties going up while others go down. If a property's value increases by less than the average increase across the municipality, the rates for that property will be relatively lower. Rates will be relatively higher if a property's value increases by more than the average increase in valuation.

Councils do not collect extra revenue as a result of the revaluation process. Valuations are simply used as an apportioning tool to assess the rates payable for each individual property.

Information about a property's value is included on the rate notice issued by the Council.

END REPORT

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

- 6.2. *Local government to prepare annual budget*
- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Local Government (Administration) Regulations 1996:

19C. *Strategic community plans, requirements for (Acts. 5.56)*

19DA. *Corporate business plans, requirements for (Acts. 5.56)*

- (1) *A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.*
- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long term financial planning.*
- (4) *A local government is to review the current corporate business plan for its district every year.*
- (5) *A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.*
- (6) *A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
*Absolute majority required.
- (7) *If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Each year as part of the Strategic Financial Plan review and development process, Council has adopted a Debt Management Plan which establishes the level of debt and new loans for the next 10-15 years. These forecast new loans are reflected in the interrelated Annual Budget / Corporate Business Plan / Long Term Financial Plan.

Budget Implications

As noted in the Debt Management Plan, the use of debt as a means of funding asset acquisitions, renewals and maintenance is a useful mechanism for allocating the costs of such works over a time frame that reflects when residents will benefit from the assets.

The current projected loans over the next 10 years under the Debt Management Plan are summarised below (refer to Appendix IPC: 8.6A):

Forecast New Loans	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Loan – Stage 1 Admin Building	6.0m										
Loan – R&J Fishwick Sports Pavilion	700k										
Loan – Stage 2 Admin Building		1.5m									
Loan – ERP Project			1.6m								
Total Outstanding Debt (million \$)	8.75	9.78	10.85	10.25	9.63	9.03	8.44	7.87	7.29	6.76	6.20

Budget – Whole of Life Cost

As no new assets have been created, there are no direct whole of life or ongoing cost implications.

Council Policy Compliance

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.6B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Debt Management Plan - 2023/24
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Financial sustainability impacted through too much debt.
	Legal and Compliance Compliance with budget, rating and integrated planning review and development process.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
	Reputational Shire reputation can be negatively impacted if debt levels are considered excessive by the community.

Officer Comment

Currently there are no specific restrictions on Councils ability to borrow. There is a practical limit beyond which debt service costs (Principal + Interest repayments + Government Guarantee Fee) will affect the capacity of Council to deliver service levels. It is therefore critical that debt funding is appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to develop targets and standards for debt that are strategic in nature, rather than relying on debt as a response to current financial requirements.

Councils Debt Strategy requires Council to consider:

- The circumstances under which borrowings are made;
- The impact borrowings will have strategically; and
- If the return on the debt (in commercial situations) can service the debt itself.

Treasury Corporation have produced an indicative debt capacity calculator which is incorporated into the Shire’s Long Term Financial Plan model. While borrowing capacity will vary from year to year, the ‘Indicative Additional Debt Capacity Calculator’ assists Council in determining its borrowing capacity by using information within the Long Term Financial Plan. This is based on prudent loan servicing limits and provides important planning information to help the Council decide if debt should be considered as a financing source for additional future capital expenditure.

Based on financial projections within the current Long Term Financial Plan, together with projected capital expenditure and current and future loans, Council’s additional borrowing capacity for 2023/24 is approximately \$1.06 million. If Council were to raise additional loans it would need additional rate income to be raised to service these additional loan repayments.

For this reason the current funding of asset renewal, replacement and acquisition outlined through the various Asset Management Plans consists of a balance of debt (drawn from future rates), cash reserves (drawn from past rates) and municipal funds (drawn from current year rates).

END REPORT

8.7 Title: Councillor/Staff Budget Requests 2023/24 – DEFERRED TO 19TH APRIL 2023 IPC MEETING

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Phil Anastasakis - Deputy CEO
Legislation	Local Government (Financial Management) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.7 – Risk Assessment Tool

INTEGRATED PLANNING COMMITTEE MEETING RESOLUTION

IPC 08-23 MOVED - Cr M Bennett SECONDED – Cr M Hutchinson

THAT the Integrated Planning Committee defer this item and bring back to the 19th April 2023 Intergrated Planning Committee Meeting.

CARRIED
7/0

Note: Cr P Perks left the room at 10.17am and returned at 10.19am.

Overview

This report summarises the 2023/24 budget requests that have been received from elected members and staff.

The Integrated Planning Committee is tasked with considering these requests and recommending the inclusion of specific items in the 2023/24 budget and Long Term Financial Plan.

OFFICER RECOMMENDED RESOLUTION TO THE INTEGRATED PLANNING COMMITTEE MEETING

THAT the Integrated Planning Committee recommends that Council endorses the following projects be included for consideration in the Draft LTFP, Draft Corporate Business Plan and Draft 2023/24 Budget:

1. Councillor Budget Requests:
 - a.
 - b.
 - c.
 - d.

2. Staff Budget Requests:
 - a.
 - b.

Change to Officer Recommendation

No Change. **OR:**

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

Background

Each year as part of the annual budget development process, elected members, community members and staff are invited to put forward requests for consideration in the draft budget. The requests are considered well before the budget is drafted, to avoid any late changes which may cause delays in the annual budget adoption process.

Requests from elected members, community members and staff were received up to 17th February 2023. Community budget requests are considered as part of a separate Integrated Planning Committee Agenda report. The elected member requests, and staff requests endorsed by the Executive Management Team, are outlined under the section “Budget Implications” below, with the Executive Management Team’s comment and recommendation provided for each item.

Legal Implications

Local Government Act 1995

Local Government (Financial Management) 1996

Section 6.2 (4) of the *Local Government Act 1995* states:

- 6.2. *Local government to prepare annual budget*
- (4) *The annual budget is to incorporate —*
 - (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Part 2, Regulation 5 (1) (g) of the *Local Government (Financial Management) 1996* Regulation states:

- 5. *CEO’s duties as to financial management*
- (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire’s resources responsibly.

Environment - None.

Precedents

Each year as part of the budget / LTFP development process Councillors, community and staff are provided the opportunity to put forward budget requests for consideration.

Budget Implications

Please refer to the following tables: Table 1 – Councillor Budget Requests; and Table 2 – Staff Budget Requests.

COUNCIL BUDGET ADOPTION AND CONSIDERATION ITEMS

PROJECTS		ESTIMATED COST
1.		\$0

COUNCILLOR BUDGET REQUESTS

Cr Mick Bennett – NO ITEMS REQUESTED
Cr Luke Davies – NO ITEMS REQUESTED
Cr Janice Dow – NO ITEMS REQUESTED
Cr Mark Hutchinson – NO ITEMS REQUESTED
Cr Patricia Perks – NO ITEMS REQUESTED
Cr Tyrrell Gardiner – NO ITEMS REQUESTED
Cr Peter Robinson – NO ITEMS REQUESTED
Cr Stacey Gillespie – NO ITEMS REQUESTED
Cr Ellen Lilly – NO ITEMS REQUESTED

STAFF BUDGET REQUESTS

EXECUTIVE SERVICES DIRECTORATE		
PROJECT	AMOUNT	NET BUDGET IMPACT 2023/34
TOTAL	\$0	\$0

CORPORATE & GOVERNANCE DIRECTORATE		
PROJECT	AMOUNT	NET BUDGET IMPACT 2023/24
TOTAL	\$0	\$0

SUSTAINABLE DEVELOPMENT DIRECTORATE		
PROJECT	AMOUNT	A NET BUDGET IMPACT 2023/24
<p><u>Motor Vehicle – Ranger Canopy –ADD AS 23/24 ASSET IN LTFP</u></p> <p>Ranger services have previously undergone manual handling training where it was highlighted that the current vehicle canopy set up that is used for ranger storage and the transportation of animals is not industry standard and does not meet all the requirements highlighted in the Standards and Guidelines – Health and Welfare of Dogs in Western Australia as issued by Department of Primary Industries and Regional Development (DPIRD) in February 2020.</p> <p>As part of forward planning for the changeover of ranger vehicles, it is requested that the budget include an upgrade of the current canopy to a ‘fit for purpose’ industry standard canopy to mitigate identified risks to the Shire. The new ‘fit for purpose’ canopy can be modified and transferred with future vehicle changeovers.</p> <p>PLEASE NOTE: This budget request is for when the next ranger vehicle is due for replacement in 2023/24 and should be included in the changeover vehicle expenses.</p> <p>Finance - This item would be treated as an asset due to its ongoing life. The utility would need to be changed from a dual cab utility to a single cab utility. Vehicle Cost - \$47,971.27 + GST; POD Cost - \$33,564.13 + GST; Cost to transfer POD - \$3,500 + GST</p> <p>While adequate funds exist in the ECV Reserve in 2023/24, there is not adequate funds in future years. Additional Reserve funding would be required.</p>	\$33,564	\$0
<p><u>Project Manager</u></p> <p>Additional hours for Project Manager for the Administration Building project.</p>	\$70,500	\$70,500
<p><u>Reconciliation Action Plan actions</u></p> <p>Per Council Plan, Shire Specific Reconciliation Action plan is to be developed in the 23/24 financial year. Further, the Native title settlement is nearing formalization. Request \$15,000 to allow costs associated with developing Shire RAP plan, providing cultural awareness training to Staff and council and engagement / consultations with the local Aboriginal and Torres Strait Island Community and Elders.</p>	\$15,000	\$15,000

<p><u>Library RFID Equipment & Maintenance</u></p> <p>Increase of costs associated with the administration of the One Library Consortium who administers the Sirsi Dynix system and support systems for the Libraries within the consortium. Consortium requests to increase FTE of the Admin assistant increase of this would cost each consortium member \$5,000.</p>	\$5,000	\$5,000
TOTAL	\$124,064	\$90,500

INFRASTRUCTURE SERVICES DIRECTORATE		
PROJECT	AMOUNT	A NET BUDGET IMPACT 2023/24
<p><u>Bushland Reserves – Annual Firebreak Clearing</u></p> <p>There are 26 reserves (see below) have been identified for contractor slashing which will (overall) cost in the order of \$22k per year.</p> <p>This proposal will greatly assist P&E in reduction of Fusion cases due to customer complaint regarding perceived fire hazards on Shire land. This proposal will also allow P & E crew to remain on their current maintenance schedule which otherwise goes on hold in order to attend to complaints.</p> <p>The P&E team does not have sufficient capacity to undertake this work in-house and therefore propose to appoint a contractor for these works.</p>	\$22,000	\$22,000
TOTAL	\$22,000	\$22,000

[Appendix ORD: 12.5.1A]

The Net impact of Staff and Councillor Budget Requests for 2023/24 total \$112,500.

Budget – Whole of Life Cost

Subject to the projects and timeframes, each would be incorporated in future budgets if approved.

Council Policy Compliance

The budget is based on the principles contained in the Strategic Community Plan and Corporate Business Plan. *Policy CnG CP018 – Corporate Business Plan & Long Term Financial Plan* applies.

All requests from community groups, elected members and staff to be included in the annual Corporate Business Plan shall be lodged with the Chief Executive Officer no later than the 31 March in each year.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.7) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Councillor / Staff Budget Requests 2023/24	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial Legal and Compliance	Elected Member & Staff Budget requests form part of the Annual Budget Process Failure to comply with Council policy <i>CP 018 – Corporate Business Plan & Long Term Financial Plan</i> could result in non-compliance

Officer Comment

Refer to the Executive Management Team comments provided above.

END REPORT

PROCESS – ADJOURNMENT

Note: *The Chairperson, Cr Michael Bennett adjourned the meeting at 10.31am.*

PROCESS – RECONVENING

Note: *The Chairperson, Cr Michael Bennett reconvened the meeting at 10:41 am. All attendees except Mr Ray Pryce and Ms Tricia Richards returned to the room and Cr Ellen Lilly was no longer in attendance via Teams.*

[Appendix ORD: 12.5.1A]

8.8 Title: Draft Eaton Recreation Centre Equipment Asset Management Plan 2023/24 – 2032/33

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Robert Dempster - Manager Recreation Centre
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.8A – Draft Recreation Centre AMP Appendix IPC: 8.8B – Risk Assessment

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Eaton Recreation Centre Equipment Asset Management Plan 2023/24 - 2032/33, together with the Eaton Recreation Centre Equipment Asset Management Plan 2023/24 - 2032/33 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

This will enable staff to update and reschedule where required the 10 Year Equipment Replacement Program for further consideration and adoption at the next meeting of the Integrated Planning Committee.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE MEETING

IPC 09-23 MOVED - Cr M Bennett SECONDED – Cr P Robinson

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Eaton Recreation Centre Equipment Reserve for the delivery of the Eaton Recreation Centre Equipment Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)									
2023/2024 Draft LTFP	100	100	100	100	100	130	130	130	130	130

- Endorses the 10 year Eaton Recreation Centre Equipment Asset Management Plan 2023/24 - 2032/33 acquisition and replacement program (Appendix IPC: 8.8A).**

CARRIED
6/0

[Appendix ORD: 12.5.1A]**Background**

The Eaton Recreation Centre Equipment 10 Year Asset Management Plan is reviewed annually and provides a structured acquisition and replacement program for the equipment located within the Eaton Recreation Centre and Gym.

The Program includes the lease of gym cardio fitness equipment over a rolling period of five years, with the gym strength equipment purchased outright and replaced every 15 years.

The Program has been reviewed in preparation for the 2023/24 Long Term Financial Plan and Corporate Business Plan process and is provided for Council consideration and adoption.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

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

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Council Plan

2.2 - Increase participation in sport, recreation and leisure activities.

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None

Precedents

Council reviews and adopts the 10 Year Program annually and the Eaton Recreation Centre Equipment AMP as and when amendments are made.

Budget Implications

The information contained in the Recreation Centre Equipment 10 Year Program will be used annually to update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget.

The following summary table from the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is provided with the agenda and indicates the projected expenditure and income for the next ten years. (Appendix IPC: 8.8A):

[Appendix ORD: 12.5.1A]

- Equipment Expenditure Summary; and
- Recreation Centre Equipment Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Expenditure	48	140	112	117	131	61	93	128	110	185	95
Reserve Fund Balance	337	300	290	275	248	290	330	337	361	311	350

A complete copy of the Eaton Recreation Centre Equipment 10 Year Asset Management Plan is attached (Appendix IPC: 8.8A).

The following shows the proposed annual transfer compared to the previous year adopted amounts.

	22-23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)										
2022/2023 LTFP	80	80	80	80	80	80	80	80	80	80	180
Draft 2023/2024 LTFP		100	100	100	100	100	130	130	130	130	130

Budget – Whole of Life Cost

Budgeted expenditure and reserve transfer requirements are included annually in the Recreation Centre Equipment 10 Year Asset Management Plan.

Council Policy Compliance

Council Policy CnG CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.8B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Eaton Recreation Centre Equipment Asset Management Plan 2023/24 – 2032/33
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Financial Adoption of this is required for funding of Recreation Services Equipment
	Service Interruption Supply of Equipment is required for the operation of the Centre

[Appendix ORD: 12.5.1A]

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
	Reputational	Risk of negative community response if assets are not maintained or replaced when required.

Officer Comment

The Program has been reviewed to ensure gym cardio fitness equipment and gym strength equipment is replaced based on its estimated useful life, and includes equipment that is purchased outright or leased by Council. Officers’ have also reviewed the prices used in the Program to ensure they reflect the future estimated replacement cost.

END REPORT

[Appendix ORD: 12.5.1A]

8.9 Title: Draft IT Asset Management Plan 2023/24 – 2032/33

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Chris Murray - Manager Information Services
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.9A – Draft IT Asset Management Plan 2023/24 – 2032/33 Works Program Appendix IPC 8.9B – Consolidated Summary 2023/24 – 2032/33 Appendix IPC: 8.9C – Risk Assessment

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for Information Technology expenditure, together with the Information Technology Asset Management Plan 2023/24-2032/33 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Having the ITAMP updated and endorsed by Council will provide staff the opportunity to plan and reschedule the 10 Year IT Replacement and Upgrade Program for final consideration by the Integrated Planning Committee.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE MEETING

IPC 10-23 MOVED - Cr T Gardiner SECONDED – Cr P Perks

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Information Technology Reserve for the delivery of the 10 Year Information Technology Replacement and Upgrade Works Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)									
2023/2024 Draft LTFP	350	350	350	350	375	375	375	400	425	425

- Endorses the 10 year Information Technology Asset Management Plan 2023/24-2032/33 Works Program (Appendix IPC 8.9A).**

CARRIED
6/0

Note: Ms Katherine Kaurin left the meeting at 10.57am

[Appendix ORD: 12.5.1A]**Background**

The document referred to as the ITAMP (Information Technology Asset Management Plan) is a 10 Year Program that summarises all renewal, upgrade and new expenditure programmed for the Council's existing and proposed Information Technology Assets. The IT Asset Management Plan is reviewed annually and provides a structured acquisition and replacement program for the IT equipment, software systems and licences.

The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the expenditure. The 10 Year IT Replacement and Upgrade Works Program considers project priorities in line with the Shire of Dardanup Council Plan (CP).

The IT budget services the day to day operational functions of the Council. It provides technologies and infrastructure to assist staff in delivering meaningful services to the community. It also satisfies the need to provide external data and informational services to the various stakeholders who interface with the Council.

Some of the primary objectives of the IT Asset Management Plan are to:

- Enable the achievement of various strategies within the Shire of Dardanup Council Plan (CP).
- To maintain or improve the quality and effectiveness of information services and business systems provided by the Shire of Dardanup;
- To minimise the impact of organisational growth and systems development on the budget by planning and prioritising the various Information Technology and Systems initiatives; and
- To inform the Long Term Financial Plan and support the Corporate Business Plan.
- Enable progression of the prioritised projects contained in the ICT Strategic Plan which include enabling elements for delivery of the Council Plan.

Year one of the Asset Management Plan will be incorporated into the 2023/24 Annual Budget.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

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

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

[Appendix ORD: 12.5.1A]

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the IT AMP as and when amendments are made.

Budget Implications

The information contained in the IT 10 Year Program will be used annually to update the Council’s Long Term Financial Plan, Corporate Business Plan and Annual Budget.

The following summary tables from the Draft 2023/24 IT 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.9B):

- Information Technology Expenditure Summary; and
- Information Technology Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Operating Expenditure	1,162	1,144	1,342	1,362	1,207	1,271	1,246	1,312	1,343	1,381	1,457
Reserve Fund Balance	607	464	323	212	216	188	201	186	181	201	187

A copy of the IT 10 Year Asset Management Plan Works Program is attached (Appendix IPC: 8.9A).

The following shows the proposed annual transfer compared to the previous year adopted amounts.

	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Annual Transfer (x \$1,000)											
2022/2023 LTFP	400	400	400	450	500	500	500	500	500	600	700
Draft 2023/2024 LTFP		350	350	350	350	375	375	375	400	425	425

Budget – Whole of Life Cost

Budgeted expenditure and reserve transfer requirements are included annually in the IT Asset Management Plan to enable the ongoing replacement of IT assets, software and infrastructure at the end of useful life. In recent years IT infrastructure and hardware items have been acquired as leased assets rather than purchased assets. Due to the administrative overhead of leasing, moving forward the intention is to transition back to a purchased model which involve a gradual transition out of leasing which commenced over the previous year and will continue for the next 3 years.

Council Policy Compliance

Council Policy CnG CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

[Appendix ORD: 12.5.1A]**Risk Assessment**

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.9C) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Draft IT Asset Management Plan 2023/24 – 2032/33	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Adoption of this Item is required for funding of IS and IT services
	Service Interruption	Services of IT and IS depend on adoption of IT Asset Management Plan
	Reputational	Compromised Quality of IT and IS might affect the reputation of council in providing services.

Officer Comment

This year’s IT Asset Management Plan has been approached with the knowledge of the resource constraints facing the Shire in the coming fiscal year and does not reflect an increase from the 2022/23 accounting period despite the impact of high inflation on goods and services.

The Shire of Dardanup is well positioned compared to neighbouring Shires, particularly with regard to cyber security initiatives achieved within the last year. The investment is requested to continue these safeguards over this next term and maintain our position as a leader in this space amongst our peers.

In addition to supporting the business to meet the day to day operational and organisational requirements, Information Services are focused on alignment with the priorities of the Council, the Executive and broader Shire business around:

- The Council Plan 2022 – 2032 (CP);
- The ICT Strategic Plan 2020-2030; and
- Information Services Operational Plan 2022/23.

The specific and aligned key priorities for the next term include continuing the work on the ERP project that is intended to replace the aging and legacy SynergySoft system and preparing for the new building, including an approach of procuring hardware items with a view to early access and installation in the new building to smooth the transition.

Information Services are key enablers of the required ICT systems, data, hardware and software that support the Shire in managing their business as usual and project based activities in order to ensure timely service delivery to the rate payers and local community.

END REPORT

[Appendix ORD: 12.5.1A]**Background**

The Executive & Compliance Vehicle 10 Year Asset Management Plan is reviewed annually and provides a structured acquisition and replacement program for the compliance and executive vehicles utilised by the Council's office based staff. The Program covers the following:

1. Replacement of the Council's existing vehicle fleet – vehicles are replaced at the optimal point in their serviceable life, the triggers being as adopted in Council Policy Exec CP203 – *Light Vehicle Fleet* as follows:

Vehicle Type	Replacement Triggers (whichever occurs first)	
	Age (years)	Odometer Reading (km)
Passenger Vehicles (Sedan/Wagon)	4 years	100,000 km
Light Commercial Vehicles (Utility)	5 years	125,000 km

2. Disposal of vehicles which are deemed surplus to requirements / or disposal within Council Policy CP203 guidelines; and
3. Acquisition of new vehicles where required for new positions.

The Program contains estimates of purchase and sales prices, together with recommended reserve transfers to fund changeovers and new purchases. The Program closely aligns with the Shire of Dardanup Workforce Plan. The Program has been reviewed in preparation for the 2023/2024 Long Term Financial Plan and Corporate Business Plan process and is provided to Council for consideration and adoption. Year one of the Asset Management Plan will be incorporated into the 2023/24 Annual Budget.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

*Local Government (Administration) Regulations 2011**19DA. Corporate business plans, requirements for (Act s. 5.56)*

- (3) *A corporate business plan for a district is to —*
 - (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Council Plan

- 13.1 - Adopt best practice governance.
- 13.2 - Manage the Shire's resources responsibly.

[Appendix ORD: 12.5.1A]

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually as detailed in the Executive and Compliance Vehicle Asset Management Plan, and when amendments are made to the Plan.

Budget Implications

The information contained in the Executive & Compliance Vehicle 10 Year Program will be used annually to update the Council's Long Term Financial Plan, Corporate Business Plan and Annual Budget.

The following summary tables from the Draft 2023/24 Executive & Compliance Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.10B):

- Vehicle Expenditure Summary;
- Sales Revenue Summary; and
- Executive & Compliance Vehicle Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Expenditure	44	404	392	49	88	442	539	56	0	613	343
Sales Revenue	190	190	188	25	35	179	251	28	0	292	172
Reserve Fund Balance	328	239	159	257	331	203	47	151	290	112	108

*Adopted Budget nil changeovers for 2022/23 financial year. At the Ordinary Council Meeting dated 14 December [OCM: 322-22] Council supported the change-over of the Ranger Services Vehicle DA8222.

A complete copy of the Executive & Compliance Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.10A).

The following shows the proposed annual transfer compared to the previous year adopted amounts.

	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)										
2022/2023 LTFP	95	150	100	120	145	200	150	150	155	165	165
Draft 2023/2024 LTFP		120	120	120	120	125	125	130	135	135	165

Budget – Whole of Life Cost

The purpose of the Executive & Compliance Vehicle 10 Year Program is to plan for the acquisition of new and the replacement of existing vehicles. The triggers adopted by Council aim to minimise the overall life cycle cost of the Shire's vehicle fleet.

[Appendix ORD: 12.5.1A]

Council Policy Compliance

Replacement triggers used are in accordance with Council Policy *Exec CP203 – Light Vehicle Fleet*.

Vehicle Type	Replacement Triggers (whichever occurs first)	
	Age (years)	Odometer Reading (km)
Passenger Vehicles (Sedan/Wagon)	4 years	100,000 km
Light Commercial Vehicles (Utility)	5 years	125,000 km

Council Policy *CnG CP018 – Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.10C) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Executive & Compliance Vehicle Asset Management Plan 2023/24 – 2032/33	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Health	Keeping the Council fleet updated ensures that vehicles have the latest emissions and safety controls fitted.
	Financial	Increased costs associated with maintenance and changeover prices if vehicles are not changed over in the changeover period.
	Service Interruption	Older vehicles breaking down, which leads to vehicles not being available to provide the required services to the community.
	Legal and Compliance	Council not being compliant with its own policies and associated Acts and Regulations.
	Reputational	Council staff not driving up to date quality vehicles may lead to reputational risk.
	Environmental	Keeping our fleet updated ensures that vehicles have the latest emission and an environmental controls fitted.

[Appendix ORD: 12.5.1A]***Officer Comment***

The Executive and Compliance Vehicle Asset Program has been updated to reflect the replacement costs of each vehicle, age of vehicle, current odometer readings and the timing of the vehicle replacement cycle.

At the Ordinary Council Meeting held 14th of December 2022 [OCM: 322-22), Council endorsed the changeovers of several vehicles outside of the *CP203 Light Vehicle Fleet Policy*. These changes resulted in deferring the changeover year and have been included in the Draft 2023/24 Executive and Compliance Vehicle Asset Management Plan.

Whilst the Executive and Compliance Reserve Balance remains positive throughout the 10 Year Plan, it should be noted towards the latter years, the Reserve account is declining.

END REPORT

[Appendix ORD: 12.5.1A]

8.11 Title: Draft Infrastructure Plant & Vehicle Asset Management Plan 2023/24 – 2032/33

Reporting Department	Infrastructure Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Theo Naudé - Director Infrastructure Mr Jason Gick - Manager Operations
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC: 8.11A - PVAMP Appendix IPC: 8.11B- Risk Assessment

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Infrastructure Plant and Vehicle Asset Management Plan 2023/24 - 2032/33 (PVAMP), together with the Infrastructure Plant & Vehicle Asset Management Plan 2023/24 – 2032/33 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Having the PVAMP updated and endorsed by Council will provide staff the opportunity to plan and reschedule the 10 Year Plant & Vehicle Replacement Program for final consideration by the Integrated Planning Committee.

Change to Officer Recommendation No Change.

Note: Cr P Perks left the room at 11.02am and returned at 11.06am

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE MEETING

IPC 12-23 MOVED - Cr P Robinson SECONDED – Cr T Gardiner

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Plant and Engineering Equipment Reserve for the delivery of the Infrastructure Plant and Vehicle 10 Year Replacement Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)									
2023/2024 Draft LTFP	250	256	276	315	330	330	330	360	385	390

- Endorses the 10 year Infrastructure Plant and Vehicle Asset Management Plan 2023/24 - 2032/33 acquisition and replacement program (Appendix IPC: 8.11A).**

CARRIED
6/0

[Appendix ORD: 12.5.1A]**Background**

The Infrastructure Plant & Vehicle Asset Management Plan is reviewed on an annual basis to provide a structured approach towards the replacement program for the Shire's Infrastructure plant and vehicles. Replacement of Councils existing vehicle fleet – vehicles replaced at the optimal point in their serviceable life, the triggers being as adopted by Council in Policy CP048 – *Plant & Vehicle Acquisitions and Disposal Policy*

Type	Replacement Triggers (whichever occurs first)		
	Age (years)	Odometer Reading (km)	Hour Meter Reading (hours)
Grader	10	-	8,000
Loader	8	-	8,000
Truck - Light	6	150,000	-
Truck - Medium	8	200,000	-
Ride on Mower	5	-	2,000
Tractor	8	-	5,000
Trailer - Heavy	15	-	-
Trailer - Light	10	-	-
Quad Bike	5	-	-
Backhoe Loader	7	-	5,000
Skid Steer loader	5	-	5,000
Road sweeper	8	-	8,000
Attachments	To be considered for changeover at time of the changeover of the corresponding plant/vehicle.		

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

*Local Government (Administration) Regulations 2011**19DA. Corporate business plans, requirements for (Act s. 5.56)*

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

[Appendix ORD: 12.5.1A]

Council Plan

13.1 - Adopt best practice governance.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the PVAMP as and when amendments are made.

Budget Implications

The information contained in the 10 Year Program will be used annually to develop Council’s Long Term Financial Plan, Corporate Business Plan and Annual Budget.

The following tables from the Infrastructure Plant & Vehicle 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.11A):

- Plant Expenditure Summary;
- Plant Revenue Summary; and
- Plant Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Expenditure	80	415	384	852	329	780	401	279	529	518	687
Sales Revenue	125	125	103	218	85	177	77	58	140	179	223
Reserve Fund Balance	659	616	588	225	289	9	5	104	65	102	19

A complete copy of the Infrastructure Plant & Vehicle 10 Year Asset Management Plan is attached (Appendix IPC: 8.11A);

The following shows the proposed annual transfer compared to the previous year adopted amounts

	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)										
2022/2023 LTFP	126	250	256	276	290	317	300	300	353	365	428
Draft 2023/2024 LTFP		250	256	276	315	330	330	330	360	385	390

Budget – Whole of Life Cost

The purpose of the Plant & Vehicle 10 Year Program is to plan for the acquisition of new and the replacement of existing plant and vehicles. The triggers adopted by Council aim to minimise the overall life cycle cost of the Council’s plant and vehicle fleet.

[Appendix ORD: 12.5.1A]

Council Policy Compliance

Replacement triggers used in the 10 Year Program are in accordance with Policy *Infr CP048– Plant & Vehicle Acquisition and Disposal Policy*.

Council Policy CnG CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.11B) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Event	Draft Infrastructure Plant & Vehicle Asset Management Plan 2023/24 – 2032/33	
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)	
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.	
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.
	Financial	Risk that assets are not acquired to meet demand or needs of the Shire..
	Service Interruption	Risk that assets are not renewed at the right point in the asset life cycle – increased repairs costs, downtime.
	Reputational	Risk that customer levels of service are reduced or are not maintained to meet public expectation.

[Appendix ORD: 12.5.1A]***Officer Comment***

The replacement of existing plant and vehicles has been scheduled in accordance with Council's Policy *Infr CP048 – Plant & Vehicle Acquisition and Disposal Policy*. This Policy was established and adopted by Council to ensure that the Shire's plant and vehicle fleet is replaced at an optimal time, striking a balance between lifecycle cost and serviceability for each class of plant and vehicle.

The following new acquisitions of plant and vehicles have been included in the Program:

- 3-Tonne Truck (2026/27) – Parks & Environment Section – this has been added to assist new staff in the section as identified in the Workforce Plan.
- Tipping Trailer (2023/24) – Parks & Environment: this plant is proposed due to the current need for this versatile trailer.
- Road Sweeper (2033/34) – this is included in the Program. However, Council staff are exploring options to share a road sweeper with a neighbouring Local Government(s) as it is expected that full utilisation will not occur until Wanju and Waterloo Industrial Park are well into development.
- Skid Steer Loader (2028/29) - commonly referred to as a "Bobcat" – Although a useful item to own, and one that is often hired in, the level of utilisation is currently not fully understood. A business case will be prepared by the Operations team to confirm the need and timing of the plant.

Officers therefore recommend that the Integrated Planning Committee endorse the annual Transfer to Reserve for the Plant & Vehicle Replacement Program in the PVAMP, together with the Infrastructure Plant & Vehicle 10 Year Asset Management Plan.

END REPORT

[Appendix ORD: 12.5.1A]

8.12 Title: Draft Stormwater Asset Management Plan 2023/24 – 2032/33

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mr Theo Naudé - Director Infrastructure Mr Kristin McKeachie - Manager Assets
Legislation	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	Appendix IPC 8.12A – Stormwater Asset Management Plan 2023-2024 - Appendix IPC: 8.12B – Summary of Transfers Appendix IPC: 8.12C – Risk Assessment Tool

Overview

The Committee is requested to consider and endorse the Annual Transfer to Reserve for the Storm Water Works Program 2023/24 - 2032/33, together with the Storm Water Asset Management Plan 2023/24 - 2032/33 which has been updated as part of the annual review of the Long Term Financial Plan and Corporate Business Plan.

Having the SWAMP updated and endorsed by Council will provide staff the opportunity to plan and reschedule the 10 Year Storm Water Works Program for final consideration by the Integrated Planning Committee.

Change to Officer Recommendation No Change.

OFFICER RECOMMENDED RESOLUTION & INTEGRATED PLANNING COMMITTEE MEETING

IPC 13-23 MOVED - Cr P Robinson SECONDED – Cr M Hutchinson

THAT the Integrated Planning Committee recommends that Council:

- Adopts the following Annual Transfers to the Storm Water Reserve for the delivery of the 10 Year Storm Water Works Program:**

	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)									
2023/2024 Draft LTFP	25	30	30	50	50	50	50	50	50	50

- Endorses the 10 year Storm Water Asset Management Plan 2023/24-2032/33 Works Program (Appendix IPC: 8.12A).**

CARRIED
6/0

[Appendix ORD: 12.5.1A]**Background**

The document referred to as the SWAMP (Storm Water Asset Management Plan) is a 10 Year Program that summarises all renewal, upgrade and new works programmed for the Council's existing and proposed Storm Water Assets. The document contains estimates of expenditure and revenue, together with recommended reserve transfers to fund the works. The 10 Year Storm Water Asset Works Program considers project priorities in line with the Shire of Dardanup Council Plan (CP).

Over the next few years the focus will be to review asset management practices and asset management plans that support the decisions that result in these works program to ensure sustainable asset management that meets the agreed services levels and is affordable to the community.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

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

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Council reviews and adopts the 10 Year Works Program annually and the SWAMP as and when amendments are made.

Budget Implications

The information contained in the 10 Year Works Program will be used annually to develop the Shire of Dardanup Corporate Business Plan.

The proposed annual reserve transfer for storm water has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2022-2023. A summary of the transfers is provided for in (Appendix IPC: 8.12B).

[Appendix ORD: 12.5.1A]

The following summary tables from the Draft 2023/24 Storm Water 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.12B):

- Storm Water Expenditure Summary; and
- Storm Water Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Expenditure	68	50	0	0	0	0	0	0	0	0	0
Reserve Fund Balance	105	80	110	141	192	243	294	345	397	449	501

A complete copy of the Storm Water 10 Year Asset Management Plan is attached (Appendix IPC: 8.12A).

The following shows the proposed annual transfer compared to the previous year adopted amounts.

	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)										
2022/2023 LTFP	25	25	30	30	50	50	50	50	50	50	50
Draft 2023/2024 LTFP		25	30	30	50	50	50	50	50	50	50

Budget – Whole of Life Cost

The purpose of the SWAMP is to plan for the expansion, upgrade, renewal and maintenance of the Shire’s Stormwater assets and is essentially dealing with the full life cycle requirements of stormwater infrastructure.

Due to the extremely long useful life of stormwater infrastructure (up to 90 years), it is difficult to predict renewal required and most upgrade projects will involve some renewal.

Council Policy Compliance

Council Policy *CnG CP018 – Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.12C) for full assessment document.

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Stormwater Asset Management Plan 2023/24 – 2032/33
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.

[Appendix ORD: 12.5.1A]

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.	
Risk Category Assessed Against	Financial	Risk that assets are not renewed at the end of their useful lives.
	Financial	Risk that assets are not upgraded or created to meet demand.
	Reputational	Risk that customer levels of service are reduced or maintained to meet public expectation.

Officer Comment

Works Program planning and delivery involves a holistic and team approach as it considers not only strategic, asset management and financial decisions but also infrastructure planning and delivery while considering contractual, funding providers and community expectations.

The main aims of the works program review this year include:

- Addressing Council’s priorities for new and improved assets balanced with renewal of assets;
- Providing for existing grant commitments;
- Maximising future grant commitments; and
- Ensuring project scheduling has given detail consideration to project scope and costing.

In order to address item 4 above, Officers recommend that Council implements a Shire-wide Drainage Strategy Review in order to identify areas of immediate need, scale of possible future upgrade requirements and likely areas of risk of inundation due to Climate Change.

This activity will provide guidance on probable future costs and aid in the development of a ‘Needs Based’ program of works over and above the present ‘Age Based’ approach.

In order to free up funds for other purposes and to avoid potential deficits in future Drainage Reserves, some other Upgrade and Expansion works have been deferred beyond the end of the proposed 2023/24 10 Year Program horizon. This is a significant change to the previous endorsed program. Making this change however provides the opportunity for Council to review its priorities for new drainage construction in future Capital Works Programs based upon the outcomes of the proposed Drainage Strategy Review and as budget permits.

The following projects have been deferred beyond the end of the 10 year Program of Works window;

- *Hamilton Road -Hale Street Drainage Capacity improvements;*
- *Hands Creek Water Quality Improvement;*
- *Reserve R35582 - Golding Crescent Reconstruct Spillway; and*
- *Killarney Road Relocate Culvert @SLK 0.105.*

The following drainage improvements recommended in the previous 2022/23 Program will be completed in 2023:

- *Brett Place Open Drain Upgrade*
Urgent upgrades are required to ensure separation of the Shire stormwater drainage system from the Harvey Water irrigation system. Cost is estimated at \$61,500 with designs in 2022/2023 and construction in 2023/2024.

[Appendix ORD: 12.5.1A]

The proposed reserve transfers required for the Draft Stormwater Asset 10 Year Works Programs are currently unchanged.

For a copy of the Draft Storm Water Expansion and Upgrade 10 Year Works Program please refer to (Appendix IPC: 8.12A)

To enable staff to continue the development of the 10 Year Works programs, the Committee is requested to consider the proposed reserve transfers for adoption, which at this stage has not changed from the previous transfers adopted as part of the 2020/2021 programs.

In summary, the proposed draft 2023-24 Works Program is considered a reasonable programme balancing Council's project priorities and funding resources. The Program allows for development of Strategic Advice to support future decision making and the collection and validation of field measurements of existing drainage assets to improve the Shire's Asset Management understanding of this critical service.

END REPORT

[Appendix ORD: 12.5.1A]**2. Endorses the 10 year Pathways Asset Management Plan 2023/24-2032/33 Works Program (Appendix IPC: 8.13A).**

The Pathway Asset Management Plan (PAMP) provides a comprehensive plan for the improvement, expansion, renewal and maintenance of the Shire's pathway network. The PAMP looks at the existing network, determines standards and processes for determining an overall master plan of pathways for the Shire and recommends a program of works for the improvement, expansion and renewal of the pathway network. The PAMP is reviewed annually to take into consideration any changes resulting from traffic, development and subdivisions, newly constructed pathways together with financial constraints.

The PAMP is written in consideration of the Shire of Dardanup Shire of Dardanup Council Plan (CP) and the subsequent 10 Year program is produced for the 2023/2024 Long Term Financial Plan and Corporate Business Plan.

Legal Implications

Local governments are required by legislation to adopt an integrated strategic planning approach to financial management.

Local Government (Administration) Regulations 2011

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

- (3) *A corporate business plan for a district is to —*
- (a) *set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and*
 - (b) *govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and*
 - (c) *develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Council reviews and adopts the 10 Year Program annually and the PAMP as and when amendments are made.

Budget Implications

The information contained in the 10 Year Works Program will be used annually to develop the Shire of Dardanup Corporate Business Plan.

The proposed annual reserve transfer for pathways has not changed from that adopted in the Long Term Financial Plan (LTFP) of 2022-2023. A summary of the transfers is provided for in (Appendix IPC: 8.13B).

[Appendix ORD: 12.5.1A]

The following summary tables from the Draft 2023/24 Pathways 10 Year Asset Management Plan are provided with the agenda and indicate the projected expenditure and income for the next ten years (Appendix IPC: 8.13A):

- Pathways Expenditure Summary; and
- Pathways Reserve Fund Balance.

Annual Transfer (x \$1,000)	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
Expenditure	103	172	225	120	134	131	364	230	146	254	249
Reserve Fund Balance	192	120	45	77	145	216	55	26	81	29	31

A complete copy of the Pathways 10 Year Asset Management Plan Works Program is attached (Appendix IPC: 8.13A).

The following shows the proposed annual transfer compared to the previous year adopted amounts.

	Current Year 22/23	23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33
	Annual Transfer (x \$1,000)										
2022/2023 LTFP	100	100	150	150	200	200	200	200	200	200	250
Draft 2023/2024 LTFP		100	150	150	200	200	200	200	200	200	250

Budget – Whole of Life Cost

The purpose of the PAMP is to plan for the expansion, upgrade, renewal and maintenance of the Shire's pathway network and is essentially dealing with the full life cycle requirements of pathway infrastructure.

A recent condition inspection of the Shire's pathway network has established that the majority of the paths are in good to fair condition. There is however a significant part of the network showing aging and also requiring work relating to cracks and trip hazards caused by other factors than aging. Some of these repairs require redesigns and significant replacements. There has also been some improvements identified to improve pedestrian and cyclist safety especially surrounding schools.

Council Policy Compliance

Council Policy CnG CP018 – *Corporate Business Plan & Long Term Financial Plan* outlines the objective and requirements to enable the annual budget to be adopted by the end of June each year. This incorporates the annual review and updating of Asset Management Plans.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix IPC: 8.13C) for full assessment document.

[Appendix ORD: 12.5.1A]

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Pathway Asset Management Plan 2023/24 – 2032/33
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Financial</p> <p>Risk that assets are not renewed at the end of their useful lives.</p> <p>Risk that assets are not upgraded or created to meet demand.</p> <p>Reputational</p> <p>Risk that customer levels of service are reduced or maintained to meet public expectation.</p>

Officer Comment

Works Program planning and delivery involves a holistic and team approach as it considers not only strategic, asset management and financial decisions but also infrastructure planning and delivery while considering contractual, funding providers and community expectations.

- *Review of Cost Estimates for Proposed Projects*

As part of the Revaluation of Infrastructure Assets in 2022, the Shire of Dardanup undertook a review of the Unit Rates used for the preparation of Costs Estimates for future works on paths. These Unit Rates were provided by the Shire’s third party Valuation Consultant (TALIS Pty Ltd) and were reviewed by the Shire’s external auditors as part of the 2020 Financial Accounting Audit.

In order to reduce the potential for budget overruns or contract shortfalls, it is considered imperative that estimated budgets for future Works are as accurate as possible and are based upon the best information available. The estimated costs of all proposed Works in the proposed 2023/24 Works Program have therefore been re-calculated based upon the 2022 audited Unit Rates.

In addition, the escalation factors used to forecast future costs for Works beyond Year 1 of the Program have been re-calculated based upon the most recent inflation forecast data available from the Australian Bureau of Statistics (ABS).

Based upon the above recalculations, the cost estimates for proposed projects have generally increased by (in the order of) 25% to 30%. This growth is in line with reported cost increases industry-wide, and is driven by inflationary effects on raw materials (primarily as a combined result of the COVID19 emergency and the war in Ukraine).

In order for such large cost escalations to be absorbed within the proposed 2023/24 Works Program and to minimise the impact of these changes on the Shire’s overall fiscal position, the timing of many of the future projects has been adjusted where possible (i.e. some projects have been deferred by up to three years). This is considered both necessary and fiscally responsible.

As a result of the rescheduling of projects noted above, proposed Reserve Transfers for the 2023/24 Works Program have been maintained at the same levels as the previous Program.

[Appendix ORD: 12.5.1A]

A financial summary of the Draft 10 Year Pathways Asset Management Plan is provided for in (Appendix IPC: 8.13A).

To enable staff to continue the development of the 10 year works programs, the Committee is requested to consider the proposed reserve transfers for adoption:

23-24	24-25	25-26	26-27	27-28	28-29	29-30	30-31	31-32	32-33	Total
(x \$1,000)										
100	150	150	200	200	200	200	200	200	250	2,289

In summary, the proposed draft 2023-24 Works Program is considered a reasonable programme balancing Council's project priorities and funding resources. The scheduling of these projects will be presented to the Committee over the coming weeks to improve the program even further.

Future improvements will also consider these programs are supported by monitoring service levels and whole of life implications to improve suitability and affordability into the future.

END REPORT

[Appendix ORD: 12.5.1A]

8.14 Title: Draft Parks & Reserve Asset Management Plan 2023/24 – 2032/33 – DEFFERED TO 19th APRIL 2023 IPC MEETING

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Phil Anastasakis - Deputy CEO</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Nil</i>

Officer Comment

The Draft Parks & Reserves Asset Management Plan will be presented to the Integrated Planning Committee meeting on the 19th April 2023, however discussion will be undertaken at the 8th March 2023 Committee meeting.

RECEIVED

[Appendix ORD: 12.5.1A]

8.15 *Title: Draft Building Asset Management Plan 2023/24 – 2032/33 – DEFFERED TO 19th APRIL 2023 IPC MEETING*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Phil Anastasakis - Deputy CEO</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Nil</i>

Officer Comment

The Draft Building Asset Management Plan will be presented to the Integrated Planning Committee meeting on the 19th April 2023, however discussion will be undertaken at the 8th March 2023 Committee meeting.

RECEIVED

[Appendix ORD: 12.5.1A]

8.16 Title: Draft Road Asset Management Plan 2023/24 – 2032/33 – DEFFERED TO 19th APRIL 2023 IPC MEETING

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Phil Anastasakis - Deputy CEO</i>
Reporting Officer	<i>Mr Theo Naudé - Director Infrastructure</i> <i>Mr Kristin McKeachie - Manager Assets</i>
Legislation	<i>Local Government Act 1995</i> <i>Local Government (Financial Management) Regulations 1996</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>Nil</i>

Officer Comment

The Draft Road Asset Management Plan will be presented to the Integrated Planning Committee meeting on the 19th April 2023, however discussion will be undertaken at the 8th March 2023 Committee meeting.

RECEIVED

[Appendix ORD: 12.5.1A]

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 Chairperson advised that the date of the next Integrated Planning Committee Meeting will be Wednesday, 19th April 2023.

There being no further business the Chairperson declared the meeting closed at 11.17am.



2023/24

DRAFT Schedule of Fees and Charges

2023/24

DRAFT Schedule of Fees and Charges

		Contents		
	Page		Page	
Function 3 - General Purpose Income		Function 10 - Community Amenities		
3.1 - Rates & Debtors	3	10.1 - Waste Management	16	
3.2 - Rates & Property Information Search Fees	3	- Waste Charges (Domestic, Recycling, FOGO)	16	
Function 4 - Governance		- Refuse Site (Tip) Fees	17	
4.1 - Sale of Electoral Rolls (Removed)	4	- Recycling (Glass Only)	17	
4.2 - Minutes & Agendas	4	- Septic Tank Fees	17	
4.3 - Printing & Photocopying	4	10.2 - Town Planning & Regional Development	18	
4.4 - Freedom of Information	4	10.3 - Cemetery Fees & Charges	22	
4.5 - Election Nomination Deposit Fee	4	10.4 - Environment	23	
Function 5 - Law, Order & Public Safety		Function 11 - Recreation & Culture		
5.1 - Fire Prevention	5	11.1 - Public Halls, Buildings, Sports Pavilion	23	
5.2 - Animal Control - Dogs and Cats	5	11.2 - Parks, Gardens & Reserves	25	
5.3 - Animal Control - Cattle Impounding	9	11.3 - Eaton Recreation Centre	26	
5.4 - Abandoned Vehicles	10	11.4 - Libraries	31	
5.5 - Abandoned Trolleys	11	Function 12 - Transport		
Function 7 - Health		12.1 - Special Plate Series	31	
7.1 - Licence	11	- Verge Inspection Fees	31	
7.2 - Water Sampling	12	- Contribution to Works, Roads, Pathways	31	
7.3 - Other Charges - Health	12	Function 13 - Economic Services		
7.4 - Pet Meat	13	13.1 - Caravan Parks & Camping Grounds	32	
7.5 - Offensive Trades, Public Health, Food Hygiene	15	- Building Control	32	
7.6 - Public Health	15	- Extractive Industries	33	
7.7 - Food Hygiene - Health	15	Function 14 - Other Property & Services		
		14.2 - Private Works	34	
		- Administration	34	
		- Events Application Fees	34	
		- Traffic Management Plan Preparation	34	

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
FUNCTION 3 General Purpose Income													
3.1 Rates & Debtors													
3.1.1 Instalment Fee	X		31.1	2022	2022	\$ 42.00	\$ 42.00	N	\$ 42.00	0321003		Regulatory	Local Government Act 1995
3.1.2 Direct Debit Plan / Payment Arrangement (Annual Fee) - State Government Rebate Recipients (i.e. Pensioner Concession, State Concession, WA Seniors Cardholders)	X		31.1	2022	2022	\$ 42.00	\$ 42.00	N	\$ 42.00	0321003		Regulatory	Local Government Act 1995
3.1.3 Rates Notice Re-issue	X		ATO Private Ruling			\$ 12.00	\$ 12.00	N	\$ 12.00	0321012	0400		ATO Private Ruling
3.1.4 Dishonoured Payment Administration Fee	X		ATO Private Ruling			\$ 17.00	\$ 18.00	N	\$ 18.00	0321011			ATO Private Ruling
3.1.5 Debt Recovery Costs	X		ATO Private Ruling			At Cost	At Cost	N	At Cost	0321010	0176		ATO Private Ruling
3.1.6 Administration Charge - Issue of Court Claim	X		ATO Private Ruling	2022	2023	\$ 142.00	\$ 150.00	N	\$ 150.00	0321011	0434		ATO Private Ruling / Charge of Debt Recovery
- Administration Charge - Court Filing Fees Plus Associated Travel Fees (as per Legal Fees incurred by Council)						\$ -	\$ 321.00	N	\$ 321.00	0321011	0434		ATO Private Ruling / Charge of Debt Recovery
3.1.7 Administration Charge - Intention to Summons Letter	X		ATO Private Ruling	2022	2023	At Cost	At Cost	N	At Cost	0321011	0434		ATO Private Ruling
3.1.8 Administration Charge - Lost / Damaged Library Book per book levied at invoice stage	X		ATO Private Ruling	2022	2022	\$ 7.50	\$ 7.50	N	\$ 7.50	0321011	0172		ATO Private Ruling
3.1.9 Interest imposed on the late payment of rates, fees, charges and service charges - Rates and Charges Arrears	X			2021	2022	7.0%	11.0%	N	7.0%	0321001		Regulatory	Local Government Act 1995, S6.51, Waste Avoidance & Resource Recover Act 2007, S68
3.1.10 Interest imposed on Rates, Fees and Charges Instalments	X			2021	2022	5.5%	5.5%	N	5.0%	0321002		Regulatory	Local Government Act 1995, S6.51, Waste Avoidance & Resource Recover Act 2007, S68
3.2 Rates & Property Information Search Fees													
3.2.1 Rates & Property Inquiry Charge	X		31.32, Section 81-10 (5) (a) GST Act	2022	2023	\$ 38.00	\$ 40.00	N	\$ 40.00	0321012	0400		Local Government Act 1995
3.2.2 Rates Inquiry and Orders & Requisitions	X		31.32	2022	2023	\$ 180.00	\$ 187.00	N	\$ 187.00	0321012	0400		Local Government Act 1995
3.2.3 Government Agency Rates Enquiry Fee	X			2021	2023	\$ 20.00	\$ 21.00	N	\$ 21.00	0321012	0400		Local Government Act 1995
3.2.4 Non Commercial Use Property Listing - Hard Copy	X			2022	2023	\$ 370.91	\$ 386.36	Y	\$ 425.00	0321013	0401		Rates Book - LGA 1995
3.2.7 Non Commercial Use Property Listing - Electronic	X			2022	2023	\$ 327.27	\$ 340.00	Y	\$ 374.00	0321013	0401		Rates Book - LGA 1995

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
FUNCTION 4 Governance													
4.1 Sale of Electoral Rolls													
NOT FOR SALE - OBTAIN VIA WA ELECTORAL COMMISSION ONLY													
4.1.1													
4.2 Minutes & Agendas													
4.2.1		X	32.34/ATO Private Ruling			No Charge	No Charge	N	No Charge				Local Government Act 1995
4.3 Printing and Photocopying													
4.3.1 Normal													
A4 B/W	X			2014	2023	\$ 0.64	\$ 0.91	Y	\$ 1.00	0422002	0404		
A4 Colour	X			2014	2023	\$ 1.36	\$ 1.59	Y	\$ 1.75	0422002	0404		
A3 B/W	X			2014	2023	\$ 1.09	\$ 1.36	Y	\$ 1.50	0422002	0404		
A3 Colour	X			2014	2023	\$ 2.27	\$ 2.50	Y	\$ 2.75	0422002	0404		
A2 B/W Print	X			2017	2023	\$ 9.09	\$ 10.00	Y	\$ 11.00	0422002	0404		
A1 B/W Print	X			2017	2023	\$ 18.18	\$ 20.00	Y	\$ 22.00	0422002	0404		
4.3.2 Own Paper Supplied													
A4 B/W	X			2022	2023	\$ 0.45	\$ 0.50	Y	\$ 0.55	0422002	0404		
A4 Colour	X			2022	2023	\$ 0.91	\$ 1.36	Y	\$ 1.50	0422002	0404		
A3 B/W	X			2022	2023	\$ 1.36	\$ 1.82	Y	\$ 2.00	0422002	0404		
A3 Colour	X			2022	2023	\$ 1.82	\$ 2.00	Y	\$ 2.20	0422002	0404		
4.4 Freedom of Information													
4.6.1	X		ATO Private Ruling		Regulatory	\$ 30.00	\$ 30.00	N	\$ 30.00	0422003		Regulatory	FOI Act 1992
4.6.2	X		ATO Private Ruling		Regulatory	\$ 30.00	\$ 30.00	N	\$ 30.00	0422003		Regulatory	Per Hour (fee set under FOI Regs 1993)
4.6.3	X				Regulatory	\$ 0.20	\$ 0.20	N	\$ 0.20	0422003		Regulatory	Per Copy (fee set under FOI Regs 1993)
4.5 Election Nomination Fees													
4.7.1	X					\$ 80.00	\$ 80.00	N	\$ 80.00	Muni/Trust - TN100		Regulatory	Local Government (Elections) Regulations 1997 - Regulation 26(1)

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
FUNCTION 5 Law, Order & Public Safety													
5.1 Fire Prevention													
5.1.1 Administration Fee (Arrange Fire Hazard Clearing)		X		2022	2022	\$ 120.00	\$ 120.00	N	\$ 120.00	0521002			Bush Fires Act 1954 and Local Government Act 1995
5.1.2 Administration Fee (Repeat Inspection for Non-Compliance with Fire Prevention Order)		X		2022	2022	\$ 120.00	\$ 120.00	N	\$ 120.00	0521002			
5.1.3 Fire Hazard Prevention / Reduction Works for Non-Compliance with Order	X			2022	2022	At Cost	At Cost	Y	At Cost	0521001			
5.2 Animal Control													
5.2.1 Dog Tag Replacement (Transfer In)		X	37.1/ATO Private Ruling	2022	2022	\$ 10.00	\$ 10.00	N	\$ 10.00	0523005			Dog Act 1976
5.2.2 Ranger Fee	X							Y	At Cost	0523002	0405		
5.2.3 Poundage - Dogs													
Impounding / Release Fee (plus sustenance)		X	31.23/31.24	2022	2023	\$ 160.00	\$ 165.00	N	\$ 165.00	0523006			Oncost of charges set by City of Bunbury (MOU)
Temporary Holding Fee		X			New 2023	\$ -	\$ 80.00	N	\$ 80.00	0523006			Holding of dog (not impounded)
5.2.4 Sustenance (per day) - Dogs		X	ATO Private Ruling	2022	2023	\$ 33.00	\$ 35.00	N	\$ 35.00	0523006			Oncost of charges set by City of Bunbury (MOU)
5.2.5 Dog Surrender Fee/and or Euthanise (Voluntary)	X			2014	2023	\$ 181.82	\$ 186.36	Y	\$ 205.00	0523007			
5.2.6 Annual Inspection of Premises for Dangerous Dogs / Restricted Breeds		X	ATO Private Ruling	2017	2023	\$ 135.00	\$ 140.00	N	\$ 140.00	0523003			
5.2.7 Kennel Licence and / or Dog Management Facility													
Application Fee		X	31.7 ATO Private Ruling		2017	\$ 200.00	\$ 200.00	N	\$ 200.00	0523005	0131	Regulatory	Dog Act 1976 (Dogs Local Law 2014)
Transfer of Kennel Licence and / or Dog Management Facility		X	ATO Private Ruling	2014	2022	\$ 110.00	\$ 110.00	N	\$ 110.00	0523003			ATO Private Ruling
Annual Inspection and Renewals of Kennel and / or Dog Management Facility		X	ATO Private Ruling	2017	2022	\$ 130.00	\$ 130.00	N	\$ 130.00	0523003		Regulatory	ATO Private Ruling

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
5.2.8 Animal Control Traps - (Guidelines form to be completed)													
Weekly Hire - No Charge		X			Reviewed 2022	No Charge	No Charge	N	No Charge				
Bond		X			Reviewed 2022	\$ 150.00	\$ 150.00	N	\$ 150.00	Muni/Trust - THIRE01			Bond
5.2.9 Dog Microchip Database Update (by Council)	X				Reviewed 2022	\$ 13.64	\$ 13.64	Y	\$ 15.00	0523002			Cost recovery fee from registered owner when Council is updating microchip details into company database on behalf of owner.
5.2.10 Dog Registrations & Licences													Dog Act 1976
<u>Sterilised</u>													
1 Year		X	31.7		2013	\$ 20.00	\$ 20.00	N	\$ 20.00	0523005		Regulatory	Dog Regulations 2013 Registration after 31st May 50%
3 Years		X	31.7		2013	\$ 42.50	\$ 42.50	N	\$ 42.50	0523005		Regulatory	
Lifetime		X	31.7		2013	\$ 100.00	\$ 100.00	N	\$ 100.00	0523005		Regulatory	
Pensioner - 1 Year (50% Concession)		X	31.7		2013	\$ 10.00	\$ 10.00	N	\$ 10.00	0523005		Regulatory	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		Regulatory	
Pensioner - Lifetime (50% Concession)		X	31.7		2013	\$ 50.00	\$ 50.00	N	\$ 50.00	0523005		Regulatory	

General Description	GST Treatment		Division 81 (ATO) Determinatio n/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Unsterilised													
1 Year - Unsterilised	X		31.7		2013	\$ 50.00	\$ 50.00	N	\$ 50.00	0523005		Regulatory	Common Expiry 31st October
3 Years - Unsterilised	X		31.7		2013	\$ 120.00	\$ 120.00	N	\$ 120.00	0523005		Regulatory	
Lifetime - Unsterilised	X				2013	\$ 250.00	\$ 250.00	N	\$ 250.00	0523005		Regulatory	
Pensioner - 1 Year (50% Concession)	X		31.7		2013	\$ 25.00	\$ 25.00	N	\$ 25.00	0523005		Regulatory	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		Regulatory	
Pensioner - Lifetime (50% Concession) Pensioner Concession 50% (refer above fees)	X		31.7		2013	\$ 125.00	\$ 125.00	N	\$ 125.00	0523005		Regulatory	
Droving/Tending Stock (working dog) Concession 25% of fee Guide Dog Nil					2013 2013	Nil	Nil	N N	25% Nil				
State Emergency Tracker Dog / Kept for purposes of the Crown Declared Dangerous and Restricted Breed dogs	X X				2013	\$ 1.00 \$ 50.00	\$ 1.00 \$ 50.00	N N	Nil \$ 50.00	0523005 0523005			Dog Act 1976 s. 15 (4) Dog Regulations 2013 Dog Regulations 2013, r. 17 (3) 2. 9(g)
Registration of Dog in an approved kennel establishment, per establishment	X				2013	\$ 200.00	\$ 200.00	N	\$ 200.00	0523005			
5.2.11 Application for More than Two Dogs	X		ATO Private Ruling	2022	2023	\$ 130.00	\$ 140.00	N	\$ 140.00	0523003			ATO Private Ruling
5.2.12 Poundage - Cats													
Impounding / Release Fee (plus sustenance)	X		31.23/31.24	2022	2023	\$ 160.00	\$ 165.00	N	\$ 165.00	0523006			Oncost of charges set by City of Bunbury (MOU)
Temporary Holding Fee	X				New 2023	\$ -	\$ 80.00	N	\$ 80.00	0523006			Holding of cat (not impounded)
5.2.13 Cat Tag Replacement (Transfer In)	X		37.1/ATO Private Ruling	2013	2022	\$ 10.00	\$ 10.00	N	\$ 10.00	0523008			
5.2.14 Sustenance (per day) - Cats	X		ATO Private Ruling	2022	2023	\$ 33.00	\$ 35.00	N	\$ 35.00	0523006			Oncost of charges set by City of Bunbury (MOU)
5.2.15 Cat Surrender Fee/and or Euthanise (Voluntary)	X			2022	2023	\$ 181.82	\$ 186.36	Y	\$ 205.00	0523007			Cost recovery fee from registered owner when Council is updating microchip details into database on behalf of owner.
5.2.16 Cat Microchip Database Update (by Council)	X				Reviewed 2022	\$ 13.64	\$ 13.64	Y	\$ 15.00	0523002			

General Description	GST Treatment		Division 81 (ATO) Determinatio n/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
5.2.17 Cat Registrations & Licences													
1 Year - Sterilisation Compulsory		X			2013	\$ 20.00	\$ 20.00	N	\$ 20.00	0523008		Regulatory	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		Regulatory	Common Expiry 31st October
Lifetime - Sterilisation Compulsory		X			2013	\$ 100.00	\$ 100.00	N	\$ 100.00	0523008		Regulatory	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		Regulatory	Cat Regulations 2012, Sched 3 Fees
Pensioner - 1 Year - Sterilisation Compulsory (50% Concession)		X			2013	\$ 10.00	\$ 10.00	N	\$ 10.00	0523008		Regulatory	Pensioner Concession 50% as defined per the Rates & Charges
Pensioner - 3 Years - Sterilisation Compulsory (50% Concession)		X			2013	\$ 21.25	\$ 21.25	N	\$ 21.25	0523008		Regulatory	(Rebates and Deferments)
Pensioner - Lifetime - Sterilisation Compulsory (50% Concession)		X			2013	\$ 50.00	\$ 50.00	N	\$ 50.00	0523008		Regulatory	Act 1992
Pensioner Concession 50% of fee (refer above fees)					2013	\$ -	\$ -		\$ -	0523008		Regulatory	
5.2.18 Cat Management Facility													
Application Fee		X			2014	\$ 200.00	\$ 200.00	N	\$ 200.00	0523008			Cat Act 2011, Pt 3 Div 3, s. 31
Annual Inspection and Renewal of Cat Management Facility Licence		X			2017	\$ 125.00	\$ 125.00	N	\$ 125.00	0523008		Regulatory	Cat Act 2011, Pt 3 Div 3, s. 31
Transfer of Cat Management Licence Facility		X	ATO Private Ruling		2014	\$ 110.00	\$ 110.00	N	\$ 110.00	0523003			ATO Private Ruling
5.2.19 Application for More than Two Cats		X			2022	\$ 130.00	\$ 140.00	N	\$ 140.00	0523003			ATO Private Ruling

General Description	GST Treatment		Division 81 (ATO) Determinatio n/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
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	\$ 75.00	\$ 75.00	N	\$ 75.00	0523006			Local Government (Misc Prov) Act 1960
6pm - 6am and weekend or Public Holiday	X		31.25		2017	\$ 125.00	\$ 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	\$ 75.00	\$ 75.00	N	\$ 75.00	0523006			Local Government (Misc Prov) Act 1960
6pm - 6am and weekend or Public Holiday	X		31.25		2017	\$ 125.00	\$ 125.00	N	\$ 125.00	0523006			Local Government (Misc Prov) Act 1960
Wethers, ewes, lambs and goats													
6am - 6pm weekdays	X		31.25		2017	\$ 75.00	\$ 75.00	N	\$ 75.00	0523006			Local Government (Misc Prov) Act 1960
6pm - 6am and weekend or Public Holiday	X		31.25		2017	\$ 125.00	\$ 125.00	N	\$ 125.00	0523006			Local Government (Misc Prov) Act 1960
5.3.2 Poundage Fees (per head)													
Horse, mules, asses, camels, bulls or boars, above 2 years of age, per head													
First 24 Hours or Part Thereof	X		31.25		2017	\$ 25.00	\$ 25.00	N	\$ 25.00	0523006			Local Government (Misc Prov) Act 1960 Subsequent 24 hours refer to the above Act

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
Horse, mules, asses, camels, bulls or boars, under 2 years of age, per head													
First 24 Hours or Part Thereof	X		31.25		2017	\$ 25.00	\$ 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	\$ 25.00	\$ 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	\$ 15.00	\$ 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				2017	\$ 20.00	\$ 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				2017	At Cost	At Cost	N	At Cost	0523006			Local Government Act 1995
5.4 Abandoned Vehicles													
5.4.1 Towing Fee (Vehicle)	X		ATO Private Ruling	2016	2023	\$ 175.00	\$ 180.00	N	\$ 180.00	0524002			ATO Private Ruling
5.4.2 Towing - Administration Fee	X		ATO Private Ruling	2016	2023	\$ 60.00	\$ 65.00	N	\$ 65.00	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

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
5.5 Abandoned Trolleys													
5.5.1 Initial Impounding of Abandoned Trolley	X		ATO Private Ruling	2022	2023	\$ 60.00	\$ 65.00	N	\$ 65.00	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 Local Law, Activities in Thoroughfares... 3.6
FUNCTION 7 Health													
7.1 Licence													
7.1.1 Stall Holders													
Licence (on application & renewal)	X		Div 31.8/6.16 LGA	2022	2023	\$ 80.00	\$ 85.00	N	\$ 85.00	0724003	0130		Local Government Act 1995
Per Day	X		31.8	2014	2022	\$ 10.00	\$ 10.00	N	\$ 10.00	0724003	0130		Local Government Act 1995
Per Week	X		31.8	2014	2022	\$ 25.00	\$ 25.00	N	\$ 25.00	0724003	0130		Local Government Act 1995
per Month	X		31.8	2022	2023	\$ 50.00	\$ 60.00	N	\$ 60.00	0724003	0130		Local Government Act 1995
Per Year	X		31.8	2022	2023	\$ 150.00	\$ 155.00	N	\$ 155.00	0724003	0130		Local Government Act 1995
7.1.2 Traders													
Licence (on application & renewal)	X		31.8	2022	2023	\$ 80.00	\$ 85.00	N	\$ 85.00	0724003	0130		Local Government Act 1995
Per Day	X		31.8	2014	2022	\$ 10.00	\$ 10.00	N	\$ 10.00	0724003	0130		Local Government Act 1995
Per Week	X		31.8	2014	2022	\$ 25.00	\$ 25.00	N	\$ 25.00	0724003	0130		Local Government Act 1995
per Month	X		31.8	2022	2023	\$ 50.00	\$ 60.00	N	\$ 60.00	0724003	0130		Local Government Act 1995
Per Year	X		31.8	2022	2023	\$ 150.00	\$ 155.00	N	\$ 155.00	0724003	0130		Local Government Act 1995
7.1.3 Hawker													
Application	X		31.8	2022	2023	\$ 80.00	\$ 85.00	N	\$ 85.00	0724003	0130		Local Government Act 1995
Renewal	X		31.8	2022	2023	\$ 80.00	\$ 85.00	N	\$ 85.00	0724003	0130		Local Government Act 1995

General Description	GST Treatment		Division 81 (ATO) Determinatio n/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
7.2 Water Sampling													
7.2.1 Water Sampling (per annum)	X		Taxable under Section 9-5	2022	2023	\$ 113.64	\$ 118.18	Y	\$ 130.00	0724002			
7.3 Other Charges - Health													
7.3.1 Liquor Licence (Section 39 Certificates)		X	ATO Private Ruling	2015	2022	\$ 73.00	\$ 73.00	N	\$ 73.00	0724003			Cost updated to recover costs to organisation Health Local Laws 2000 & Health (Misc. Prov.) Act 1911
7.3.2 Application for Registration of Lodging House		X		2014	2022	\$ 120.00	\$ 120.00	N	\$ 120.00	0724003			
7.3.3 Application for Exemption to Noise Regulations (Section 18)		X				\$ 1,000.00	\$ 1,000.00	N	\$ 1,000.00	0724003			Environmental Protection (Noise) Reg 18 (6) (b) Regulations 1997 (EPN Regs 1997)
7.3.4 Use of Noise Meter During Event - \$/day or part thereof		X	ATO Private Ruling			\$ 182.00	\$ 182.00	N	\$ 182.00	0724003			
7.3.5 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
7.3.6 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
7.3.7 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
7.3.8 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
(Fee determined by CEO)									*Fee determined by CEO				
7.3.9 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

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
7.3.10 Application for Exemption to Noise Regulations (Reg. 18) - Late Fee	X				2015	\$ 250.00	\$ 250.00	N	\$ 250.00	0724003			EPN Regs 1997
7.3.11 Application for Exemption to Noise Regulations (Reg. 18) - Noise monitoring fee	X				2015	At Cost	At Cost	N	At Cost	0724003			EPN Regs 1997
7.3.12 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
(Fee determined by CEO)									*Fee determined by CEO				*CEO to estimate the cost of assessing and processing the application
7.3.13 Application for Notifiable Event under Reg. 19D (Noise Reg.) - Late fee	X				2015	\$ 500.00	\$ 500.00	N	\$ 500.00	0724003			EPN Regs 1997
7.3.14 Application for Exemption to Noise Regulations (Reg. 19D) - Noise monitoring fee	X				2015	At Cost	At Cost	N	At Cost	0724003			EPN Regs 1997
7.3.15 Application for hairdresser / skin penetration	X			2022	2023	\$ 120.00	\$ 125.00	N	\$ 125.00	0724003			Local Government Act 1995
7.3.16 Permit to consume alcohol	X				2022	\$ 20.00	\$ 20.00	N	\$ 20.00	0724003			Local Government Act 1995
7.3.17 Application for Keeping of Animals	X				New 2023	\$ -	\$ 125.00	N	\$ 125.00	0724003			Health Local Laws 2000 and Local Government Act 1995
7.4 Pet Meat - Health													
N/A													
7.5 Offensive Trades (Fees) - Health													
7.5.1 Slaughterhouses	X		31.13		2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.2 Piggeries	X		31.13		2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.3 Artificial Manure Depots	X		31.13		2011	\$ 211.00	\$ 211.00	N	\$ 211.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.4 Bone Mills	X		31.13		2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
7.5.5 Places for storing, drying or preserving bones	X		31.13		2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.6 Fat melting, fat extracting or tallow melting establishments													
7.5.6A Butcher shop and similar	X		31.13		2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.6B Larger Establishments	X		31.13		2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.7 Blood Drying	X		31.13		2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003		Regulatory	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		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.9 Fellmongeries	X		31.13		2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.10 Manure Works	X		31.13		2011	\$ 211.00	\$ 211.00	N	\$ 211.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.11 Fish curing establishments	X		31.13		2011	\$ 211.00	\$ 211.00	N	\$ 211.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.12 Laundries, Drycleaning establishments	X		31.13		2011	\$ 147.00	\$ 147.00	N	\$ 147.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.13 Bone Merchant premises	X		31.13		2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.14 Flock Factories	X		31.13		2011	\$ 171.00	\$ 171.00	N	\$ 171.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.15 Knackeries	X		31.13		2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976

General Description	GST Treatment		Division 81 (ATO) Determinatio n/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
7.5 Offensive Trades (Fees) - Health													
7.5.16 Poultry Processing establishments	X		31.13		2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.17 Poultry Farming	X		31.13		2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.18 Rabbit Farming	X		31.13		2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003		Regulatory	Health (Offen. Trade Fees) Reg. 1976
7.5.19 Fish processing establishments	X		31.13		2011	\$ 298.00	\$ 298.00	N	\$ 298.00	0724003		Regulatory	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		Regulatory	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		Regulatory	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 Standard Fee - 2 (two) hours PEHO	X		31.13		2011	\$ 871.00	\$ 871.00	N	\$ 871.00	0724003			Health (Miscellaneous Provisions) Act 1911 Health (Public Build.) Reg. 1992
7.7 Food Hygiene - Health													
7.7.1 Food Act 2008													
Food Premises Notification Fee	X		31.13	2022	2023	\$ 80.00	\$ 85.00	N	\$ 85.00	0724003			Food Premises - Food Act 2008
High Risk Food Premises Registration / Assessment Fee	X		31.13	2022	2023	\$ 270.00	\$ 280.00	N	\$ 280.00	0724003			Food Act 2008 & Local Government Act 1995
Medium Risk Food Premises Registration / Assessment Fee	X		31.13	2022	2023	\$ 215.00	\$ 220.00	N	\$ 220.00	0724003			Food Act 2008 & Local Government Act 1995
Low Risk Food Premises Registration / Assessment Fee	X		31.13	2022	2023	\$ 115.00	\$ 120.00	N	\$ 120.00	0724003			Food Act 2008 & Local Government Act 1995
Very Low Risk Food Premises Registration / Assessment Fee	X		31.13	2022	2023	\$ 55.00	\$ 60.00	N	\$ 60.00	0724003			Food Act 2008 & Local Government Act 1995

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
7.7.2 Annual Food Business Fee (Annual Fee)													
High Risk		X	Regulatory	2017	2023	\$ 200.00	\$ 205.00	N	\$ 205.00	0724003			Food Act 2008 & Local Government Act 1995
Medium Risk		X	Regulatory	2017	2023	\$ 150.00	\$ 155.00	N	\$ 155.00	0724003			Food Act 2008 & Local Government Act 1995
Multiple Food Area Premises		X	Regulatory	2017	2023	Max \$ 550.00	Max \$ 560.00	N	Max \$ 560.00	0724003			
Low Risk		X	Regulatory	2017	2023	\$ 100.00	\$ 105.00	N	\$ 105.00	0724003			Food Act 2008 & Local Government Act 1995
Family Day Care		X	Regulatory	2017	2023	\$ 100.00	\$ 105.00	N	\$ 105.00	0724003			Food Act 2008 & Local Government Act 1995
7.7.3 Settlement enquiry of a Food Business		X	31.13	2014	2022	\$ 73.00	\$ 73.00	N	\$ 73.00	0724003			Food Act 2008 & Local Government Act 1995
FUNCTION 10 Community Amenities													
10.1 Waste Management													
10.1.1 Waste Charges													
Standard Service - General Waste/Domestic 3 Bin System (Compulsory Service 140l Domestic, 240l Recycling, 240l FOGO)		X	31.14	2022	2023	\$ 246.00	\$ 261.00	N	\$ 261.00	1021004			Waste Avoidance & Resource
Option 1 - Alternative Service - Lid Swap - 240l General Waste/Domestic, 240l Recycling, 140l FOGO		X		2021	2023	\$ 246.00	\$ 261.00	N	\$ 261.00	1021004			Waste Avoidance & Resource
Option 2 - Alternative Service – General Waste/Domestic (240l bin replacing the existing 140l bin) ie 3 Bin Collection - All 240l		X		2021	2023	\$ 250.00	\$ 265.00	N	\$ 265.00	1021008			Waste Avoidance & Resource
Additional Standard Service - General Waste/Domestic 3 Bin System (Compulsory Service 140l Domestic, 240l Recycling, 240l FOGO)		X	ATO Private Ruling	2022	2023	\$ 246.00	\$ 261.00	N	\$ 261.00	1021008			Recovery Act 2007
Domestic 2 Bin System (Compulsory Service 240l General Waste/Domestic, 240l Recycling Only) - Bethanie and Identified Rural Properties Only		X		2022	2023	\$ 224.00	\$ 239.00	N	\$ 239.00	1021008			Retaining Current Bin Sizes and Frequencies
Additional Service - General Waste/Domestic 140l		X	ATO Private Ruling	2019	2022	\$ 45.00	\$ 45.00	N	\$ 45.00	1021008			ATO Private Ruling
Additional Service – General Waste/Domestic 240l		X		2021		\$ 75.00	\$ 75.00	N	\$ 75.00	1021008			
Additional Service - Recycling 240l		X	ATO Private Ruling	2019	2022	\$ 55.00	\$ 55.00	N	\$ 55.00	1021008			ATO Private Ruling
Additional Service - Recycling 140l		X	ATO Private Ruling					N	N/A	1021008			Supply issue
Additional Service – FOGO Waste 240l		X		2021		\$ 120.00	\$ 120.00	N	\$ 120.00	1021008			
Additional Service – FOGO Waste 140l		X		2021				N	N/A	1021008			Supply issue
Alternative Waste Services Option 1 - Once Off Lid Swap		X		2021		\$ 50.00	\$ 50.00	N	\$ 50.00	1021010			Cash Receipt
Alternative Waste Services Option 2 - Once Off Bin Swap		X		2022		\$ 195.00	\$ 195.00	N	\$ 195.00	1021010			Cash Receipt
Additional Services FOGO Waste 240l - Once Off setup fee		X		2022		\$ 80.00	\$ 80.00	N	\$ 80.00	1021010			Cash Receipt
Additional Services Recycling 240l - Once Off setup fee		X		2022		\$ 80.00	\$ 80.00	N	\$ 80.00	1021010			Cash Receipt
Additional Services General Waste/Domestic 240l - Once Off setup fee		X		2022		\$ 115.00	\$ 115.00	N	\$ 115.00	1021010			Cash Receipt
Additional Service - General Waste/Domestic 140l once off set up fee		X				\$ 115.00	\$ 115.00	N	\$ 115.00	1021010			Cash Receipt
Contamination Fee - FOGO bin (charged each time additional action is required)		X		2022		\$ 50.00	\$ 50.00	N	\$ 50.00	1021010			Cash Receipt

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments	
	Taxed	GST Free												
Continued														
10.1.2 Tippling Fees														
Domestic Refuse - Ute	X				2022	2023	\$ 14.55	\$ 22.73	Y	\$ 25.00	1021006	0407		
Small Trailers - not exceeding 1.8m x 1.2m	X				2022	2023	\$ 19.09	\$ 31.82	Y	\$ 35.00	1021006	0407	Local Government Act 1995	
Large Trailer - Incl Dual Axle, Float, Trailers with sides exceeding 500mm	X				2022	2023	\$ 28.18	\$ 45.45	Y	\$ 50.00	1021006	0407		
Small Truck	X				2022	2022	\$ 28.18	\$ 28.18	Y	\$ 31.00	1021006	0407	Delete Fee	
240L Bin (Wheelie Bin)	X				2022	2023	\$ 4.55	\$ 11.82	Y	\$ 13.00	1021006	0407		
140L Bin (Wheelie Bin)						New 2023	\$ -	\$ 8.18	Y	\$ 9.00	1021006	0407	New Fee	
Domestic Greenwaste (1.8m x 1.2m trailer)	X				2022	2023	\$ 14.55	\$ 18.18	Y	\$ 20.00	1021006	0407		
Domestic Greenwaste (Dual Axle Trailer or larger)	X				2022	2023	\$ 19.09	\$ 27.27	Y	\$ 30.00	1021006	0407		
Refrigeration / Air Conditioner (each)	X				2022	2023	\$ 14.55	\$ 18.18	Y	\$ 20.00	1021006	0407	per item	
Mattresses (each)	X				2022	2023	\$ 14.55	\$ 50.00	Y	\$ 55.00	1021006	0407	per item	
Car Tyres - each	X				2022	2023	\$ 7.27	\$ 9.09	Y	\$ 10.00	1021006	0407		
Car Tyres on Rims - each	X				2022	2023	\$ 10.00	\$ 13.64	Y	\$ 15.00	1021006	0407	per item	
							\$ -	\$ -						
Domestic Waste - Tip Pass - 20 x 240L Bin	X				2022	2023	\$ 60.00	\$ 62.00	Y	\$ 68.00	1021006	0407		
Domestic Waste - Tip Pass - 10 x Trailer (1.8m x 1.2m)	X				2022	2023	\$ 150.00	\$ 156.00	Y	\$ 172.00	1021006	0407		
							\$ -	\$ -						
Construction and Demolition Waste (Per Trailer)	X					New 2023	\$ -	\$ 13.64	Y	\$ 15.00	1021006	0407		
E-waste (per large item) / Small items Free	X					New 2023	\$ -	\$ 9.09	Y	\$ 10.00	1021006	0407		
Scrap Steel (clean)					2022	2023	\$ 2.73	\$ 4.55	Y	\$ 5.00	1021006	0407		
Waste from Local Community Events										NO CHARGE - Upon written application to Chief Executive Officer				
10.1.3 Recycling														
Glass Only (per 240l)	X				2022	2023	\$ 4.55	N/A	Y	N/A	1021006	0407		
Contracts - Can be negotiated with waste collection contractors via negotiations with the Chief Executive Officer or the Chief Executive Officers representative.														
10.1.4 Septic Tank Fees														
Application	X		31.28		2009		\$ 118.00	\$ 118.00	N	\$ 118.00	1022002		Regulatory	Health (Miscellaneous Provisions) Act 1911
Permit to use an apparatus	X				2009		\$ 118.00	\$ 118.00	N	\$ 118.00	1022002		Regulatory	Health Regulations (Treat of Sewage) 1974
Inspection	X			ATO Private Ruling	2023		\$ 100.00	\$ 105.00	N	\$ 105.00	1022002			ATO Private Ruling
Search Fee - Septic Tanks	X		31.32		2014	2022	\$ 20.00	\$ 20.00	N	\$ 20.00	1022002			Local Government Act 1995
Local Government Report Fee	X				2014		\$ 118.00	\$ 118.00	N	\$ 118.00	1022002		Council	Health (Miscellaneous Provisions) Act 1911

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
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		
\$50,001 - \$500,000	X		31.31			0.32%	0.32%	N		1026003	0135		
\$500,001 - \$2,500,000		X	31.31		2016	see comments	see comments	N		1026003	0135		\$1,700 + 0.257% for every \$1 in excess of \$500,000
\$2,500,001 - \$5,000,000		X	31.31			see comments	see comments	N		1026003	0135		\$7,161 + 0.206% for every \$1 in excess of \$2.5 million
\$5,000,001 - \$21,500,000		X	31.31			see comments	see comments	N		1026003	0135		\$12,633 + 0.123% for every \$1 in excess of \$5 million
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			2016	\$ 147.00	\$ 147.00	N	\$ 147.00	1026003	0135		Planning & Development Regs 2009
R-Code Variation (up to 2 variations)		X			2016	\$ 147.00	\$ 147.00	N	\$ 147.00	1026003	0135		Planning & Development Regs 2009
R-Code Variation (3 or more variations) - Fee per Variation		X			2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135		Planning & Development Regs 2009
Development Application Fees lodgement (Development Assessment Panel)		X				see comments	see comments	N	see comments	Muni/Trust System -T1		Regulatory	Fees per Schedule 1 - Fees and Applications
													Planning & Development (Development Assessment Panels) Regs 2011

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
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 as penalty per lot
10.2.3 Subdivision Clearance 1 - 5 Lots	X		31.31			see comments	see comments	N	see comments	1026003	0135		
5 - 195 Lots More than 195 lots	X		31.31			see comments	see comments	N	see comments	1026003	0135		
10.2.4 Home Occupation - Initial Fee	X		31.3			\$ 222.00	\$ 222.00	N	\$ 222.00	1026003	0135		
- Initial Application where home occupation has commenced	X		31.3			see comments	see comments	N	see comments	1026003	0135		\$222 plus \$444 penalty
10.2.5 Change of Use	X		31.31			\$ 295.00	\$ 295.00	N	\$ 295.00	1026003	0135		
- where change has commenced or been carried out	X		32.33			see comments	see comments	N	see comments	1026003	0135		\$295 plus \$590 penalty Fee set by Planning & Development Act 2005
10.2.6 Town Planning Scheme Amendments & Structure Plans Structure Plans - Including all Advertising Charges and 50% refundable if not advertised; OR	X		31.31	2022	2023	\$ 5,175.00	\$ 5,380.00	N	\$ 5,380.00	1026003	0135	Regulatory	
Structure Plans - At Cost (Applicant has Option to Pay Fees in Accordance with Planning & Development Regs 2009)	X		31.31	Reviewed 2022	Reviewed 2023	At Cost	At Cost	N	At Cost	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
													Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
Modifications to Structure Plan (Post Approval)	X		31.31	2022	2023	\$ 1,725.00	\$ 1,795.00	N	\$ 1,795.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
Basic Amendments	X		31.31	2022	2023	\$ 2,070.00	\$ 2,150.00	N	\$ 2,150.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
Standard Amendments - Including all Advertising Charges and 50% refundable if not advertised; OR	X		31.31	2022	2023	\$ 4,140.00	\$ 4,300.00	N	\$ 4,300.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
Standard Amendments - At Cost (Applicant has Option to Pay Fees in Accordance with Planning & Development Regs 2009)	X			2021	Reviewed 2022	At Cost	At Cost	N	At Cost	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
Complex Amendments - Including all Advertising Charges and 50% refundable if not advertised; OR	X			2022	2023	\$ 5,175.00	\$ 5,380.00	N	\$ 5,380.00	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
Complex Amendments - At Cost (Applicant has Option to Pay Fees in Accordance with Planning & Development Regs 2009)	X			2021	Reviewed 2022	At Cost	At Cost	N	At Cost	1026003	0135	Regulatory	Fees Calculated & applied in accordance with Part 7 of the Planning and Development Regulations 2009. Fees to be paid prior to consideration by Council
Local Development Plans (other than required as part of subdivision condition)	X			2022	2023	\$ 1,035.00	\$ 1,075.00	N	\$ 1,075.00	1026003	0135	Regulatory	Includes all Advertising Charges
Modifications to Local Development Plan once approved	X			2022	2023	\$ 345.00	\$ 360.00	N	\$ 360.00	1026003	0135	Regulatory	
Issue of written planning advice	X		31.31			\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
Providing Zoning Certificate	X		31.31			\$ 73.00	\$ 73.00	N	\$ 73.00	1026003	0135	Regulatory	
Information Research (per hour) - On Public Record	X		31.31					N	\$ -	1026005		Regulatory	
Information Research (per hour) - Not on Public Record	X							N	\$ -	1026005		Regulatory	
Advertising - Newspaper	X			2022	2023	\$ 440.00	\$ 550.00	N	\$ 550.00	1026005	0045	Regulatory	
Advertising - Sign	X			2021		At Cost	At Cost	N	COST + 10%	1026005	0045	Regulatory	
Photocopying (A4 & A3) - per page	X					At Cost	At Cost	N	COST + 10%	1026005		Regulatory	Delete Fee
Postage	X					At Cost	At Cost	N	COST + 10%	1026005		Regulatory	
Rural Numbering Sign	X			2023		\$ 45.45	\$ 60.00	N	\$ 60.00	1026005		Regulatory	
10.2.7 Council Report (for Other Matters)	X			2022	2023	\$ 240.00	\$ 250.00	N	\$ 250.00	1026005			
10.2.8 Liquor Licence (Section 40 Certificates)	X				2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003			Div 81, Permit to consume liquor, Liquor Lic Act 1988
10.2.9 Amending Development Approval	X		Ruling		2011	see comments	see comments	N	See Comments	1026002			Cost of the engineer application fee up to a maximum of \$295 whichever is the lesser. Fee updated in accordance
Cancelling Development Approval or Removal of Caveat	X				2021	\$ 73.00	\$ 73.00	N	\$ 73.00	1026003			
10.2.10 Extension to Term of Approval	X		ATO Private Ruling		2011	\$ 110.00	\$ 110.00	N	\$ 110.00	1026003			ATO Private Ruling

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments	
	Taxed	GST Free												
10.3 Cemetery Fees & Charges														
10.3.1 Interments														
Interment of Adult	X				2015	\$ 1,090.91	\$ 1,090.91	Y	\$ 1,200.00	1027003	0409		Note: no charge for plot fees	
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	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	2023	\$ 181.82	\$ 272.73	Y	\$ 300.00	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				2000	Free of Charge	\$ 636.36	Y	\$ 700.00	1027003	0409			-Free-of-Charge-
Extras														
First additional 30 cm	X				2000	Free of Charge	\$ 181.82	Y	\$ 200.00	1027003	0409		-Free-of-Charge-	
Second additional 30 cm	X				2000	Free of Charge	\$ 181.82	Y	\$ 200.00	1027003	0409		-Free-of-Charge-	
Third additional 30cm	X				2000	Free of Charge	\$ 181.82	Y	\$ 200.00	1027003	0409		-Free-of-Charge-	
10.3.3 Reopening Fees and Charges														
Reopening	X				2010	2023	\$ 681.82	\$ 909.09	Y	\$ 1,000.00	1027003	0409		
Removing grass / kerbing etc. if necessary (per hour)	X					At Cost	At Cost	Y	At Cost	1027003	0409			
Exhumation	X				2010	2023	\$ 909.09	\$ 1,363.64	Y	\$ 1,500.00	1027003	0409		
10.3.4 Niche Wall														
Reservation for Placement	X				2014	\$ 181.82	\$ 181.82	Y	\$ 200.00	1027003	0409			
Placement in single niche including bronze plaque and standard inscription	X				2015	\$ 409.09	\$ 409.09	Y	\$ 450.00	1027003	0409			
Placement in double niche including bronze plaque and standard inscription	X				2015	\$ 454.55	\$ 454.55	Y	\$ 500.00	1027003	0409			
Placement in double niche including second inscription for double niche plaque	X				2015	\$ 409.09	\$ 409.09	Y	\$ 450.00	1027003	0409			
10.3.5 Rose Garden														
Reservation for Placement	X				2015	2023	\$ 181.82	\$ 272.73	Y	\$ 300.00	1027003	0409		
Placement including bronze plaque and standard inscription	X				2015	\$ 409.09	\$ 409.09	Y	\$ 450.00	1027003	0409			
Placement including bronze plaque and standard inscription, and second reservation	X				2015	2023	\$ 454.55	\$ 545.45	Y	\$ 600.00	1027003	0409		
Second placement including plaque and standard inscription	X				2015	\$ 409.09	\$ 409.09	Y	\$ 450.00	1027003	0409			

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
10.3.6 Miscellaneous													
Undertakers Licence - Annual		X	31.4 / ATO Ruling		2015	\$ 200.00	\$ 200.00	N	\$ 200.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
Undertakers Licence - per burial		X	31.4 / ATO Ruling	2005	2023	\$ 30.00	\$ 100.00	N	\$ 100.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
Monumental Masons Annual Fee		X	31.4 / ATO Ruling		2015	\$ 200.00	\$ 200.00	N	\$ 200.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
Permission to construct monument		X	31.4 / ATO Ruling		2015	\$ 100.00	\$ 100.00	N	\$ 100.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
Single Monument Permit (Monumental Masons only)		X	31.4 / ATO Ruling		2015	\$ 100.00	\$ 100.00	N	\$ 100.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
Issue of Grant of Right of Burial		X	31.4 / ATO Ruling	2015	2023	\$ 50.00	\$ 500.00	N	\$ 500.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
Transfer or Copy of Grant of Right of Burial		X	31.4 / ATO Ruling	2015	2023	\$ 25.00	\$ 50.00	N	\$ 50.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
Renewal of Grant of Right of Burial		X	31.4 / ATO Ruling	2015	2023	\$ 100.00	\$ 250.00	N	\$ 250.00	1027004	0132		LGA 1995 & Cemeteries Act 1986
10.4 Environment													
10.4.1 Nil													
FUNCTION 11 Recreation & Culture													
11.1 Public Halls & Civic Centres													
11.1.1 Don Hewison Centre (Hall & Grounds) <i>Building Leased</i>													
11.1.2 Dardanup Hall <i>Complete Facility</i>													
Concessional / Hr (Registered Non Profit, Charitable organisations)	X			2014	2022	\$ 43.64	\$ 43.64	Y	\$ 48.00	1121014	0411		
Day time hire / Hr	X			2014	2022	\$ 56.36	\$ 56.36	Y	\$ 62.00	1121014	0411		
- Complete Evening (6pm - 11pm)	X				2022	\$ 286.36	\$ 286.36	Y	\$ 315.00	1121014	0411		5 hrs
- Complete Day (8am - 6pm)	X				2022	\$ 554.55	\$ 554.55	Y	\$ 610.00	1121014	0411		10 hrs
- Complete Day & Night (8am - 11pm)	X				2022	\$ 831.82	\$ 831.82	Y	\$ 915.00	1121014	0411		15 hrs
- Half Day (noon - 6pm)	X				2022	\$ 338.18	\$ 338.18	Y	\$ 372.00	1121014	0411		6 hrs
- Half Day & Night (noon - 11pm)	X				2022	\$ 620.00	\$ 620.00	Y	\$ 682.00	1121014	0411		11 hrs

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
Lessor Hall <u>or</u> Main Hall (& Kitchen) - Dardanup Only													
Concessional / Hr (Registered Non Profit, Charitable organisations)	X			2011	2022	\$ 21.82	\$ 21.82	Y	\$ 24.00	1121014	0411		
Day time hire / Hr	X			2011	2022	\$ 28.18	\$ 28.18	Y	\$ 31.00	1121014	0411		
- Complete Evening (7pm - 11pm)	X			2011	2022	\$ 140.91	\$ 140.91	Y	\$ 155.00	1121014	0411		5 hrs
- Complete Day (8am - 6pm)	X			2011	2022	\$ 281.82	\$ 281.82	Y	\$ 310.00	1121014	0411		10 hrs
- Complete Day & Night (8am - 11pm)	X			2011	2022	\$ 422.73	\$ 422.73	Y	\$ 465.00	1121014	0411		15 hrs
- Half Day (noon - 6pm)	X			2011	2022	\$ 169.09	\$ 169.09	Y	\$ 186.00	1121014	0411		6 hrs
- Half Day & Night (noon - 11pm)	X			2011	2022	\$ 310.00	\$ 310.00	Y	\$ 341.00	1121014	0411		11 hrs
11.1.3 Other Halls													
As set by individual Hall Lessees	X							Y					
Dardanup Community Centre (front section leased)	X					LEASE	LEASE						
Dardanup Community Centre (rear section only)													
- Concessional / Hr (Registered Non Profit, Charitable organisations)	X			2019	2022	\$ 21.82	\$ 21.82	Y	\$ 24.00	1121014	0411		
- Day time hire / Hr	X			2019	2022	\$ 28.18	\$ 28.18	Y	\$ 31.00	1121014	0411		
11.1.4 Bonds													
Key Bond		X			Reviewed 2022	\$ 40.00	\$ 40.00	N	\$ 40.00	Muni/Trust System - TKEY			Bonds
Hall Bond - Events/Weddings/Birthday Parties		X			Reviewed 2022	\$ 1,000.00	\$ 1,000.00	N	\$ 1,000.00	Muni/Trust System - THIRE02			
Hall Bond - Commercial Use		X			Reviewed 2022	\$ 500.00	\$ 500.00	N	\$ 500.00	Muni/Trust System - THIRE02			Commercial Use
Hall Bond - Community Use/Groups		X			Reviewed 2022	\$ 250.00	\$ 250.00	N	\$ 250.00	Muni/Trust System - THIRE02			Community Use/Groups
Dardanup Community Centre (rear section only)		X			Reviewed 2022	\$ 500.00	\$ 500.00	N	\$ 500.00	Muni/Trust System - THIRE02			Commercial Use
Dardanup Community Centre (rear section only)		X			Reviewed 2022	\$ 250.00	\$ 250.00	N	\$ 250.00	Muni/Trust System - THIRE02			Community Use/Groups
11.1.5 Cleaning													
Use of Council Cleaners		X				At Cost	At Cost	Y	(cost+O/H) + GST	1121002			
11.1.6 Eaton Sports Pavilion Hire / Glen Huon Change Rooms Hire													
Eaton Sports Pavilion (excludes Change Rooms)													
Eaton Sports Pavilion - Seasonal Charge		X			2022	\$ 3,000.00	\$ 3,000.00	Y	\$ 3,300.00	1121015			
Eaton Sports Pavilion - Occasional Use/Daily Hire Per Hour		X			2022	\$ 68.18	\$ 68.18	Y	\$ 75.00	1121015			
Concessional / Hr (Registered Non Profit, Charitable organisations) - Per Hour		X			2022	\$ 54.55	\$ 54.55	Y	\$ 60.00	1121015			
Glen Huon Change Rooms													
Glen Huon Change Rooms - Seasonal Charge		X			2022	\$ 2,000.00	\$ 2,000.00	Y	\$ 2,200.00	1121015			
Geln Huon Change Rooms - Occasional Use/Daily Hire Per Hour		X			2022	\$ 50.00	\$ 50.00	Y	\$ 55.00	1121015			
Concessional / Hr (Registered Non Profit, Charitable organisations) - Per Hour		X			2022	\$ 40.91	\$ 40.91	Y	\$ 45.00	1121015			
Bond (Seasonal Hire, Events, User Agreements)		X			2022	\$ 500.00	\$ 500.00	N	\$ 500.00	Muni/Trust System - THIRE02			

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
11.2 Parks, Gardens and Reserves													
11.2.1 Glen Huon Oval (Use of Oval)													
Bunbury Softball Assoc	X					LEASE	LEASE			1123003	0254		
Glen Huon Oval - Seasonal Charge	X				2022	\$ 2,000.00	\$ 2,000.00	Y	\$ 2,200.00	1123003			
Glen Huon Oval - Occasional Use/Daily Hire Per Hour	X				2022	\$ 45.45	\$ 45.45	Y	\$ 50.00	1123003			
Other User Agreements - Extended Use of Reserves (Case by Case Basis)					2022	As per Use Agreement	As per Use Agreement			1123003			E.G. Govt Agencies
11.2.2 Tennis Courts - Dardanup													
Dardanup Tennis Club	X				Reviewed 2022	\$ 54.55	\$ 54.55	Y	\$ 60.00	1123002			
Court Hire per hour (per court)	X				Reviewed 2022	\$ 13.64	\$ 13.64	Y	\$ 15.00	1123002			
Lights per hour	X				Reviewed 2022	\$ 9.09	\$ 9.09	Y	\$ 10.00	1123002			
11.2.3 Tennis Courts - Eaton													
Court Hire per hour (per court)	X				Reviewed 2022	\$ 13.64	\$ 13.64	Y	\$ 15.00	1123002			
11.2.4 Water / 1000 litres (Standpipe Water)			S32 - 285 GST Act GSTR2000/25										A New Tax System (GST) Act 1999 'GST Act'
Staff call out	X	X			2009	\$ 15.00 At Cost	\$ 15.00 At Cost	N	\$ 15.00 At Cost	1328002	0412		
11.2.5 Reserves													
SWFL Oval use per Season (per oval)	X				2022	\$ 2,000.00	\$ 2,080.00	Y	\$ 2,288.00	1123003	0800		Per Season
11.2.6 Bonds													
Parks Gardens Reserves - Large Events	X				Reviewed 2022	\$ 1,200.00	\$ 1,200.00	N	\$ 1,200.00	Muni/Trust System - THIRE03			Bonds
Parks Gardens Reserves - Small Events	X				Reviewed 2022	\$ 500.00	\$ 500.00	N	\$ 500.00	Muni/Trust System - THIRE03			Bonds
Events on Roads	X				Reviewed 2022	\$ 1,000.00	\$ 1,000.00	N	\$ 1,000.00	Muni/Trust System - THIRE04			Bonds
11.2.7 Event Booking Fees													
Event Booking Fee - Shire Parks or Reserves (Commercial)	X				2021	\$ 162.73	\$ 163.64	Y	\$ 180.00	1123002			Council Policy CP070 Event Application Policy
Event Booking Fee - Shire Parks or Reserves (Not-for-Profit Individual, Community Group or Sporting Club Events or Events supported by the Shire via Policy SDev CP044)	X				2022	\$ 81.36	\$ 81.82	Y	\$ 90.00	1123002			Council Policy CP070 Event Application Policy
11.2.8 Cash in Lieu of Public Open Space													
Public Open Space contributions to Eaton		X			Reviewed 2022	As set by the 'Act'	As set by the 'Act'	N	As set by the 'Act'	7210123		RESERVE FUND (POS received after 12/9/2020)	Planning & Development Act 1995 s. 154/WAPC Policy 2.3 Public Open Space
Public Open Space contributions to Dardanup		X			Reviewed 2022	As set by the 'Act'	As set by the 'Act'	N	As set by the 'Act'	7210124		RESERVE FUND (POS received after 12/9/2020)	Planning & Development Act 1995 s. 154/WAPC Policy 2.3 Public Open Space
Public Open Space contributions to Burekup		X			Reviewed 2022	As set by the 'Act'	As set by the 'Act'	N	As set by the 'Act'	7210125		RESERVE FUND (POS received after 12/9/2020)	Planning & Development Act 1995 s. 154/WAPC Policy 2.3 Public Open Space

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
11.3 Eaton Recreation Centre													
Eaton Recreation Centre													
<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>													
11.3.1 Memberships													
Joining Fee	X			2022	2023	\$ 42.73	No Charge	Y	No Charge	1124003			
Full Membership - Gym, Group Fitness, Cycling, Trainer Support, Casual Shots													
- 12 Months	X			2022	2023	\$ 782.73	\$ 802.27	Y	\$ 882.50	1124007			
- 6 Months	X			2022	2023	\$ 470.91	\$ 482.73	Y	\$ 531.00	1124007			
- 3 Months	X			2022	2023	\$ 281.82	\$ 289.09	Y	\$ 318.00	1124007			
- Fortnightly Direct Debit	X			2022	2023	\$ 31.82	\$ 5.45	Y	\$ 6.00	1124007			
Full Membership - Concession (Pension, Senior, Health Care Card and DVA, Student Card) - 10% discount													
- 12 Months	X			2022	2023	\$ 703.64	\$ 729.55	Y	\$ 802.50	1124007			
- 6 Months	X			2022	2023	\$ 423.64	\$ 439.09	Y	\$ 483.00	1124007			
- 3 Months	X			2022	2023	\$ 253.64	\$ 262.73	Y	\$ 289.00	1124007			
- Fortnightly Direct Debit	X			2022	2023	\$ 28.18	\$ 29.55	Y	\$ 32.50	1124007			
Full Membership - Shire of Dardanup Residents Aged 80 years and over (residing in the Shire)													
- 12 Months	X			2021	2022	\$ 47.27	\$ 47.27	Y	\$ 52.00	1124007			
Gym or Group Fitness Only Membership													
- 12 Months	X			2022	2023	\$ 703.64	\$ 729.55	Y	\$ 802.50	1124007			
- 6 Months	X			2022	2023	\$ 423.64	\$ 439.09	Y	\$ 483.00	1124007			
- 3 Months	X			2022	2023	\$ 253.64	\$ 262.73	Y	\$ 289.00	1124007			
- Fortnightly Direct Debit	X			2022	2023	\$ 28.18	\$ 29.55	Y	\$ 32.50	1124007			
Gym or Group Fitness Only Membership - Concession (Pension, Senior, Health Care Card and DVA, Student Card) - 10% discount													
- 12 Months	X			2022	2023	\$ 633.64	\$ 663.18	Y	\$ 729.50	1124007			
- 6 Months	X			2022	2023	\$ 376.36	\$ 399.09	Y	\$ 439.00	1124007			
- 3 Months	X			2022	2023	\$ 225.45	\$ 239.09	Y	\$ 263.00	1124007			
- Fortnightly Direct Debit	X			2022	2023	\$ 24.55	\$ 26.82	Y	\$ 29.50	1124007			
Off-Peak/ Special Population Membership - Fit Over 50, Teenfit and Youth Memberships - 20% discount													
- 12 Months	X			2022	2023	\$ 625.45	\$ 641.82	Y	\$ 706.00	1124007			
- 6 Months	X			2022	2023	\$ 376.36	\$ 386.36	Y	\$ 425.00	1124007			
- Fortnightly Direct Debit	X			2022	2023	\$ 24.55	\$ 26.36	Y	\$ 29.00	1124007			

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
FIFO Full Membership													
- 12 Months	X			2022	2023	\$ 312.73	\$ 320.91	Y	\$ 353.00	1124007			Fee derived by 30% discount on upfront Off Peak/Special Population Membership with roster having to be supplied at
- 6 Months	X			2022	2023	\$ 207.27	\$ 193.18	Y	\$ 212.50	1124007			
- Fortnightly Direct Debit	X			2022	2023	\$ 12.73	\$ 13.18	Y	\$ 14.50	1124007			
Corporate Rate Full Membership - 15% Discount													
- 12 Months	X			2022	2023	\$ 664.55	\$ 681.82	Y	\$ 750.00	1124007			Fee derived from 15% discount on full membership when 5 or more join from the same organisation.
- 6 Months	X			2022	2023	\$ 400.00	\$ 410.45	Y	\$ 451.50	1124007			
- 3 Months	X				New 2023	\$ -	\$ 245.91	Y	\$ 270.50	1124007			
- Fortnightly Direct Debit	X			2022	2023	\$ 25.45	\$ 27.73	Y	\$ 30.50	1124007			
CORPORATE Gym or Group Fitness Only Membership - 15% discount													
- 12 Months	X				New 2023	\$ -	\$ 620.00	Y	\$ 682.00	1124007			
- 6 Months	X				New 2023	\$ -	\$ 372.73	Y	\$ 410.00	1124007			
- 3 Months	X				New 2023	\$ -	\$ 223.18	Y	\$ 245.50	1124007			
- Fortnightly Direct Debit	X				New 2023	\$ -	\$ 25.00	Y	\$ 27.50	1124007			
Corporate PLUS Full Membership - 20% Discount													
- 12 Months	X				New 2023	\$ -	\$ 641.82	Y	\$ 706.00	1124007			Fee derived from 20% discount on full membership when 5 or more join from the same organisation.
- 6 Months	X				New 2023	\$ -	\$ 386.36	Y	\$ 425.00	1124007			
- 3 Months	X				New 2023	\$ -	\$ 231.36	Y	\$ 254.50	1124007			
- Fortnightly Direct Debit	X				New 2023	\$ -	\$ 26.36	Y	\$ 29.00	1124007			
CORPORATE PLUS Gym or Group Fitness Only Membership - 20% discount													
- 12 Months	X				New 2023	\$ -	\$ 583.64	Y	\$ 642.00	1124007			
- 6 Months	X				New 2023	\$ -	\$ 351.36	Y	\$ 386.50	1124007			
- 3 Months	X				New 2023	\$ -	\$ 210.45	Y	\$ 231.50	1124007			
- Fortnightly Direct Debit	X				New 2023	\$ -	\$ 23.64	Y	\$ 26.00	1124007			
* Members who have maintained 10 years consecutive membership receive a 10% discount on their applicable membership rate													
Teenfit Membership (11 to 14 Years)													
- Fortnightly Direct Debit	X				New 2022	\$ 24.55	\$ 24.55	Y	\$ 27.00	1124007			Delete Fee Included in Special Population Memberships
Fitness Centre													
Casual Gym Entry	X			2015	2022	\$ 17.27	\$ 17.27	Y	\$ 19.00	1124003			
Casual Gym Entry - Concession: Senior / Full Time Student	X			2018	2022	\$ 15.45	\$ 15.45	Y	\$ 17.00	1124003			
Group Fitness - 30 to 60 Minute Class	X			2015	2022	\$ 17.27	\$ 17.27	Y	\$ 19.00	1124004			
Group Fitness - Concession - Senior / Full Time Student - 30 to 60 Minute Class	X			2018	2022	\$ 15.45	\$ 15.45	Y	\$ 17.00	1124004			
Group Fitness 10 Visit Pass: 30 to 60 Minute Class	X			2022	2023	\$ 151.82	\$ 155.45	Y	\$ 171.00	1124004			
Group Fitness 10 Visit Pass - Concession: 30 to 60 Minute Class	X			2022	2023	\$ 136.36	\$ 139.09	Y	\$ 153.00	1124004			
Second Class (Back to Back)	X			2021	2022	\$ 9.09	\$ 9.09	Y	\$ 10.00	1124004			
Fit Over 50 Session	X			2018	2022	\$ 9.09	\$ 9.09	Y	\$ 10.00	1124003			
Fit Over 50 Appraisal/Programme - Non Member	X			2014	2022	\$ 40.91	\$ 40.91	Y	\$ 45.00	1124003			
Fit Over 50 - 10 Pass	X			2022	2023	\$ 75.45	\$ 81.82	Y	\$ 90.00	1124003			
Fitness Appraisal/Assessment + Program	X			2014	2022	\$ 51.82	\$ 51.82	Y	\$ 57.00	1124003			
Youth/Teen Fitness Session (formerly Junior Fitness Sessions)	X			2018	2022	\$ 9.09	\$ 9.09	Y	\$ 10.00	1124004			
Youth/Teen Fitness Session - 10 Pass	X			2021	2022	\$ 76.36	\$ 76.36	Y	\$ 84.00	1124004			
Personal Training													
Personal Training (30 Minutes)	X				New 2023	\$ -	\$ 40.91	Y	\$ 45.00	1124004			
Personal Training (45 Minutes)	X			2022	2023	\$ 49.09	\$ 49.09	Y	\$ 54.00	1124004			
Personal Training (1 Hour)	X			2022	2023	\$ 65.45	\$ 65.45	Y	\$ 72.00	1124004			

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determinatio n/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Personal Training 5 Pass (30 Minutes)	X			2022	2023	\$ 187.27	\$ 194.55	Y	\$ 214.00	1124004			
Personal Training 5 Pass (45 Minutes)	X			2022	2023	\$ 222.73	\$ 233.18	Y	\$ 256.50	1124004			
Personal Training 5 Pass (1 Hour)	X			2022	2023	\$ 304.55	\$ 310.91	Y	\$ 342.00	1124004			
Personal Training 10 Pass (30 Minutes)	X			2022	2023	\$ 328.18	\$ 368.18	Y	\$ 405.00	1124004			
Personal Training 10 Pass (45 Minutes)	X			2022	2023	\$ 398.18	\$ 441.82	Y	\$ 486.00	1124004			
Personal Training 10 Pass (1 Hour)	X			2022	2023	\$ 561.82	\$ 589.09	Y	\$ 648.00	1124004			
Personal Training 20 Pass (30 Minutes)	X				New 2023	\$ -	\$ 654.55	Y	\$ 720.00	1124004			
Personal Training 20 Pass (45 Minutes)	X				New 2023	\$ -	\$ 785.45	Y	\$ 864.00	1124004			
Personal Training 20 Pass (1 Hour)	X				New 2023	\$ -	\$ 1,047.27	Y	\$ 1,152.00	1124004			
Small Group Freestyle Gym Programs	X			2021	2022	\$ 17.27	\$ 17.27	Y	\$ 19.00	1124004			
Evolt Body Scan	X			2021	2022	\$ 23.64	\$ 23.64	Y	\$ 26.00	1124003			
Evolt Body Scan	X			2021	2022	\$ 37.27	\$ 37.27	Y	\$ 41.00	1124003			

*Personal Training - additional participants plus \$20 per hour

General Description	GST Treatment		Division 81 (ATO) Determinatio n/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
11.3.2 Crèche													
Crèche 10 Session Pass - Member	X			2021	2022	\$ 23.64	\$ 23.64	Y	\$ 26.00	1124013			
Crèche 10 Session Pass - Casual	X			2021	2022	\$ 32.73	\$ 32.73	Y	\$ 36.00	1124013			
Crèche Single Session Pass (Per Child) - Members	X			2021	2022	\$ 3.64	\$ 3.64	Y	\$ 4.00	1124013			
Crèche Single Session Pass (Per Child) - Non members	X			2021	2022	\$ 4.55	\$ 4.55	Y	\$ 5.00	1124013			
11.3.3 Administration													
Replacement Membership Access Device	X			2016	2022	\$ 19.09	\$ 19.09	Y	\$ 21.00	1124003			
Membership Attendance Report	X			2014	2022	\$ 23.64	\$ 23.64	Y	\$ 26.00	1124003			Delete Fee
Administration Fee - Forfeit Fee	X			2022	2023	\$ 23.64	\$ 18.18	Y	\$ 20.00	1124003			
Direct Debit Rejection Fee	X			2022	2023	\$ 16.36	\$ 10.91	Y	\$ 12.00	1124003			
11.3.4 Facility Hire / Hour													
Board Room (Per Hour)	X				New 2023	\$ -	\$ 12.00	Y	\$ 13.20	1124006	0413		
Meeting Room One Single (Per Hour)	X			2011	2022	\$ 19.09	\$ 19.09	Y	\$ 21.00	1124006	0413		
Meeting Room Two Double (Per Hour)	X			2019	2022	\$ 37.27	\$ 37.27	Y	\$ 41.00	1124006	0413		
Multi-purpose Function/ Group Fitness Studio Room (Per Hour) (Inc outdoor area if required)	X			2011	2022	\$ 37.27	\$ 37.27	Y	\$ 41.00	1124006	0413		
Spin Room (Per session) (incl 16 Bikes)	X			2016	2022	\$ 65.45	\$ 65.45	Y	\$ 72.00	1124006	0413		
Servery	X			2022	2023	\$ 19.09	\$ 19.55	Y	\$ 21.50	1124006	0413		
Court Hire - OFF PEAK	X			2016	2022	\$ 37.27	\$ 37.27	Y	\$ 41.00	1124005	0414		
Court Hire - PEAK	X			2018	2022	\$ 50.91	\$ 50.91	Y	\$ 56.00	1124005	0414		
Half Court Hire - OFF PEAK	X			2014	2022	\$ 23.64	\$ 23.64	Y	\$ 26.00	1124005	0414		
Half Court Hire - PEAK	X			2014	2022	\$ 31.82	\$ 31.82	Y	\$ 35.00	1124005	0414		
Note: Peak = after 4:00pm Monday to Friday													
Grandstand (per tier)	X			2022	2023	\$ 60.91	\$ 62.45	Y	\$ 68.70	1124003			
Competition Events Package (per court)	X			2022	2023	\$ 28.18	\$ 28.91	Y	\$ 31.80	1124005	0414		
11.3.4 Facility Hire / Hour													
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)													
Chair Hire (Per Chair)	X			2013	2022	\$ 0.45	\$ 0.45	Y	\$ 0.50	1124003			
BBQ	X			2022	2023	\$ 20.91	\$ 21.45	Y	\$ 23.60	1124003			
Hire of Table Cloths or Trestle Table (per Table)	X			2022	2023	\$ 5.45	\$ 5.59	Y	\$ 6.15	1124003			
Data Projector (per Hour) min charge of 4 hours	X			2022	2023	\$ 7.27	\$ 7.45	Y	\$ 8.20	1124003			
Bouncy Castle (Per Use)	X			2022	2023	\$ 121.82	\$ 124.91	Y	\$ 137.40	1124005	0414		
Hire with Alcohol													
Local Organisation (Per hour)	X			2022	2023	\$ 47.27	\$ 47.55	Y	\$ 52.30	1124003			
Local Organisation (Not for profit - 10% off normal fee)	X			2022	2023	\$ 42.73	\$ 43.14	Y	\$ 47.45	1124003			
Hire - Additional Rubbish Fee (per rubbish bin)	X			2022		At Cost	At Cost	Y	At Cost	1124003			

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
Facility Hire / Hour (Registered Non Profit / Charitable Organisations) *													
* 10% Discount Included													
Board Room (Per Hour)	X				New 2023	\$ -	\$ 10.91	Y	\$ 12.00	1124006	0413		
Meeting Room One Single (Per Hour)	X			2011	2022	\$ 17.27	\$ 17.27	Y	\$ 19.00	1124006	0413		
Meeting Room Two Double (Per Hour)	X			2011	2022	\$ 33.64	\$ 33.64	Y	\$ 37.00	1124006	0413		
Multi-purpose Function/ Group Fitness Studio Room (Per Hour) (Inc outdoor area if required)	X			2022	2023	\$ 38.18	\$ 33.64	Y	\$ 37.00	1124006	0413		
Spin Room (Per session) (incl 16 Bikes)	X			2013	2022	\$ 59.09	\$ 59.09	Y	\$ 65.00	1124006	0413		
Servery	X			2022	2023	\$ 17.27	\$ 17.77	Y	\$ 19.55	1124006	0413		
Court Hire - OFF PEAK	X			2016	2022	\$ 33.64	\$ 33.64	Y	\$ 37.00	1124005	0414		
Court Hire - PEAK	X			2018	2022	\$ 45.45	\$ 45.45	Y	\$ 50.00	1124005	0414		
Half Court Hire - OFF PEAK	X			2014	2022	\$ 21.82	\$ 21.82	Y	\$ 24.00	1124005	0414		
Half Court Hire - PEAK	X			2014	2022	\$ 29.09	\$ 29.09	Y	\$ 32.00	1124005	0414		
<i>Note: Peak = after 4:00pm Monday to Friday</i>													
11.3.5 Sports & Programmes													
Casual Shots- Single Entry	X			2016	2022	\$ 4.55	\$ 4.55	Y	\$ 5.00	1124003			
Casual Shots- 10 Pass	X			2022	2023	\$ 34.55	\$ 40.91	Y	\$ 45.00	1124003			
- 3 Month Pass	X			2022	2023	\$ 75.45	\$ 77.27	Y	\$ 85.00	1124003			
- 6 Month Pass	X			2022	2023	\$ 136.36	\$ 138.18	Y	\$ 152.00	1124003			
Vacation Care per Day		X		2019	2022	\$ 56.36	\$ 56.36	N	\$ 62.00	1124012			Vacation Care Programme
Vacation Care After Hours Late Fee - After 5.45pm		X		2007	2022	\$ 10.00	\$ 10.00	N	\$ 11.00	1124012			After 5.45pm but before 5.59pm
Vacation Care After Hours Late Fee - After 6.00pm - charge every 5 minutes or part thereof		X				\$ 14.55	\$ 14.55	N	\$ 16.00	1124012			\$15.00 per every 5 minutes after 6.00pm
Administration Fee - Late Payment Fee		X				\$ 19.09	\$ 19.09	N	\$ 21.00	1124012			Per Invoice Request
Clinics (Hour)	X			2018	2022	\$ 10.00	\$ 10.00	Y	\$ 11.00	1124004			
Birthday Parties (per child, minimum of 12 - 2 hour party - Inc catering)	X			2011	2022	\$ 17.27	\$ 17.27	Y	\$ 19.00	1124004			
Other Programmes to be calculated on programme schedule													
Badminton Daytime Casual Game Fee													
- Casual Game Fee	X			2018	2022	\$ 8.18	\$ 8.18	Y	\$ 9.00	1124003			
Night programmes per Team													
- Registration (New Teams)	X			2014	2022	\$ 47.27	\$ 47.27	Y	\$ 52.00	1124004			
- Registration (Ongoing Team)	X			2014	2022	\$ 28.18	\$ 28.18	Y	\$ 31.00	1124004			
- Registration Junior Team (New)	X			2016	2022	\$ 42.73	\$ 42.73	Y	\$ 47.00	1124004			
- Registration Junior Team (Ongoing)	X			2016	2022	\$ 23.64	\$ 23.64	Y	\$ 26.00	1124004			
- Fee per Game - Netball	X			2016	2022	\$ 56.36	\$ 56.36	Y	\$ 62.00	1124004			
- Fee per Game - Basketball	X			2016	2022	\$ 56.36	\$ 56.36	Y	\$ 62.00	1124004			
- Fee per Game - Futsal	X			2016	2022	\$ 51.82	\$ 51.82	Y	\$ 57.00	1124004			
- Fee per Game - Junior	X			2016	2022	\$ 42.73	\$ 42.73	Y	\$ 47.00	1124004			
- Fee per Game - Basketball 3 on 3	X			2018	2022	\$ 37.27	\$ 37.27	Y	\$ 41.00	1124004			
Forfeit Fees													
48 Hours notice (Game fee only)	X					At Cost	At Cost		At Cost	1124004			
24 Hours notice (Game fee + Other teams fee)	X					At Cost	At Cost		At Cost	1124004			
No Show (Game fee + other teams fee + admin fee)	X					At Cost	At Cost		At Cost	1124004			

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
Day Programme per Team													
- Registration (New Teams)	X			2008	2022	\$ 32.73	\$ 32.73	Y	\$ 36.00	1124004			
- Registration (Ongoing Team)	X			2007	2022	\$ 19.09	\$ 19.09	Y	\$ 21.00	1124004			
- Fee per Game	X			2014	2022	\$ 40.00	\$ 40.00	Y	\$ 44.00	1124004			
Staff Costs - Centre Supervisor* / Cleaner	X			2019	2022	\$ 56.36	\$ 56.36	Y	\$ 62.00	1124014			
Staff Costs - Group Fitness Instructor	X			2019	2022	\$ 75.45	\$ 75.45	Y	\$ 83.00	1124014			
Staff Costs - Security Call Outs	X			2015	2022	At Cost	At Cost	Y	At Cost	1124014			
<i>*After Hours Centre Supervisor charges per Area:</i>													
<i>Hire 1 Area = 100% of Rate</i>													
<i>Hire 2 Areas = 50% of Rate</i>													
<i>Hire 3 Areas = No Charge</i>													
<i>Note, 1 Court is equal to 1 Area.</i>													
11.3.6 Signage (Charge per annum or pro rata)													
Wall 1200 x 1200	X			2019	2022	\$ 280.91	\$ 280.91	Y	\$ 309.00	1124011			
Wall 2400 x 1200	X			2019	2022	\$ 328.18	\$ 328.18	Y	\$ 361.00	1124011			
Wall 2400 x 1800	X			2019	2022	\$ 374.55	\$ 374.55	Y	\$ 412.00	1124011			
Wall 2400 x 2400	X			2019	2022	\$ 468.18	\$ 468.18	Y	\$ 515.00	1124011			
Corporate Plus Annual Fee	X				New 2023	\$ -	\$ 409.09	Y	\$ 450.00	1124011			
11.3.7 Overnight Accommodation Charges (Per Night)													
Up to 25 people	X			2022	2023	\$ 280.91	\$ 284.55	Y	\$ 313.00	1124006			
Additional per person rate - 26 to 50	X			2022	2023	\$ 10.00	\$ 10.45	Y	\$ 11.50	1124006			
Additional per person rate - 51 to 75	X			2022	2023	\$ 9.09	\$ 9.55	Y	\$ 10.50	1124006			
Additional per person rate 76 and over	X			2022	2023	\$ 8.18	\$ 8.64	Y	\$ 9.50	1124006			

Annual fee for approved organisation who sign a sponsorship agreement that includes corporate plus membership for their employees in addition to above signage prices

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
11.4 Libraries													
11.4.1 Internet & Wi-Fi Access	X				2007	No Charge	No Charge	Y	No Charge				
11.4.2 Miscellaneous			ATO Private Ruling										
Lost / Damaged Items - Replacement Headphones (per set)	X	X			2018	\$ 2.73	\$ 2.73	N	At Cost 3.00	1126003 1126004	0415		ATO Private Ruling
11.4.3 Printing & Copying Costs													
A4 Black & White	X				Reviewed 2022	\$ 0.27	\$ 0.27	Y	\$ 0.30	1126004			
A4 Colour	X				Reviewed 2022	\$ 0.91	\$ 0.91	Y	\$ 1.00	1126004			
A3 Black & White	X				Reviewed 2022	\$ 0.55	\$ 0.55	Y	\$ 0.60	1126004			
A3 Colour	X				Reviewed 2022	\$ 1.82	\$ 1.82	Y	\$ 2.00	1126004			
11.4.4 Laminating Costs													
A4	X				Reviewed 2022	\$ 1.36	\$ 1.36	Y	\$ 1.50	1126004			
A3	X				Reviewed 2022	\$ 2.73	\$ 2.73	Y	\$ 3.00	1126004			
11.4.5 Book Sale													
Used Magazines	X				Reviewed 2022	\$ 0.45	\$ 0.45	Y	\$ 0.50	1126004			
Used Books (Paperback)	X				Reviewed 2022	\$ 0.91	\$ 0.91	Y	\$ 1.00	1126004			
Used Books (Hardcover)	X				Reviewed 2022	\$ 1.82	\$ 1.82	Y	\$ 2.00	1126004			
Used DVDs	X				Reviewed 2022	\$ 1.82	\$ 1.82	Y	\$ 2.00	1126004			
FUNCTION 12 Transport													
12.1 Transport													
12.1.1 Special Series Number Plates	X				2022	\$ 374.55	\$ 390.00	Y	\$ 429.00	1223001			
12.1.2 Verge Inspection Fee - Single Dwelling (Residential)		X			2016	\$ 260.00	\$ 270.00	N	\$ 270.00	1424003			
Verge Inspection Fee - Multiple Dwelling (Residential)		X			2016	\$ 260.00	\$ 270.00	N	\$ 270.00	1424003			
Verge Inspection Fee - Commercial / Industrial		X			2016	\$ 260.00	\$ 270.00	N	\$ 270.00	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		per lot
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			2017	\$ 300.00	\$ 300.00	N	\$ 300.00	7210129	RESERVE FUND		

General Description	GST Treatment		Division 81 (ATO) Determinatio n/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
FUNCTION 13 Economic Services													
13.1 <u>Tourism & Area Promotion</u>													
13.1.1 <u>Caravan Parks & Camping Grounds</u>													
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													
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		2014	\$ 20.00	\$ 20.00	N	\$ 20.00	1322003	0133	Regulatory	Caravan & Camping Act
Temporary licence: Pro rata as per application	X		31.6		2014	\$ 100.00	\$ 100.00	N	min. \$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 <u>Building Control</u>													
Uncertified Application for a Building Permit (min \$110.00)	X		31.8		2019	0.32%	0.32%	N	0.32%	1323004		Regulatory	Building Act 2011 - s. 16(1)
Certified Building Permit Class 1 or 10 (min \$110.00)	X		31.8		2019	0.19%	0.19%	N	0.19%	1323004		Regulatory	Building Act 2011
Certified Building Permit Class 2-9 (min \$110.00)	X		31.8		2019	0.09%	0.09%	N	0.09%	1323004		Regulatory	Building Act 2011
Demolition Permit Class 1 or 10	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 16(1)
Demolition Permit Class 2 - 9 (for each storey of building)	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 16(1)
Application to extend the time during which a building or demolition permit has effect	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 32(3)(f)
Application for an Occupancy Permit for a completed building	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 46
Application for a temporary Occupancy Permit for an incomplete building	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 47
Application for modification of an Occupancy Permit for additional use of a building on a temporary basis	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 48
Application for a replacement Occupancy Permit for permanent change of the building's use or classification	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 49
Occupancy Permit for a building in respect of which unauthorised work has been done (min \$110.00)	X		31.8		2019	0.18%	0.18%	N	0.18%	1323004		Regulatory	Not less than \$110.00 - s. 51(2)
Building Approval Certificate for a building in respect of which unauthorised work has been done (min \$110.00)	X		31.8		2019	0.38%	0.38%	N	0.38%	1323004		Regulatory	Not less than \$110.00 - s. 51(3)
Application for a replacement Occupancy Permit for permanent change of the building's classification	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 52(1)
Application for a Building Approval Certificate for an existing building where unauthorised work has not been done	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 52(2)
Application to extend the time during which a Building Approval Certificate has effect	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Building Act 2011 - s. 65(3)(a)

SHIRE OF DARDANUP - 2023/2024 SCHEDULE OF FEES & CHARGES

[Appendix ORD: 12.5.1B]

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
Continued													
Application for Amendment to a Building Permit	X		31.8		2021	\$ 110.00	\$ 110.00	N	\$ 110.00	1323004		Regulatory	Same calculation as for Building Permit based on change to contract value (but not less than \$110.00)
13.1.2 Building Control Search Fee / Copy of Building Plans	X				2023	\$ 45.00	\$ 50.00	N	\$ 50.00	1323002			
Swimming Pool Inspection Levy per 4 Years	X		ATO Private Ruling	2022	2023	\$ 120.00	\$ 140.00	N	\$ 140.00	1323008		Regulatory	Building Regs 2012/Inspection Fee per 4 Years
- Swimming Pool 4 Yearly Inspection (Annual Fee)				2022	2023	\$ 30.00	\$ 35.00	N	\$ 35.00	1323008		Regulatory	25% of Swimming Pool Levy raised annually
13.1.3 Extractive Industries													
Application Annual licence & renewal fees	X		31.8			\$ 250.00	\$ 250.00	N	\$ 250.00	1328001	0134		Local Government Act 1995 / Local Law
- 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
Rehabilitation Bond - Amount per Hectare	X				2021	see comments	see comments	N	see comments	1328001		Muni/Trust System - TREHAB	\$5,000 per hectare

General Description	GST Treatment		Division 81 (ATO) Determination/ATO Ruling	Prior Year Change	Last Changed	GST Excl 2022/23	GST Excl 2023/24	GST	DRAFT FEES & CHARGES 2023/24	General Ledger #	Charge Code	Charge Type	Comments
	Taxed	GST Free											
FUNCTION 14 Other Property & Services													
14.1 Private Works													
14.1.1 Plant (per hour or part thereof)													
Graders	X					COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		GST Rate 10%
Loaders	X					COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
Trucks - 8 Tonne	X					COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
Tractors - with attachments	X					COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
Utilities - 1 Tonne	X					COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
Steel Roller	X					COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
Multi-Tyre Roller	X					COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001	0416		
MR WA & DEC													
Graders	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
Loaders	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
Trucks - 8 Tonne	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
Tractors - with attachments	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
Utilities - 1 Tonne	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
Cement Mixer	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
Water Pump	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
Plate Compactor	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
Road Sweeper - Trailer	X					COST + 10%	COST + 10%	Y	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		
Works	X					COST + 25%	COST + 25%	Y	COST + 25%, + GST	1421001			
Works - MRWA / DEC	X					COST + 10%	COST + 10%	Y	COST + 10%, + GST	1421001			
FUNCTION 14 Other Property & Services													
14.2 Administration													
14.2.1 Officer Charge Rates / Hour													
Chief Executive Officer	X			2021	2023	\$ 272.73	\$ 278.00	Y	\$ 305.80	1422004	1422004		
Director	X			2021	2023	\$ 254.55	\$ 260.00	Y	\$ 286.00	1424003	1424003		
Manager	X			2021	2023	\$ 172.73	\$ 176.00	Y	\$ 193.60	1422004	1422004		
Principal Planning Officer	X			2021	2023	\$ 150.00	\$ 153.00	Y	\$ 168.30	1026002	1026002		
Planning Officer	X			2021	2023	\$ 110.91	\$ 113.00	Y	\$ 124.30	1026002	1026002		
Principal Building Surveyor	X			2021	2023	\$ 150.00	\$ 153.00	Y	\$ 168.30	1323002	1323002		
Building Surveyor	X			2021	2023	\$ 110.91	\$ 113.00	Y	\$ 124.30	1323002	1323002		
Civil Engineer	X			2021	2023	\$ 172.73	\$ 176.00	Y	\$ 193.60	1424003	1424003		
Engineering Officer	X			2021	2023	\$ 110.91	\$ 113.00	Y	\$ 124.30	1424003	1424003		
Principal Environmental Health Officer	X			2021	2023	\$ 150.00	\$ 153.00	Y	\$ 168.30	0724002	0724002		
Health Officer	X			2021	2023	\$ 110.91	\$ 113.00	Y	\$ 124.30	0724002	0724002		
Ranger	X			2021	2023	\$ 110.91	\$ 113.00	Y	\$ 124.30	0523002	0523002		
All Other Officers	X			2021	2023	\$ 75.00	\$ 77.00	Y	\$ 84.70	1422004	1422004		
14.2.2 Events Application Fee													
Small Commercial Event <200 people		X		2015	2022	\$ 250.00	\$ 250.00	N	\$ 250.00	1123006			
Medium Commercial Event 201 - 500 people		X		2015	2022	\$ 500.00	\$ 500.00	N	\$ 500.00	1123006			
Large Commercial Event >500 people		X		2022		\$ 750.00	\$ 750.00	N	\$ 750.00	1123006			
14.2.3 Traffic Management Plan Preparation													
Public Event - Free Entry or Community Group / Sporting Event		X		2011		\$ -	\$ -	N	\$ -	1424003			No Charge
Commercial Event <500 people		X		2011		\$ 800.00	\$ 800.00	N	\$ 800.00	1424004			
Commercial Event <5000 people		X		2011		\$ 1,000.00	\$ 1,000.00	N	\$ 1,000.00	1424005			
Commercial Event >5000 people		X		2011		\$ 12,000.00	\$ 12,000.00	N	\$ 12,000.00	1424006			
14.2.4 Designated Area Migration Agreement (DAMA) Application Fee													
Designated Area Migration Agreement (DAMA) Application Fee		X		2021		\$ 250.00	\$ 250.00	Y	\$ 275.00	1422004	1422004		



RATING STRATEGY

2023/24 TO 2032/33

Contents

1. INTRODUCTION	3
1.1 THE PURPOSE OF THIS RATING STRATEGY	3
2 RATING SYSTEM IN WESTERN AUSTRALIA.....	3
2.1 LEGISLATION.....	3
2.2 WHY DOES COUNCIL RAISE RATES.....	3
2.3 BASIS OF CALCULATING RATES	3
2.4 TYPES OF RATES	4
2.4.1 <i>Differential General Rate</i>	4
2.4.2 <i>Minimum Rate</i>	4
2.4.3 <i>Specified Area Rate</i>	4
2.4.4 <i>Service Charges</i>	4
2.5 RATES DISCOUNTS, CONCESSIONS & EXEMPTIONS.....	5
2.5.1 <i>Pensioners & Seniors</i>	5
2.5.2 <i>Early Payment Discounts</i>	5
2.5.3 <i>Concessions</i>	5
2.5.4 <i>Exemptions</i>	5
3 RATING OBJECTIVES OF THE SHIRE OF DARDANUP.....	6
3.1 FAIRNESS & EQUITY AMONG RATEPAYERS	6
3.1.1 <i>Fair Contribution to Rates</i>	6
3.1.2 <i>Equity of Rates Liability</i>	6
3.1.3 <i>Consistency in Rating Policy</i>	6
3.2 SPECIFIC POLICIES.....	6
3.2.1 <i>Discounts / Concessions</i>	6
3.2.2 <i>Rates & Charges</i>	6
3.2.3 <i>Payment of Rates</i>	6
4 RATING STRATEGY	7
4.1 STRATEGY TO ACHIEVE FAIRNESS & EQUITY AMONG RATEPAYERS	7
4.1.1 <i>Fair Contribution to Rates</i>	7
4.1.2 <i>Equity of Rates Liability</i>	7
4.1.3 <i>Consistency in Rating Policy</i>	8
4.2 RATING POLICIES.....	9
4.2.1 <i>Discounts / Concessions</i>	9
4.2.2 <i>Rates & Charges</i>	9
4.2.3 <i>Rates Payment Options</i>	10
4.2.4 <i>Rates Payment Plans</i>	11

1. Introduction

1.1 The Purpose of this Rating Strategy

The Shire of Dardanup has developed this Rating Strategy as a tool for community & financial planning.

In publishing this document Council has the following aims:

- a) Improve understanding of the rating system in Western Australia.
- b) Articulate Councils rating objectives.
- c) Establish strategies to achieve its rating objectives.

Council intends to review this document during its annual corporate financial planning cycle. This will ensure the Rating Strategy is dynamic in nature, allowing it to meet the needs of this rapidly growing Shire.

2 Rating System in Western Australia

2.1 Legislation

Local Government in Western Australia operates under the *Local Government Act 1995 (LGA)*. It is the provisions under this act that governs Council in the raising of rates.

2.2 Why does Council raise Rates

When adopting the Annual Budget, Council is required to impose a general rate on rateable land in the district in order to make up any budget deficiency, S6.32 (LGA).

The general rates are determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates.

Strong consideration is also given by Council to the extent of any increase in rating over the level adopted in the previous year.

(A copy of the Annual Budget is available online. www.dardanup.wa.gov.au).

2.3 Basis of Calculating Rates

Rates are calculated by multiplying the valuation of a property by the adopted rate in the dollar. Property valuations are set by the Valuer General's Office (Landgate) and will be either the Unimproved Valuation (UV), for properties that are used predominately for rural purposes, or a Gross Rental Valuation (GRV) which applies to properties that are used predominately for non-rural purposes.

2.4 Types of Rates

2.4.1 Differential General Rate

Council may wish to apply a different rate in the dollar to certain groups of properties. These groups can only be of the following (or groups of) characteristics.

- a) Land Zoning; or
- b) Predominant purpose for which the land is held (determined by Council); or
- c) Vacant Land; or
- d) A combination of any of these.

Differential rating allows Council to have some flexibility in determining rates for properties on the same valuation method. It may be used to encourage certain land use (eg a lower rate in the dollar may be used to encourage commercial property development in the Shire) or may offset the increased cost of providing services and facilities to a specific land use area.

For the purposes of the 2023/24 budget, Differential Rating has not been considered, however during 2022/23 Council conducted two workshops and informally supported in-principle the introduction of Differential Rating from the 2024/25 financial year.

As part of the review of the 2023/24 Rating Strategy, it is recommended that Council formally endorse the introduction of Differential Rating from the 2024/25 financial year. This will enable Council staff to prepare for the administrative changes and community consultation associated with Differential Rating.

2.4.2 Minimum Rate

A minimum payment may be determined by Council so that all ratepayers must make a reasonable contribution to the cost of Councils services & facilities.

In 2019/20, 2020/21, 2021/22 and 2022/23 the Council applied a minimum rate of \$1,547.50 for both UV and GRV properties. In the 2023/24 draft budget, the proposed GRV minimum rate is to increase by 0% and remain at to \$1,547.50, with the UV minimum rate to increase by 6.0% to \$1,640.35.

Future increases in the minimum rate are based on the general percentage increase in rates applied by Council, while also taking into consideration other similar local government minimum rates.

2.4.3 Specified Area Rate

Council may impose a rate on specific properties in an area for the purpose of meeting the cost of a specific work, service or facility. Monies raised are regulated to ensure the funds generated by such a rate, are spent in accordance with the purpose.

Rates are calculated by multiplying the valuation of a property (GRV) by the adopted rate in the dollar required to generate sufficient revenue to meet the expenditure area.

Council currently applies a Specified Area Rate for the following with no increase applied for 2023/24:

- a) Bulk Waste Collection at an average of \$23.27 per property in 2022/23 (\$0.001315)
- b) Eaton Landscaping at an average of \$52.90 per property in 2022/23 (\$0.002925)

2.4.4 Service Charges

Council may impose a charge on either land owners or occupiers for the cost of providing the following services

- a) Television & Radio broadcasting
- b) Underground Electricity

- c) Property surveillance & security
- d) Water.

Monies raised are regulated to ensure the funds generated by such a rate, are spent in accordance to the purpose. At this time Council does not raise any service charges.

2.5 Rates Discounts, Concessions & Exemptions

2.5.1 Pensioners & Seniors

Persons who hold a Seniors Card (SC), Commonwealth Health Seniors Card (CHSC) and/or Pension Concession Card (PCC) may be eligible to claim a rebate of up to 50% on their rates, or be eligible to defer payment of their rates.

Complex regulations detail eligibility criteria. Ratepayers are encouraged to contact Council Rates staff should they believe they are eligible for a concession.

There is no cost to Council (other than staff administration costs) as concessions granted are reimbursed by the State Revenue Department.

2.5.2 Early Payment Discounts

When imposing rates for a year, Council may resolve to grant a discount or other incentive for the early payment of any rate or charge.

This is useful for cash flow purposes in encouraging full payment early in the rating year.

In 2022/23 Council provided an early payment incentive through a prize draw of \$1,500, which is aimed at covering the majority of the minimum rates charge. It is proposed to maintain the prize draw incentive in 2023/24 at \$1,500.

2.5.3 Concessions

Council may resolve to waive or grant concessions in relation to rates or service charges. Concessions may not be made with respect to whether an owner occupies the land. A number of rate concessions are applied to current Lessees of Council property (ie: Eaton Bowling & Social Club, Bunbury & Districts Softball Assoc), which is estimated to be \$37,731.20 per annum.

2.5.4 Exemptions

In accordance with the *Local Government Act 1995*, certain types of organisations who use land exclusively for 'charitable purposes', may claim a rate exemption in relation to rates or service charges. The Commonwealth *Charities Act 2013* broadly defines a 'charitable purpose' as being for the advancement of health, education, religion, culture or social or public welfare, and the promotion or protection of human rights and any other purpose beneficial to the public.

Current exemptions under Section 6.26 (g) of the *Local Government Act 1995* relate to land that is used primarily by non-government social and affordable housing, aged care, aboriginal and community organisations (ie: Access Housing, Scout Association, Southern Aboriginal Corp, Alliance Housing, Housing Choices, Activ Foundation, Bethanie Group). The current value of 2022/23 annual rate exemptions under this section of the Act total \$538,373.83.

Exemption under Section 6.26 (d)(e) of the *Local Government Act 1995* relate to land that is used primarily by religious organisations as a place of worship, religious accommodation or school. The current value of 2022/23 annual rate exemptions under this section of the Act total \$23,997.95.

3 Rating Objectives of the Shire of Dardanup

3.1 Fairness & Equity among Ratepayers

3.1.1 Fair Contribution to Rates

Each rateable property should make a fair contribution to the provision of services and facilities provided by the Shire of Dardanup.

3.1.2 Equity of Rates Liability

Council supports the principle that rates liability should be equitable among property owners.

3.1.3 Consistency in Rating Policy

Council undertakes to apply rating principles in a consistent manner.

3.2 Specific Policies

3.2.1 Discounts / Concessions

Council may consider rates concessions or discounts in order to achieve specific objectives.

3.2.2 Rates & Charges

Council may consider the imposition of:

- a. Specified Area Rates
- b. Differential Rates
- c. Service Charges

to fund services or facilities.

3.2.3 Payment of Rates

Council endeavours to provide access to a broad range of payment options, including payment through instalments and individual payment plans where required.

4 Rating Strategy

4.1 Strategy to Achieve Fairness & Equity among Ratepayers

4.1.1 Fair Contribution to Rates

4.1.1.1 Minimum Rates

- a) Council sets a minimum charge to ensure that all property owners make a reasonable contribution towards the provision of services & facilities within the shire.
- b) The minimum charge for UV properties shall be \$1,640.35, with a 6.0% increase applied to the 2022/23 minimum UV rate of \$1,547.50.
- c) The minimum charge for GRV properties shall be \$1,547.50, with no increase applied to the 2022/23 minimum GRV rate. This forms part of a long term strategy of maintaining parity with other similar sized and surrounding local governments.
- d) The minimum charge shall be considered annually by Council when adopting the Annual Budget.

4.1.2 Equity of Rates Liability

4.1.2.1 Property Valuations

Preamble

The rating system adopted by the State Government in WA is based only upon the valuation of a property. Independent valuations are provided by the Valuer General. There are social and economic advantages and disadvantages to areas in which properties are located within the Shire of Dardanup. All are unique in their own way. The only fair method Council can apply in treating these differences is to NOT take them into consideration when applying rating principles. This ensures that all properties are treated equally and fairly.

Strategy

- a) Council relies on the valuation only to determine equity in individual rates liability.

4.1.2.2 Differing Valuation Periods GRV v UV

Preamble

Independent valuations are provided by the Valuer General. Current policy of the Valuer General is to revalue UV rated properties annually and GRV rated properties every 3-4 years. This means the impact of a valuation change affects UV rated properties annually. GRV rated properties are affected with a substantial increase in the year of revaluation. Council may adjust the rate in the dollar in order to adjust the average net rate increase. This however is not an accurate means to compensate for inequities caused by non-standardised valuations periods. The most equitable solution is to standardise valuation periods for both GRV & UV.

Current Council policy is to apply standard annual *Rate in the Dollar* increases to all properties.

Strategy

- a) Council continues to lobby State Government when the opportunity arises, to permit Local Governments to elect to standardise revaluation periods for properties rated on GRV & UV.

- b) In the year of a general revaluation, the rate in the dollar shall be initially reduced by the average valuation increase for the valuation area. General rate increases shall be then calculated upon this adjusted base. The last GRV revaluation occurred in 2021/22, which applied from 1 July 2022. The next GRV revaluation is scheduled for 2024/25 which will apply from 1 July 2025.
- c) The total average rate revenue percentage increase shall be equal for those grouped UV & grouped GRV properties, as part of calculating the target total rate revenue percentage increase (ie: 4.0%). This will require adjustments to both the UV and GRV rate in the dollar after setting the minimum rate.

4.1.3 Consistency in Rating Policy

4.1.3.1 *Property valuation method appropriately reflects predominant use*

Preamble

The Rating valuation system in WA identifies two types of land use:

- Rural
- Non Rural

The method of land use determines the valuation method applied:

Rural Use	-	Unimproved Value (UV)
Non Rural Use	-	Gross Rental Value (GRV)

The Shire of Dardanup is a municipality that has experienced significant growth and diversification in land uses in recent years. The nature of land use is primarily exclusive to a change from “Rural” to “Non Rural”. The activities that are at the forefront of the change are rural lifestyle residential developments and tourism related commercial enterprises. Council acknowledges that predominant land use should determine the valuation method used. Periodic assessments of land use are therefore necessary in order to maintain a consistent land use valuation policy.

Progress to Date

In 2003 Council undertook a significant reclassification of land use for properties zoned “Small Rural Holdings”. A successful application was made to the Minister of Local Government to change the rating valuation from UV to GRV. A further review was conducted during 2020/21 to identify property uses that had changes from UV to GRV, resulting in a concession being applied by Council to apply the change over a number of years.

Further surveys are required to be undertaken at individual lot level (spot valuation) and part lot level (split valuation) to assess land use.

Strategy

- a) That the following land uses be assessed for appropriate valuation method
 - i. Tourist Use in rural areas.
 - ii. Commercial or Industrial use in rural areas.

4.1.3.2 *Like Properties should be Treated in a Like Manner*

Preamble

Where the Minister (through Council recommendation) makes a determination of valuation type for a particular land use, Council undertakes to apply the determination consistently to like properties.

Strategy

Council may apply the following methods to capture land use

- a) By subdivision
 - i. Where the majority of lots within a subdivision are used for a purpose that is not consistent with the purpose for which the subdivision is valued.
 - ii. Land within the subdivision can only be used for a purpose that is not inconsistent with the purpose for which the land is valued.
- b) By individual lot (Spot Valuation)
 - i. Is an effective method in applying consistency by ensuring that properties with similar land uses are rated on the same method of valuation regardless of location within the Shire.
- c) By portion of lot (Split Valuation)
 - i. Where Council identifies that the rateable property contains distinctly rural and non-rural uses on separately identifiable portions of the property, it may consider applying different methods of valuations to those distinct portions.

4.2 Rating Policies

4.2.1 Discounts / Concessions

4.2.1.1 Early Payment Incentive

Purpose

An incentive is provided to ratepayers who pay their rates account in full and have no outstanding balance by the prize due date. The prize due date is approximately 2 weeks prior to the legislative rates due date so as to encourage early payment of rates for cash flow purposes.

Review Date

Council considers that amount and prize due date when adopting the Annual Budget. In 2022/23 Council provided an early payment incentive through a prize draw of \$1,500, which is aimed at covering the majority of the minimum rates charge. It is proposed to retain the same prize draw incentive in 2023/24 at \$1,500, however an increase may occur in future years to reflect the minimum rate.

Amount

As determined by Council in the Annual Budget – proposed to remain at \$1,500 for 2023/24.

4.2.2 Rates & Charges

4.2.2.1 Rubbish & Recycling Levy

Description

Council levies a separate charge on the rates notice for kerbside waste, recycling and FOGO. This levy funds

- a. Kerbside waste removal in provided bins, including FOGO bins

- b. Kerbside recycling in provide bins
- c. Recycling Education programs

Properties Levied

This levy is a compulsory charge on properties that are serviced by the collection service.

Exemptions

- a. Properties outside the collection area
- b. Properties located outside the Burekup Townsite, but within the confines of Hutchinson / Crampton / Shenton Roads, may elect to receive the service due to the immediate proximity to the Burekup Townsite.

4.2.2.2 Specified Area Rate

Bulk Waste Collection

Council levies a Specified Area Rate on developed residential properties within (and adjoining) to the townsites of Eaton, Dardanup and Burekup that are serviced with Councils bulk green waste and hard waste kerbside pickup.

- Bulk Waste Collection costs an average of \$23.27 per property in 2022/23 (\$0.001315).
- Based on projected costs for 2023/24 it is not proposed to increase the Bulk Waste Collection Specified Area Rate.

Eaton Landscaping

Council levies a Specified Area Rate on properties within the Eaton townsite for the purpose of upgrading and maintaining parks & reserves.

- Eaton Landscaping cost an average of \$52.90 per property in 2022/23 (\$0.002925).
- Eaton Landscaping is proposed to remain unchanged in 2023/24.

4.2.2.3 Differential Rate

Council currently does not impose a Differential Rate. However, Council has supported in-principle the introduction of Differential Rating from the 2024/25 financial year.

Strategy

As part of the review of the 2023/24 Rating Strategy, Council formally endorse the introduction of Differential Rating from the 2024/25 financial year.

This will enable Council staff to prepare for the administrative changes and community consultation associated with introducing Differential Rating.

4.2.3 Rates Payment Options

4.2.3.1 Credit Card

- a. In Person at Council Offices
- b. 24 Hour Telephone
- c. 24 Hour Internet

4.2.3.2 EFTPOS

- a. In Person at Council Offices

4.2.3.3 Cheque

- a. In Person at Council Offices
- b. By Mail

4.2.3.4 Cash

- a. In Person at Council Offices

4.2.3.5 Weekly/Fortnightly/Monthly Direct Debit (Bank A/C or Credit Card)

- a. Approved form to be completed (obtained from Council Rates Department)

4.2.3.6 BPAY (Bank A/C)

- a. 24 Hour Internet

4.2.4 Rates Payment Plans

4.2.4.1 Instalment payment

Council offers ratepayers the option to spread the annual rates charge of over four (4) instalments.

Cost

Ratepayer will be charged an administration fee together with interest for instalment options.

Review Date

Council considers instalment plan dates and associated costs when adopting the Annual Budget.

4.2.4.2 Ad Hoc Payment Plans

The CEO may offer individual ratepayers alternative payment options in certain circumstances. These plans will generally be to assist ratepayers who have difficulty in paying their rates. Adhoc payment plans are to be offered to ratepayers prior to any debt recovery action.

Adhoc Payment plans shall be by Direct Debt from the ratepayers Credit Card or Bank Account. Payments shall be by Direct Debit to ensure:

- a. Council staff can administer Adhoc plans effectively and efficiently
- b. Allows ratepayers to meet their agreed payments.



DEBT MANAGEMENT PLAN

2022/23
TO
2031/32

Introduction

The use of debt as a means of funding asset acquisitions, renewals and maintenance is a useful mechanism for allocating the costs of such works over a time frame that reflects when residents will benefit from the assets.

Currently there are no specific restrictions on Councils ability to borrow. There is a practical limit beyond which debt service costs (Principal + Interest repayments) will affect the capacity of Council to deliver service levels.

It is therefore critical that debt funding is appropriately planned and monitored if Council is to maintain the capacity to effectively use this funding source.

Strategic planning allows Council to develop targets and standards for debt that are strategic in nature, rather than relying on debt as a response to current financial requirements.

Councils Debt Strategy will require Council to consider:

1. The circumstances under which borrowings are made.
- 2 The impact borrowings will have strategically
3. If the return on the debt (in commercial situations) can service the debt itself.

Debt Strategy

1. Comparison of Funding Options

Council should investigate all funding options and compare the advantages and disadvantages of each. There are a number of funding options for asset management available to Council.

- Government grants shall be sourced where possible as a first option.
- Investigation of Public / Private Partnerships.
- Council maintain its 1/3 contribution policy for groups & clubs projects. (1/3 Community, 1/3 Council, 1/3 Grants).
- That regard to the life of the asset is given to the life of the loan, and matched where possible.
- That consideration be given that infrastructure that is commercial in nature be self funded.
- That loans are only raised where identified in Council's 10 Year Asset Management Plans.
- Reserve Funds shall be utilised up to amounts prescribed in Council's 10 Year Asset Management Plans.
- That self supporting loans be available to community groups for project funding.

2. Long Term Sustainability of Council

Level of borrowings shall be within acceptable limits to ensure long term sustainability. Council is to ensure that debt levels do not exceed these limits so that debt service costs combined with the operational requirements can be met on a sustainable basis.

Council adopts the following indicators as established by the The Western Australian Treasury Corporation (WATC) as a measure of debt service ability. It must be noted that WATC will not automatically approve funds to a Local Government Authorities if these indicators are not met. Any lending would need prior approval by the board of the WATC.

Debt Indicators

In the:

- a) preceeding financial year;
- b) the current financial year; and
- c) the following financial year.

Debt Service Cover Ratio ideally is not less than 200%

Debt Service Ratio does not exceed 10%

Gross Debt to Revenue Ratio ideally not exceed 60%

Where any of these ratios are outside these limits, Council may consider the deferment or a reduction in borrowings to meet these adopted indicators.

Definitions

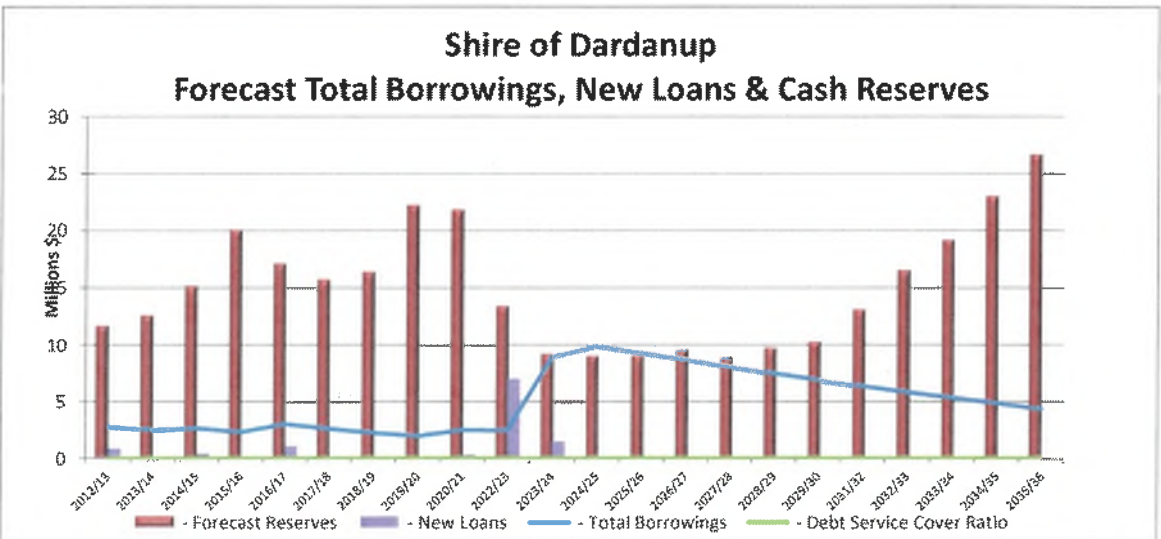
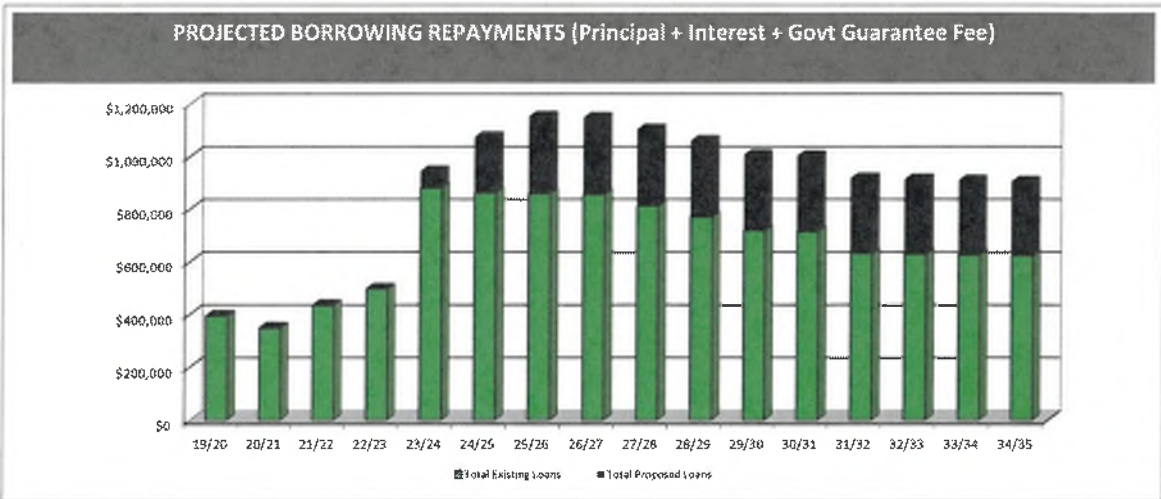
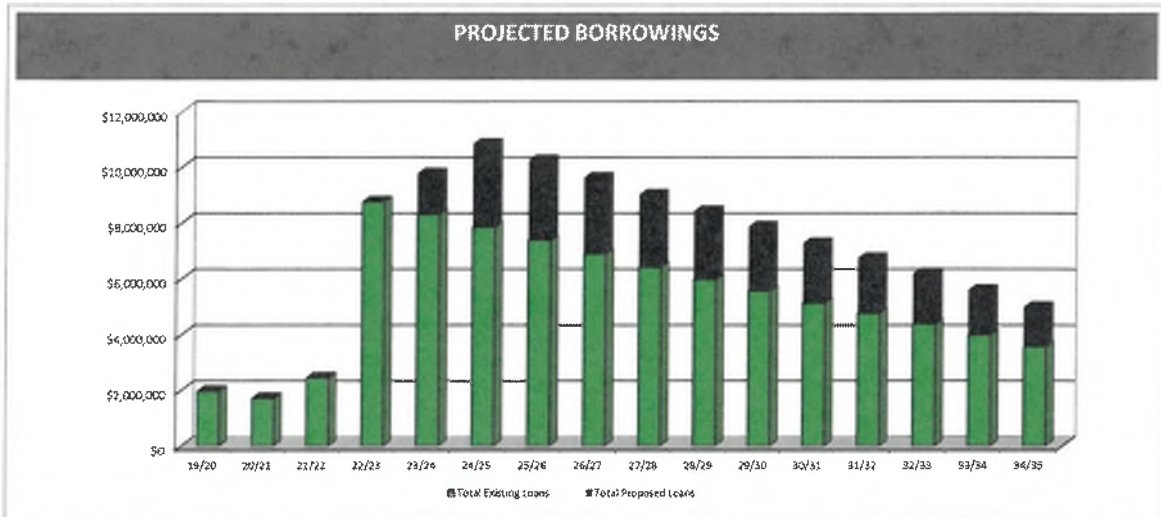
Debt Service Cover Ratio

Operating Surplus (excluding grants for the development of assets) before Interest and Depreciation as a % of Principal and Interest repayments (includes Govt Guarantee fee). Measures a Council's ability to service debt out of its uncommitted or general purpose fund available for its operations.

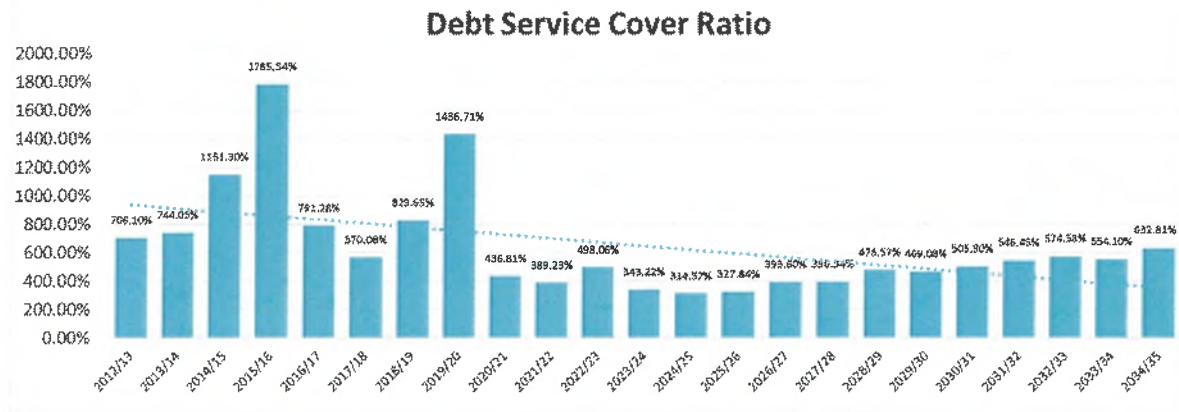
Debt Service Ratio

Debt Service Cost (Total borrowing repayments) as a % of Available Operating Revenue (Operating Revenue + Self Supporting Loan Principal less Specific purpose grants of a capital nature).

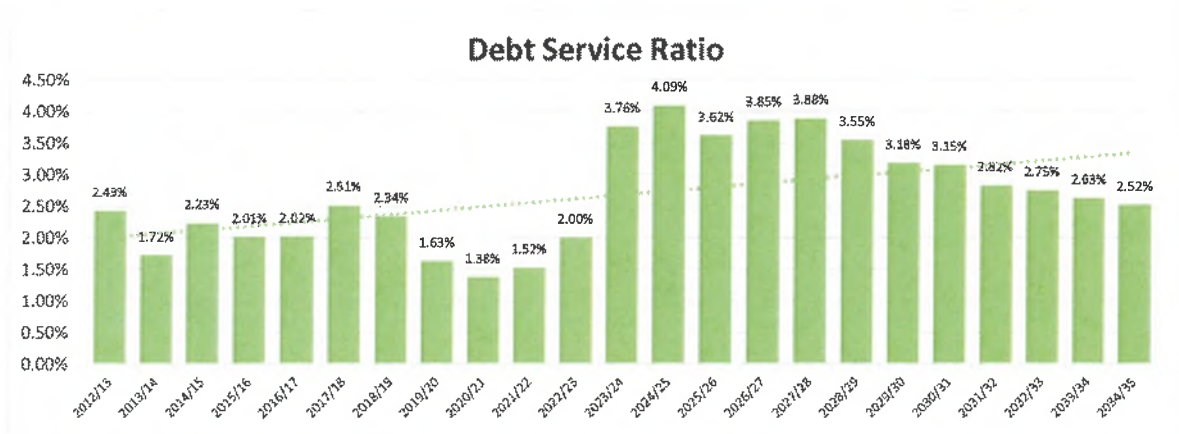
Gross Debt to Revenue Ratio



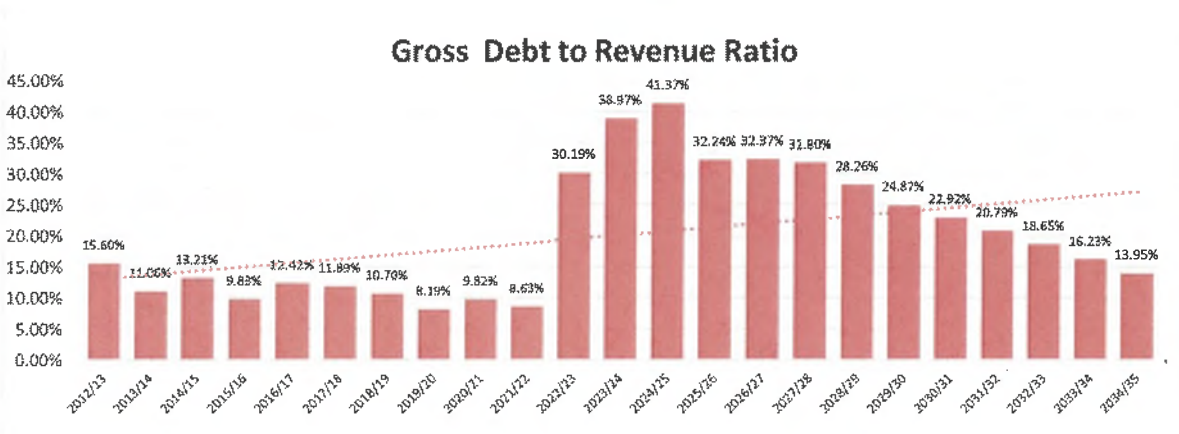
Debt Indicators



Minimum Limit = 200%



Maximum Limit = 10%



Maximum Limit = 60%

		Outstanding Debt															
		Financial Year Ending															
Existing Loans	Loan #	19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Administration Centre	49																
Eaton Rec Ctr	59	280,690.50	192,573.82	99,118.06	0.00	0.00											
Gravel Pit Purchase	61	90,548.39	66,647.59	41,219.78	14,167.41	0.00											
Rec Ctr Extensions	63	0.00															
Eaton Office Extension	65	123,302.09	85,006.28	43,970.95	0.00												
Land - Depot	66	503,104.65	444,476.58	383,438.07	319,890.01	253,729.23	184,848.31	113,135.40	38,474.09								
Eaton Bowling Club SSL	67																
Eaton Rec Ctr - Equipment	68																
Glen Houn Oval Club Rooms	69	965,470.13	924,295.87	881,525.34	837,096.66	790,945.54	743,005.19	693,206.27	641,476.71	587,741.66	531,923.38	473,941.10	413,710.93	351,145.71	286,154.93	218,644.54	148,516.87
Developer Contribution Plan	70			679,750.52	608,485.53	536,190.34	462,850.06	388,449.58	312,973.58	236,406.51	158,732.59	79,935.84	0.00				
FOGO Waste Bins	71			320,000.00	276,850.30	232,872.73	188,051.40	142,370.12	95,812.39	48,361.40	0.00						
R&J Fishwick Sports Pavilion	72			700,000.00	678,174.19	655,320.28	631,389.83	606,332.14	580,094.10	552,620.13	523,851.99	493,728.72	462,186.50	429,158.48	394,574.67	358,361.80	
Eaton Admin / Library - Part 1	73			6,000,000.00	5,812,921.65	5,617,030.96	5,411,912.84	5,197,132.63	4,972,235.18	4,736,743.94	4,490,159.87	4,231,960.46	3,961,598.55	3,678,501.24	3,382,068.62	3,071,672.54	
Total Existing Loans		1,963,115.77	1,713,000.15	2,449,022.74	8,756,489.92	8,304,833.68	7,851,106.20	7,380,464.04	6,892,201.54	6,424,838.85	5,980,020.04	5,567,888.79	5,139,400.11	4,774,930.76	4,393,814.65	3,995,287.84	3,578,551.20
Proposed Loans																	
Eaton Admin / Library - Part 2	2023/24					1,477,745.65	1,431,553.97	1,383,023.83	1,332,036.85	1,278,468.66	1,222,188.57	1,163,059.31	1,100,936.63	1,035,668.99	967,097.18	895,053.91	819,363.46
ERP Project	2024/25						1,563,555.77	1,487,911.23	1,408,437.18	1,324,939.76	1,237,215.28	1,145,049.74	1,048,218.33	946,484.83	839,601.07	727,306.31	609,326.64
Total Proposed Loans		0.00	0.00	0.00	0.00	1,477,745.65	2,995,109.74	2,870,935.06	2,740,474.03	2,603,408.41	2,459,403.85	2,308,109.06	2,149,154.96	1,982,153.82	1,806,698.24	1,622,360.23	1,428,690.10
Less Self Supporting Loans																	
Bunbury & Districts Softball Association	New																
Eaton Bowling Club SSL	New																
Total SSL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Borrowings		1,963,115.77	1,713,000.15	2,449,022.74	8,756,489.92	9,782,579.33	10,846,215.94	10,251,399.10	9,632,675.57	9,028,247.27	8,439,423.89	7,875,997.85	7,288,555.07	6,757,084.58	6,200,512.89	5,617,648.06	5,007,241.30

Total Borrowing Repayments - Principal & Interest (Includes Govt Guarantee Fee)

		19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Existing Loans	Loan #																
Administration Centre	49	0.00															
Eaton Rec Ctr	59	105,505.93	104,987.09	104,439.02	103,859.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Gravel Pit Purchase	61	29,846.10	29,705.51	29,558.01	29,402.13	14,638.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rec Ctr Extensions	63	22,586.45	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eaton Office Extension	65	47,406.69	47,182.40	46,943.70	46,621.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Land - Depot	66	82,153.43	81,796.77	81,434.99	81,058.32	80,672.20	80,260.07	79,835.02	79,393.67	39,320.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eaton Bowling Club SSL																	
Eaton Rec Ctr - Equipment	68	21,482.74	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Glen Houn Oval Club Rooms	69	84,710.29	84,407.32	84,110.64	83,803.27	83,498.31	83,150.58	82,805.59	82,448.21	82,086.74	81,688.78	81,286.56	80,869.30	80,442.59	79,986.24	79,519.19	79,032.75
Developer Contribution Plan	70		0.00	86,320.15	85,459.53	84,975.18	84,489.67	83,987.33	83,473.19	82,928.30	82,373.32	81,799.86	81,211.48	0.00	0.00	0.00	0.00
FOGO Waste Bins	71			1,121.57	50,970.90	50,637.30	50,297.30	49,950.77	49,597.60	49,237.65	48,855.09	0.00	0.00	0.00	0.00	0.00	0.00
R&I Fishwick Sports Pavilion	72				4,478.83	469,036.47	468,862.19	468,693.33	468,516.99	468,342.99	468,137.48	467,934.48	467,721.91	467,508.20	467,267.25	467,022.57	466,766.69
Eaton Admin / Library - Part 1	73				10,671.00	95,858.43	94,480.72	93,038.11	91,527.55	89,945.83	88,289.60	86,555.36	84,739.42	82,837.95	80,846.90	78,762.07	76,579.03
Total Existing Loans		393,691.63	348,079.09	433,928.08	496,324.37	879,316.68	861,540.54	858,310.16	854,957.21	811,862.24	769,544.27	717,576.26	714,542.12	630,788.73	628,100.39	625,103.83	622,378.47
Proposed Loans																	
Eaton Admin / Library - Part 2	2023/24					65,010.69	129,692.77	129,347.53	128,984.81	128,603.73	128,203.35	127,782.70	127,340.76	126,875.45	126,388.63	125,876.11	125,337.65
ERP Project	2024/25						82,005.79	163,609.65	163,051.16	162,464.41	161,847.94	161,200.27	160,519.82	159,804.91	159,053.81	158,264.69	157,435.62
Total Proposed Loans		0.00	0.00	0.00	0.00	65,010.69	211,698.57	292,957.18	292,035.97	291,068.13	290,051.29	288,982.98	287,860.58	286,681.36	285,442.44	284,140.80	282,773.27
Less Self Supporting Loans																	
Bunbury & Districts Softball Association	New			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0
Eaton Bowling Club SSL	New	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	0	0	0	0	0	0
Total SSL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments		393,691.63	348,079.09	433,928.08	496,324.37	944,327.37	1,073,239.11	1,151,267.33	1,145,993.18	1,102,930.37	1,059,595.57	1,006,559.24	1,002,402.70	917,470.09	913,542.83	909,444.63	905,151.74
\$ Increase (Decrease)			(45,612.54)	85,849.00	62,396.29	448,003.00	128,911.74	78,028.23	(4,274.15)	(44,062.81)	(43,334.80)	(53,036.33)	(4,156.54)	(84,932.61)	(3,927.26)	(4,098.20)	(4,292.89)
% Increase (Decrease)			(11.59%)	24.66%	14.38%	90.26%	13.65%	7.27%	(0.37%)	(3.84%)	(3.93%)	(5.01%)	(0.41%)	(8.47%)	(0.43%)	(0.45%)	(0.47%)
Previous LTTP Total				490,848.69	729,831.62	853,303.22	886,002.37	881,652.35	877,197.81	833,011.45	740,593.21	736,649.51	732,613.49	640,015.71	636,400.27	633,174.80	628,928.05
Revised Total 17 June 2022				433,928.08	496,324.37	944,327.37	1,073,239.11	1,151,267.33	1,146,993.18	1,102,930.37	1,059,595.57	1,006,559.24	1,002,402.70	917,470.09	913,542.83	909,444.63	905,151.74
				-56,920.60	-233,507.25	91,024.14	187,236.74	269,614.98	269,795.38	269,918.92	319,002.36	269,909.72	269,789.21	277,454.39	277,142.56	276,269.84	276,223.69

		Interest Repayments															
		19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Existing Loans	Loan #																
Administration Centre	49																
Eaton Rec Ctr	59	20,152.17	15,202.43	9,952.78	4,385.06												
Gravel Pit Purchase	61	6,653.29	5,240.82	3,738.08	2,139.35	438.49											
Rec Ctr Extensions	63	964.71															
Eaton Office Extension	65	10,563.33	8,006.71	5,267.20	2,331.72												
Land - Depot	66	22,201.08	19,885.83	17,475.39	14,965.84	12,353.12	9,632.98	6,800.99	3,852.59	782.95							
Eaton Bowling Club SSL	67	0.00															
Eaton Rec Ctr - Equipment	68	347.66															
Glen Houn Oval Club Rooms	69	38,219.24	36,682.54	35,086.27	33,428.12	31,705.68	29,916.45	28,057.88	26,127.24	24,121.75	22,038.52	19,874.52	17,626.63	15,291.58	12,866.02	10,346.41	7,729.13
Developer Contribution Plan	70			10,550.94	9,535.42	8,505.22	7,460.13	6,399.94	5,324.41	4,233.34	3,126.50	2,003.66	864.58				
FOGO Waste Bins	71				5,905.39	5,077.52	4,233.76	3,373.81	2,497.36	1,604.09	693.69						
R&J Fishwick Sports Pavilion	72				0.00	277,225.33	268,413.00	259,185.56	249,523.46	239,406.24	228,812.44	217,719.61	206,104.26	193,941.77	181,206.37	167,871.06	153,907.59
Eaton Admin / Library - Part 1	73				0.00	32,342.95	31,314.85	30,238.32	29,111.07	27,930.73	26,694.78	25,400.62	24,045.50	22,626.54	21,140.74	19,584.96	17,955.89
Total Existing Loans		99,101.48	85,018.33	82,070.66	72,690.91	367,648.31	350,971.17	334,056.49	316,436.14	298,079.10	281,365.93	264,998.41	248,640.97	231,859.89	215,213.13	197,802.43	179,592.61
Proposed Loans																	
Eaton Admin / Library - Part 2	2023/24					37,500.00	73,317.01	70,978.56	68,521.72	65,940.51	63,228.62	60,379.44	57,386.02	54,241.06	50,936.88	47,465.44	43,818.25
ERP Project	2024/25						40,000.00	77,243.91	73,414.40	69,391.03	65,163.97	60,722.92	56,057.04	51,154.95	46,004.69	40,593.70	34,908.78
Total Proposed Loans		0.00	0.00	0.00	0.00	37,500.00	113,317.01	148,222.47	141,936.12	135,331.53	128,392.59	121,102.36	113,443.06	105,396.01	96,941.57	88,059.13	78,727.02
Less Self Supporting Loans																	
Bunbury & Districts Softball Association	New																
Eaton Bowling Club SSL	New																
Total SSL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments		99,101.48	85,018.33	82,070.66	72,690.91	405,148.31	464,288.18	482,278.95	458,372.26	433,410.63	409,758.52	386,100.77	362,084.03	337,255.90	312,154.70	285,861.56	258,319.63
\$ Increase (Decrease)			(14,083.15)	(2,947.67)	(9,379.75)	332,457.40	59,139.87	17,990.77	(23,906.70)	(24,961.63)	(23,652.11)	(23,657.75)	(24,016.74)	(24,828.13)	(25,101.20)	(26,293.14)	(27,541.93)
% Increase (Decrease)			(14.21%)	(3.47%)	(11.43%)	457.36%	14.60%	3.87%	(4.96%)	(5.45%)	(5.46%)	(5.77%)	(6.22%)	(6.86%)	(7.44%)	(8.42%)	(9.63%)

Principal Repayments

		19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35
Existing Loans	Loan #																
Administration Centre	49																
Eaton Rec Ctr	59	83,082.62	88,116.68	93,455.76	99,118.06												
Gravel Pit Purchase	61	22,465.50	23,900.80	25,427.81	27,052.37	14,167.41	0.00										
Rec Ctr Extensions	63	21,440.46															
Eaton Office Extension	65	35,739.19	38,295.81	41,035.32	43,970.96												
Land - Depot	66	56,312.82	58,628.07	61,038.51	63,548.06	66,160.78	68,880.92	71,712.91	74,661.32	38,474.09							
Eaton Bowling Club SSL		0.00															
Eaton Rec Ctr - Equipment	68	21,070.22															
Glen Houn Oval Club Rooms	69	39,637.56	41,174.26	42,770.53	44,428.68	46,151.12	47,940.35	49,798.92	51,729.56	53,735.05	55,818.28	57,982.28	60,230.17	62,565.22	64,990.78	67,510.39	70,127.67
Developer Contribution Plan	70			70,249.48	71,264.99	72,295.19	73,340.28	74,400.48	75,476.00	76,567.07	77,673.92	78,796.76	79,935.84				
FOGO Waste Bins	71				43,149.70	43,977.57	44,821.33	45,681.28	46,557.73	47,450.99	48,361.40	0.00					
R&J Fishwick Sports Pavilion	72				0.00	187,078.35	195,890.68	205,118.12	214,780.22	224,897.44	235,491.24	246,584.07	258,199.42	270,361.91	283,097.31	296,432.62	310,396.08
Eaton Admin / Library - Part 1	73				0.00	21,825.81	22,853.91	23,930.45	25,057.69	26,238.04	27,473.98	28,768.14	30,123.27	31,542.22	33,028.02	34,583.81	36,212.88
Total Existing Loans		279,748.37	250,115.62	333,977.41	392,532.82	451,656.23	453,727.48	470,642.16	488,262.51	467,362.68	444,818.81	412,131.25	428,488.69	364,469.35	381,116.11	398,526.81	416,736.63
Proposed Loans																	
Eaton Admin / Library - Part 2	2023/24					22,254.35	46,191.68	48,530.14	50,986.98	53,568.19	56,280.08	59,129.26	62,122.68	65,267.64	68,571.82	72,043.26	75,690.45
ERP Project	2024/25						36,444.23	75,644.54	79,474.05	83,497.42	87,724.48	92,165.53	96,831.41	101,733.50	106,883.76	112,294.75	117,979.67
Total Proposed Loans		0.00	0.00	0.00	0.00	22,254.35	82,635.91	124,174.68	130,461.03	137,065.62	144,004.56	151,294.79	158,954.09	167,001.14	175,455.58	184,338.02	193,670.13
Less Self Supporting Loans																	
Bunbury & Districts Softball Associator	New																
Eaton Bowling Club SSL	New	0.00															
Total SSL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Net Repayments		279,748.37	250,115.62	333,977.41	392,532.82	473,910.58	536,363.39	594,816.85	618,723.54	604,428.30	588,823.38	563,426.04	587,442.78	531,470.49	556,571.69	582,864.83	610,406.76
\$ Increase (Decrease)			(29,632.75)	83,861.79	58,555.41	81,377.77	62,452.81	58,453.45	23,906.70	(14,295.24)	(15,604.92)	(25,397.34)	24,016.74	(55,972.29)	25,101.20	26,293.14	27,541.93
% Increase (Decrease)			(10.59%)	33.53%	17.53%	20.73%	13.18%	10.90%	4.02%	(2.31%)	(2.58%)	(4.31%)	4.26%	(9.53%)	4.72%	4.72%	4.73%

State Guarantee Fee

		19/20	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	
Existing Loans	Loan #																	
Administration Centre	49																	
Eaton Rec Ctr	59	2,271.14	1,667.98	1,030.48	356.11													
Gravel Pit Purchase	61	727.31	563.89	392.12	210.41	32.88												
Rec Ctr Extensions	63	181.28																
Eaton Office Extension	65	1,104.17	879.88	641.18	318.48													
Land - Depot	66	3,639.53	3,282.87	2,921.09	2,544.42	2,158.30	1,746.17	1,321.12	879.77	63.69								
Eaton Bowling Club SSL		0.00																
Eaton Rec Ctr - Equipment	68	64.86																
Glen Houn Oval Club Rooms	69	6,853.49	6,550.52	6,253.84	5,946.47	5,641.51	5,293.78	4,948.79	4,591.41	4,229.94	3,831.98	3,429.76	3,012.50	2,585.79	2,129.44	1,662.09	1,175.05	
Developer Contribution Plan	70			5,519.74	4,659.12	4,174.77	3,689.26	3,186.92	2,672.78	2,127.89	1,572.91	999.45	411.07	0.00				
FOGO Waste Bins	71			1,121.57	1,915.81	1,582.21	1,242.21	895.68	542.51	182.56	0.00							
R&I Fishwick Sports Pavilion	72					4,478.83	4,732.79	4,558.51	4,389.65	4,213.31	4,039.31	3,833.80	3,630.80	3,418.23	3,204.52	2,963.57	2,718.89	
Eaton Admin / Library - Part 1	73				10,671.00	41,689.67	40,311.96	38,869.35	37,358.78	35,777.06	34,120.84	32,386.59	30,570.66	28,669.18	26,678.14	24,593.31	22,410.27	
Total Existing Loans		14,841.78	12,945.14	17,880.02	26,621.82	59,758.17	57,016.17	53,780.37	50,434.90	46,594.45	43,565.04	40,649.61	37,625.03	34,673.21	32,012.10	29,219.26	26,305.11	
Proposed Loans																		
Eaton Admin / Library - Part 2	2023/24					5,256.34	10,184.07	9,838.83	9,476.11	9,095.03	8,694.65	8,274.00	7,832.06	7,367.75	6,879.93	6,367.41	5,828.95	
ERP Project	2024/25						5,561.57	10,721.20	10,162.71	9,575.95	8,959.49	8,311.82	7,631.37	6,916.46	6,165.36	5,376.24	4,547.17	
Total Proposed Loans		0.00	0.00	0.00	0.00	5,256.34	15,745.64	20,560.03	19,638.82	18,670.98	17,654.14	16,585.83	15,463.43	14,284.21	13,045.29	11,743.65	10,376.12	
Less Self Supporting Loans																		
Bunbury & Districts Softball Association	New																	
Eaton Bowling Club SSL	New	0.00																
Total SSL		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Net Repayments		14,841.78	12,945.14	17,880.02	26,621.82	65,014.51	72,761.81	74,340.40	70,073.72	65,265.43	61,219.18	57,235.43	53,088.46	48,957.42	45,057.39	40,962.92	36,681.23	
\$ Increase (Decrease)			(1,896.64)	4,934.88	8,741.81	38,392.69	7,747.30	1,578.59	(4,266.68)	(4,808.29)	(4,046.25)	(3,983.75)	(4,146.98)	(4,131.04)	(3,900.03)	(4,094.47)	(4,281.69)	
% Increase (Decrease)			(12.78%)	38.12%	48.89%	144.22%	11.92%	2.17%	(5.74%)	(6.86%)	(6.20%)	(6.51%)	(7.25%)	(7.78%)	(7.97%)	(9.09%)	(10.45%)	



10 Year
Asset Management Plan

Recreation Centre Equipment

2023/24
TO
2032/33

Index

Introduction	1
Basis of Costings	1
CPI Indexing	1
Funding	1
Reserve Funds	2
Leasing	2
Risk Management	2
Summary Information	
Consolidated Summary	3
Recreation Centre Reserve Fund Summary	4
Reserve Graphs	5
Equipment	
- Purchased Gym and Fitness Equipment	6
Loans	
Loans Summary	8
Grants	
Grant Revenue Summary	9
Leases	
Leased Equipment Summary	10

Introduction

The purpose of this document is to provide a strategy for funding the acquisition and replacement of Councils Recreation Centre Equipment.

This strategy will plan for the timing and financing of;

- a) Essential Recreation Centre Equipment.
- b) Cyclical replacement of existing items of Recreation Centre Equipment.

It is necessary to plan for their cyclical replacement of these assets for the following reasons;

- a) Increase maintenance costs due to age.
- b) Demand for improved functionality of equipment.
- c) Redundancy of equipment due to technological advancements.
- d) To remain competitive against other centres.

With continued growth predicted well into the foreseeable future, demand for new and improved equipment will be placed on Council in order to enable staff to maintain service levels to the community.

This asset management plan will assist the current and future Councils by ensuring the Shire of Dardanup has a financial capacity to meet the demands of funding the Recreation Centre's equipment in order for it to remain contemporary and competitive.

Basis of Costings

This defines the way costs have been arrived at for the plan.

Year 1 - Budget Accuracy (ie actual quotes)

Years 2 & 3 - Current Cost + Price Indexation

Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 2.5% pa

Funding

It is recommended that all expenditure be funded 100% from Reserve Funds. By determining an annual budget allocation to Reserve, Council can be confident that all new and replacement items of equipment can be funded from a predetermined, fixed annual budget allocation.

Reserve Funds

Council will maintain Reserve Funds for the acquisition of assets within this plan. Once an item of equipment is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Equipment Purchase and Lease

Council has determined that it will lease cardio fitness equipment for a period of 5 years and will purchase strength equipment for a period of 15 years. The procurement of both cardio fitness equipment and strength equipment will be in accordance with CP035 - Procurement Policy.

Risk Management

All equipment will be fully insured even if leased. Staff shall be trained to operate equipment safely and if required also trained on how to perform routine equipment maintenance.

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2023/24

Description

Replacement Value \$	Current Cost	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
EXPENDITURE											
Replacement	100	103	107	110	113	117	121	125	129	133	137
TOTAL EXPENDITURE		103	107	110	113	117	121	125	129	133	137
REVENUE											
Loans		0	0	0	0	0	0	0	0	0	0
Reserve Funds		103	107	110	113	117	121	125	129	133	137
Grants		0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE		103	107	110	113	117	121	125	129	133	137
GENERAL FUNDS REQUIRED		0	0	0	0	0	0	0	0	0	0

Detailed Work Requirements

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2023/24

CONSOLIDATED SUMMARY

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
EXPENDITURE										
Eaton Recreation Centre:										
- Purchased Gym and Fitness Equipment	86,907	58,400	55,567	69,821	0	31,354	65,837	38,172	113,606	22,993
- Leased Gym and Fitness Equipment	47,740	47,740	55,883	55,883	55,883	55,883	55,883	65,415	65,415	65,415
- Sundry Furniture & Equipment	5,000	5,500	5,500	5,500	5,500	6,000	6,000	6,000	6,000	6,500
TOTAL EXPENDITURE	139,647	111,640	116,950	131,204	61,383	93,238	127,720	109,587	185,021	94,908
FUNDING										
Loans	0	0	0	0	0	0	0	0	0	0
Grant Revenue	0	0	0	0	0	0	0	0	0	0
TOTAL FUNDING	0	0	0	0	0	0	0	0	0	0
OWN SOURCE FUNDS REQUIRED										
Opening Balance - ERC Equipment Reserve	337,560	300,107	290,418	275,356	247,732	289,569	330,096	336,667	361,457	311,134
Interest	2,194	1,951	1,888	3,580	3,221	3,764	4,291	4,377	4,699	4,045
Recommended Annual Reserve Transfer	100,000	100,000	100,000	100,000	100,000	130,000	130,000	130,000	130,000	130,000
RESERVE SURPLUS (DEFICIT)	300,107	290,418	275,356	247,732	289,569	330,096	336,667	361,457	311,134	350,271

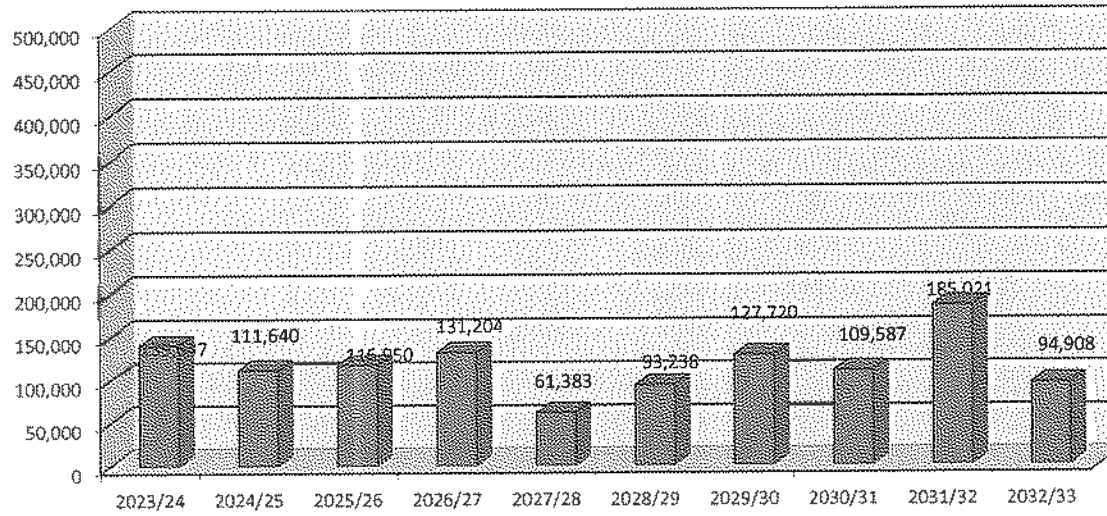
Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2023/24

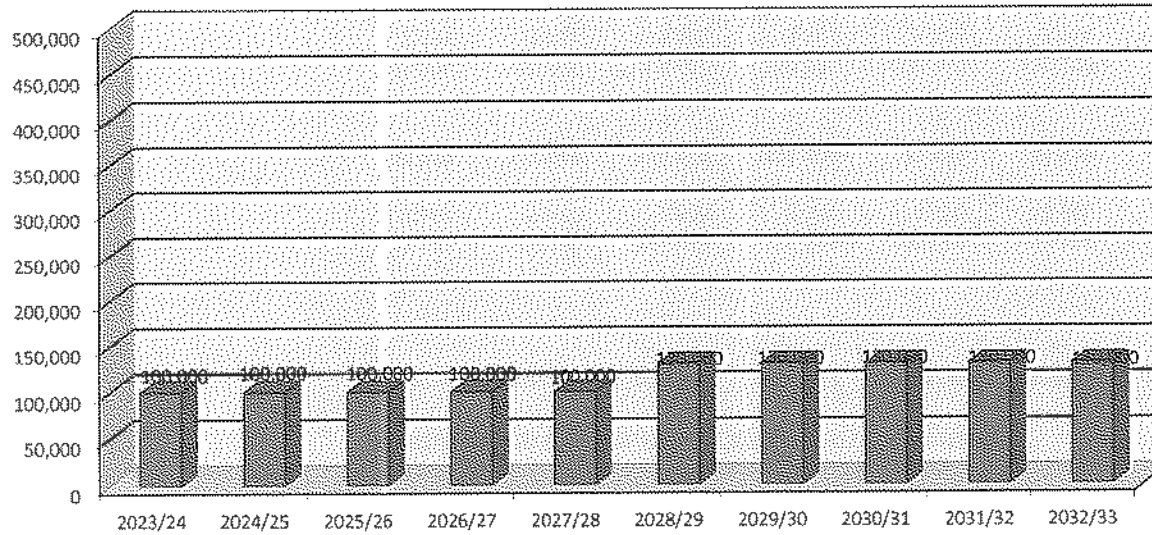
RECREATION CENTRE EQUIPMENT RESERVE FUND SUMMARY

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
RESERVE										
Recreation Centre - Sporting & Fitness Equipment	134,647	106,140	111,450	125,704	55,883	87,238	121,720	103,587	179,021	88,408
Sundry Furniture & Equipment	5,000	5,500	5,500	5,500	5,500	6,000	6,000	6,000	6,000	6,500
TOTAL RESERVE FUNDS REQUIRED	139,647	111,640	116,950	131,204	61,383	93,238	127,720	109,587	185,021	94,908
Annual Reserve Transfer Allocation	100,000	100,000	100,000	100,000	100,000	130,000	130,000	130,000	130,000	130,000
Interest Earnings	2,194	1,951	1,888	3,580	3,221	3,764	4,291	4,377	4,699	4,045
Grant	0	0	0	0	0	0	0	0	0	0
RESERVE SURPLUS (DEFICIT)	300,107	290,418	275,356	247,732	289,569	330,096	336,667	361,457	311,134	350,271

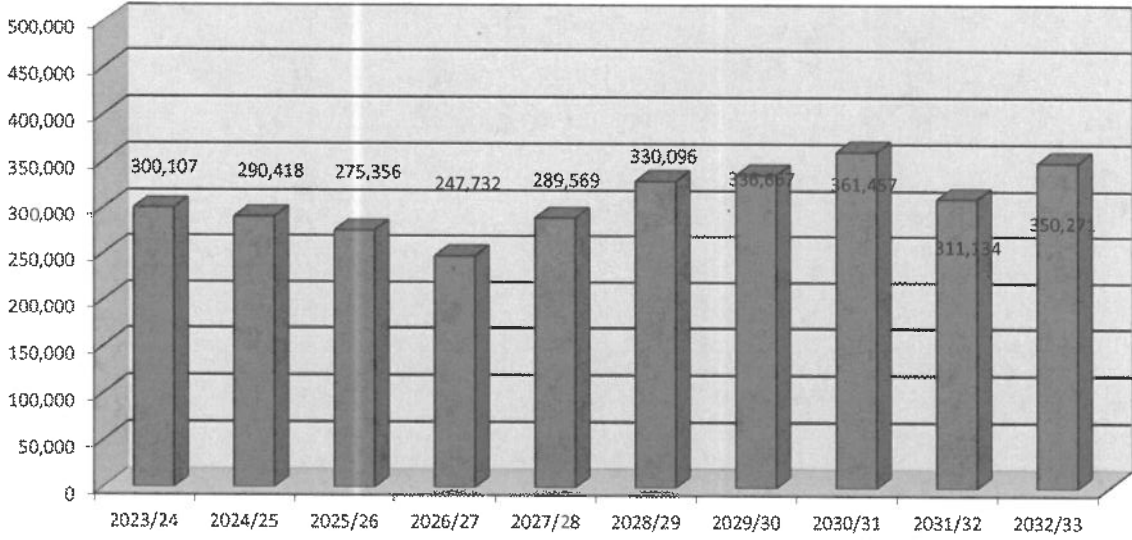
Forecast Recreation Centre Equipment Reserve Fund Requirements



Recommended Budget allocation to Recreation Centre Equipment Reserve Fund



Forecast Recreation Centre Equipment Reserve Fund Balance



Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2023/2024

Recreation Centre - Sporting & Fitness Equipment

EXPENDITURE		Current Cost	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Fitness Centre equipment - Recreation Centre Assets & Equipment GL 11 3 4002												
Asset Number	Purchase Date											
01967	03/07/2020	Seated Leg Press - Insignia Series - Life Fitness (SSLC-5LP)	10,980	0	0	0	0	0	0	0	0	0
01966	02/07/2020	Leg Extension - Insignia Series - Life Fitness (SSLC-EE)	8,012	0	0	0	0	0	0	0	0	0
01965	02/07/2020	Seated Leg Curl - Insignia Series - Life Fitness (SSLC-3LC)	8,210	0	0	0	0	0	0	0	0	0
01964	02/07/2020	Chest Press - Insignia Series - Life Fitness (SSLC-CP)	8,012	0	0	0	0	0	0	0	0	0
01963	01/07/2020	Pectoral Fly/Rear Deltoid - Insignia Series - Life Fitness (SSLC-PLY)	2,353	0	0	0	0	0	0	0	0	0
01968	01/07/2020	Assist Dip Chin - Insignia Series - Life Fitness (SSLC-ADC)	7,221	0	0	0	0	0	0	0	0	0
01969	01/07/2020	Dual Adjustable Pulley - Cable Motion Series - Life Fitness (CMDAP) with accessories inc.	9,886	0	0	0	0	0	0	0	0	0
01970	01/07/2020	Linear Leg Press - Plate Loaded - HAMMER - (HSLP)	8,398	0	0	0	0	0	0	0	0	0
01971	03/07/2020	V Squat - Plate Loaded - HAMMER - (PLVSG)	7,683	0	0	0	0	0	0	0	0	0
01974	03/07/2020	Chest Press/Lat Pulldown - Iso-Lateral - HAMMER - (ILCB)	6,558	0	0	0	0	0	0	0	0	0
01972	01/07/2020	Oblique Crunch - Plate Loaded - HAMMER - (PLAB)	5,807	0	0	0	0	0	0	0	0	0
01973	01/07/2020	Kneeling Leg Curl - Iso-Lateral - HAMMER - (ILKLC)	5,520	0	0	0	0	0	0	0	0	0
00449	01/07/2020	Iso Leg Extension	5,312	0	0	0	0	0	0	0	0	0
01975	01/07/2020	Power Rack - HD Athletic - Hammer Strength - with power pivot, wing, single-leg squat bar, bond pegs and battle rope attachment.	7,983	0	0	0	0	0	0	0	0	0
01976	01/07/2020	6x8 HD Athletic Platform w/Power Rack Insert - No Logo	7,523	0	0	0	0	0	0	0	0	0
01967	02/07/2020	6x8 HD Athletic Platform w/Half Rack Insert - No Logo	6,845	0	0	0	0	0	0	0	0	0
01978	01/07/2020	Hammer Strength Rubber Dumbbell Set 2.5kg - 50kg in 2.5kg increments	10,044	0	0	0	0	0	0	0	0	0
01979	01/07/2020	Evolt 360 Digital Body Scanner - Includes 12 months access to Evolt Insights owners portal.	16,981	0	0	0	19,261	0	0	0	22,547	0
01398	4/02/2014	Matrix 5 Stack Multi Station	17,908	18,473	0	0	0	0	0	0	0	0
00534	29/07/2003	Gym Stereo system	14,080	14,448	0	0	0	0	0	0	0	0
	7/07/1905	Metra australia Lockers	7,580	7,740	0	0	0	0	0	0	0	0
Group Fitness Equipment - Recreation Centre Assets & Equipment GL 11 3 4002												
01986	01/11/2021	Virtual Group Fitness Kiosk Les Mills Upgrade	5,418	0	0	5,954	0	0	6,754	0	0	0
01428	27/06/2018	Aerobic, receiver and fitness audio bluetooth station	7,291	7,524	0	0	0	8,808	0	0	0	0
	20/07/2020	Les Mills smart bars, steps, weights, smartbands	28,344	0	0	0	32,150	0	0	0	37,634	0
Sports and Venue - Recreation Centre Assets & Equipment GL 11 3 4002												
01908	27/02/2022	Milenium Scoreboard	5,933	0	0	0	0	0	0	7,633	0	0
01989	28/02/2022	Milenium Scoreboard	5,933	0	0	0	0	0	0	7,653	0	0
01987	01/03/2022	Shotclocks and scoreboards	17,803	0	0	0	0	0	0	22,905	0	0
00504	30/10/2003	Acromat Stadium Retractable Seating (7 Tier - 604 seats)	302,500	0	0	0	0	0	0	0	0	0
01761	25/08/2016	Tennant T7 Ride-On Floor Scrubber	28,359	0	0	31,170	0	0	0	0	0	0
01054, 01055, 01056	08/10/2010	Swifset Folditu Chairs *135 - Navy/Silver & Troilies	23,914	23,647	0	0	0	0	0	0	22,914	0
01953	27/06/2018	4 x Cameras for CCTV	6,750	0	7,188	0	0	0	0	0	8,962	0
01428	28/05/2014	AV projector data screen - 2440 x 1830 mm and 2000 x 2830	5,891	6,079	0	0	0	0	0	0	0	0
	20/11/2020	Sports equipment - Netball post, Badminton Post, volleyball post.	16,230	0	0	18,409	0	0	0	0	21,549	0
A000274	28/06/2018	Tropical Island Bouncy Castle	5,225	0	5,565	0	0	0	7,160	0	0	0
Café and reception - Recreation Centre Assets & Equipment GL 11 3 4002												
New	24/02/2023	Coffee Machine - LaCarnal 2 Group Espresso Coffee Machine	4,390	0	0	0	0	0	5,473	0	0	0
01787	22/12/2016	Combo Vendine Machine	6,273	0	0	0	0	7,578	0	0	0	0
	Unknown	6 Burner Oven	8,716	8,996	0	0	0	0	0	0	0	0
	Unknown	31lt Single Pan Fryer	5,600	0	5,964	0	0	0	0	0	0	0
Total Furniture and Fittings			671,298	86,007	18,717	37,124	69,821	16,385	19,386	38,172	113,606	0

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2023/2024

Recreation Centre - Sporting & Fitness Equipment

EXPENDITURE		Current	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Leased Cardio Equipment		Cost										
*No asset numbers	Purchase Date											
	01/07/2020	Recumbent Cycle	7,600	0	0				0	0	0	0
	01/07/2020	Recumbent Cycle	7,600	0	0				0	0	0	0
	01/07/2020	Air Bike - Assault	1,747	0	0				0	0	0	0
	01/07/2020	Treadmill - Motorised	13,500	0	0				0	0	0	0
	01/07/2020	Treadmill - Motorised	13,500	0	0				0	0	0	0
	01/07/2020	Treadmill - Motorised	13,500	0	0				0	0	0	0
	01/07/2020	Treadmill - Motorised	13,500	0	0				0	0	0	0
	01/07/2020	Treadmill - Motorised	13,500	0	0				0	0	0	0
	01/07/2020	Treadmill - Motorised	13,500	0	0				0	0	0	0
	01/07/2020	Treadmill - Non-Motorised	6,797	0	0				0	0	0	0
	01/07/2020	Treadmill - Non-Motorised	6,797	0	0				0	0	0	0
	01/07/2020	Elliptical Cross Trainer	10,545	0	0				0	0	0	0
	01/07/2020	Elliptical Cross Trainer	10,545	0	0				0	0	0	0
	01/07/2020	Full Body Arc Trainer	14,604	0	0				0	0	0	0
	01/07/2020	Upper Body Ergo	3,882	0	0				0	0	0	0
	02/07/2020	Ski ERG	2,099	0	0				0	0	0	0
	01/07/2020	Upright Cycle	7,026	0	0				0	0	0	0
	01/07/2020	Upright Cycle	7,026	0	0				0	0	0	0
	01/07/2020	Stepper - Climb Mill	14,770	0	0				0	0	0	0
	01/07/2020	Stepper - Climb Mill	14,770	0	0				0	0	0	0
	01/07/2020	Stepper - Climb Mill	14,770	0	0				0	0	0	0
	01/07/2020	Rower - Concept 2	2,228	0	0				0	0	0	0
	01/07/2020	Fitness Management System - Halo	32,000	0	0				0	0	0	0
Total Leased Cardio Equipment			245,756	47,740	47,740	55,883	55,883	55,883	55,883	55,883	65,415	65,415
Gym equipment - Portable Attractive Item / Minor Assets < \$5,000 - GL 11 1 4504												
	01/07/2020	Olympic Flat Bench - Hammer Strength (OFB) with weight storage	4,511	0	0	0	0	0	0	0	0	0
	01/07/2020	Olympic Incline Bench - Hammer Strength (OIB) with weight storage	5,253	0	0	0	0	0	0	0	0	0
	01/07/2020	Flat Bench - HD Athletic - Hammer Strength	1,049	0	0	0	0	0	0	0	0	0
	01/07/2020	Flat Bench - HD Athletic - Hammer Strength	1,049	0	0	0	0	0	0	0	0	0
	01/07/2020	Flat Bench - HD Athletic - Hammer Strength	1,049	0	0	0	0	0	0	0	0	0
	01/07/2020	Multi-Adjustable Bench - HD Athletic - Hammer Strength	2,238	0	0	0	0	0	0	0	0	0
	01/07/2020	Multi-Adjustable Bench - HD Athletic - Hammer Strength	2,238	0	0	0	0	0	0	0	0	0
	01/07/2020	Adjustable Decline / Abdominal Bench - Signature Series - Life Fitness (SADB)	1,690	0	0	0	0	0	0	0	0	0
	01/07/2020	Arm Curl, Seated - Hammer Strength (FWAC)	2,174	0	0	0	0	0	0	0	0	0
	01/07/2020	Back Extension - Hammer Strength (BWB/E)	2,196	0	0	0	0	0	0	0	0	0
	01/07/2020	Half Rack - HD Athletic - Hammer Strength	4,815	0	0	0	0	0	0	0	0	0
	01/07/2020	Storage Rack 1750- 2 x Plate 7 x Dual Pipe Double Cell	3,847	0	0	0	0	0	0	0	0	0
	01/07/2020	Olympic Rubber Weight Discs 2000 kg total (1.25 - 25kg)	12,391	0	0	0	0	14,969	0	0	0	0
	01/07/2020	Pro Series Olympic Rubber Coated bumper plates - 150 kg total (5 - 25 kg increments)	1,866	0	0	0	0	0	0	0	0	0
	01/07/2020	Hammer Strength Rubber Barbell Set 10-45kg (10 Bars) - with rack	4,614	0	0	0	0	0	0	0	0	0
	01/07/2020	1 - 10kg Urethane Dumbbells - Escape	1,242	0	0	0	0	0	0	0	0	0
	01/07/2020	10 Pair Dumbbell X Rack - Escape Fitness	1,139	0	0	0	0	0	0	0	0	0
	01/07/2020	Pro Active -Dumbbell Rack 10 Pairs	1,077	0	0	0	0	0	0	0	0	0
	01/07/2020	Squat Lunge - Ground Base - HAMMER - (GBSL)	3,729	0	0	0	0	0	0	0	0	0
	01/07/2020	Seated Calf Raise - Plate Loaded - HAMMER - (PICALF)	3,600	0	0	0	0	0	0	0	0	0
	01/07/2020	Plate loaded glute drive - Nautilus	4,341	0	0	0	0	0	0	0	0	0
	01/07/2020	Smith Machine - Optima Series (OSSM) - Life Fitness	3,799	0	0	0	0	0	0	0	0	0
	01/07/2020	Shoulder Press - Iso-Lateral - HAMMER - (RLSP)	5,253	0	0	0	0	0	0	0	0	0
	01/07/2020	Rowing - Iso-Lateral - HAMMER - (LROW)	5,045	0	0	0	0	0	0	0	0	0
	01/07/2020	Leg Extension - Iso-Lateral - HAMMER - (LLEF)	5,312	0	0	0	0	0	0	0	0	0
00531	29/07/2003	LG CTV Stereo 51cm Television RT21FA32X - GYM	1,395	0	0	0	0	0	0	0	0	0
00532	29/07/2003	LG CTV Stereo 51cm Television RT21FA32X - GYM	1,395	0	0	0	0	0	0	0	0	0
00533	29/07/2003	LG CTV Stereo Television RT21FA32X - GYM	1,395	0	0	0	0	0	0	0	0	0
Group Fitness - Portable and attractive item / Minor Assets < \$5,000 - GL 11 1 4504												
A1000270	06/09/2016	Epson Projector & Pulldown Screen (Fitness on Demand)	3,855	0	0	0	0	0	0	0	0	0
A1000261	16/05/2013	STEREO SYSTEM, SPEAKERS & RECEIVERS - Cycle Studio	4,500	0	0	0	0	0	0	0	0	0
A1000009 - A1000025	18/09/2018	BODY BIKE CONNECT (RPM BIKE)	37,260	0	39,682	0	0	0	0	0	0	0
	24/07/2008	Stereo systems for group fitness	4,517		0	0	0	0	46,451	0	0	0

Recreation Centre - Sporting & Fitness Equipment

EXPENDITURE	Current Cost	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
27/08/2013 Miplo Portable PA and sound system	2,840		0	0	0	0	0		0	0	0
2/12/2018 AKAI 55 UHD ANDROID SMART TV - SPIN ROOM	1,360		0	0	0	0	0		0	0	0
Café and Reception - Portable and attractive item / Minor Assets < \$5,000 - GL 11 1 4504											
A1000234 25/10/2019 Robot Coup Food Processor	2,610	0	0		0	0	0	0	0	0	0
A1000230 22/11/2019 55" Hisense UHD TV - Café	795	0	0		0	0	0	0	0	0	0
A1000231 22/11/2019 55" Hisense UHD TV - Reception	795	0	0		0	0	0	0	0	0	0
A1000467 19/08/2021 Vitamix Advanced Bar Blender	1,144	0		0	0	0	0	0	0	0	0
New 24/02/2023 Slimshot Auto Coffee Tamper	1,881	0	0	0	0	0			0	0	0
New 24/02/2023 Slimshot C40 Grinder	2,466	0	0	0	0	0	0		0	0	0
01/11/2020 Wastex Dishwasher	4,600	0	0	0	0	0			0	0	0
Unknown: Kitchen Fridge 960ltr Commercial	2,675	0		0	0	0	0	0	0	0	0
00758 6/02/2007 Seating café seating	4,800		0	0	0	0	0	0	0	0	0
22/02/2023 Upright Kitchen Freezer - 389L	997	0	0	0	0	0	0		0	0	0
Unknown: Westinhouse 500L Chese Fridge	1,100	0	0	0	0	0	0	0	0	0	0
Unknown: Roband Bain Marie	2,300	0	0	0		0	0	0	0	0	0
Unknown: 3 Door Counter Fridge (Milk Fridge)	2,100	0	0		0	0	0	0	0	0	0
A101643 07/02/2015 Countertop Food Display 160 L Fridge	1,900	0	0	0	0	0	0	0	0	0	0
Unknown: Whirlpool 30kg Washing Machine	900	0	0	0	0	0			0	0	0
70-03-2018 Driver - Bke	1,499	0	0	0	0	0			0	0	0
A100396 29/07/2003 Westinhouse 210L Fridge/Freezer	700	0	0		0	0	0	0	0	0	0
Sports and Venue - Portable and attractive item / Minor Assets < \$5,000 - GL 11 1 4504											
A1000260 10/03/2016 Mirage 400 Compact Scrubber (Court Floor Cleaner)	4,895		0	0	0	0	0	0	0	0	0
Meeting Room Table	9,360	0	0	10,288	0	0	0	0	0	0	12,825
Meeting Room Chairs	7,420	0	0	8,155	0	0	0	0	0	0	10,167
Projector x2	3,964	0	0	0	0	0	0	0	0	0	0
TV - LG courtside	600	0		0	0	0	0	0	0	0	0
Courtside tables	2,392		0	0	0	0	0	0	0	0	0
28/06/2018 Silver benches - Gr 350 x 400mm high 4 x 400 x 400 mm high	4,384	0	0	0	0	0	0	0	0	0	0
Lecturn x 2	592		0	0	0	0	0	0	0	0	0
Equipment Trolley	899	0		0	0	0	0	0	0	0	0
Edge Stack Trestle table cart	999	0	0		0	0	0	0	0	0	0
01/02/2023 Radio amplier	1,258	0		0	0	0	0	0	0	0	0
27/11/2018 Water fountain - PRACY	2,305	0		0	0	0	0	0	0	0	0
TOTAL - Portable and attractive item / Minor Assets < \$5,000 - GL 11 1 4504	216,303	0	39,682	18,443	0	0	14,960	46,451	0	0	22,963
** Note **											
Included those Portable & Attractive Items in the future Asset Replacement Program where the current value is greater than \$5,000. Added in 2023/24 \$20,000 per annum to purchase minor assets below \$5,000 which are noted on this Equipment Register.											
	1,133,358	134,647	106,140	111,450	125,704	55,883	87,238	121,720	103,587	179,021	88,408

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2023/24

LOANS SUMMARY

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
LOANS										
Recreation Centre - Sporting & Fitness Equipment	0	0	0	0	0	0	0	0	0	0
TOTAL NEW LOANS REQUIRED	0	0	0	0	0	0	0	0	0	0

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2023/24

GRANT REVENUE SUMMARY

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Grants / Contribution Revenue										
Shotclocks and scoreboards	0	0	0	0	0	0	0	0	0	0
TOTAL GRANT REVENUE	0	0	0	0	0	0	0	0	0	0

Shire of Dardanup

Asset Management Plan - Recreation Centre Equipment
2023/24

LEASE SUMMARY

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
LEASE										
<i>Lease Term</i>	Yr 4 of 5	Yr 5 of 5	Yr 1 of 5	Yr 2 of 5	Yr 3 of 5	Yr 4 of 5	Yr 5 of 5	Yr 1 of 5	Yr 2 of 5	Yr 3 of 5
Recreation Centre - Sporting & Fitness Equipment	47,740	47,740	55,883	55,883	55,883	55,883	55,883	65,415	65,415	65,415
TOTAL NEW LEASES REQUIRED	47,740	47,740	55,883	55,883	55,883	55,883	55,883	65,415	65,415	65,415



10 Year
Asset Management Plan

Information Technology

2023/24
To
2032/33

Index

Introduction	_____	2
Basis of Costings	_____	2
CPI Indexing	_____	2
Funding	_____	3
Reserve Funds	_____	3
Risk Management	_____	3
Summary Information		
Consolidated Summary	_____	4
Information Technology Reserve Fund Summary	_____	5
Reserve Graphs	_____	6
Equipment		
Information Technology Equipment	_____	7
Software & Leased Equipment	_____	8
Infrastructure		
Desktop and Small Systems Equipment	_____	9
Software, Licences and Leases	_____	12
Business Solutions		
Business Solutions - Business Support, Licences and Development	_____	16
GIS - Business Support, Licences and Development	_____	19
Loans		
Loans Summary	_____	21
Grants		
Grants Revenue Summary	_____	22

Introduction

The purpose of this document is to provide a strategy for funding the acquisition and replacement of Councils Information Technology equipment & software.

This strategy will plan for the timing and financing of;

- a) Essential equipment & software.
- b) Cyclical replacement of existing items of equipment.

It is necessary to plan for their cyclical replacement of these assets for the following reasons:

- a) Increase maintenance costs to to age.
- b) Demand for improved functionality of equipment.
- c) Redundancy of equipment due to technological advancements

With continued growth predicted well into the foreseeable future, demand for new and improved equipment & software will be placed on Council in order to enable staff to maintain service levels to the community.

This Asset Management Plan will assist the current and future Councils by ensuring the Shire of Dardanup has a financial capacity to meet the demands of funding IT Equipment and software, as outlined in the ICT Strategic Plan 2020 - 2030.

Basis of Costings

This defines the way costs have been arrived at for the plan.

Year 1 - Budget Accuracy (ie actual quotes)

Years 2 & 3 - Current Cost + Price Indexation

Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 2.25% pa

Funding

It is recommended that all IT expenditure be funded 100% from Reserve Funds. By determining an annual budget allocation to Reserve, Council can be confident that all new & replacement items of equipment can be funded from a predetermined, fixed annual budget allocation. This currently includes all IT hardware items that are purchased either as capital expenditure items or leased items, and new items of software. Recurrent software licensing costs currently funded directly from Municipal Funds will gradually be funded from the IT Reserve Fund to enable a single annual budget transfer to occur into the IT Reserve.

Reserve Funds

Council will maintain Reserve Funds for the acquisition of assets within this plan, either through outright purchase or lease arrangements. Once an item of equipment is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Risk Management

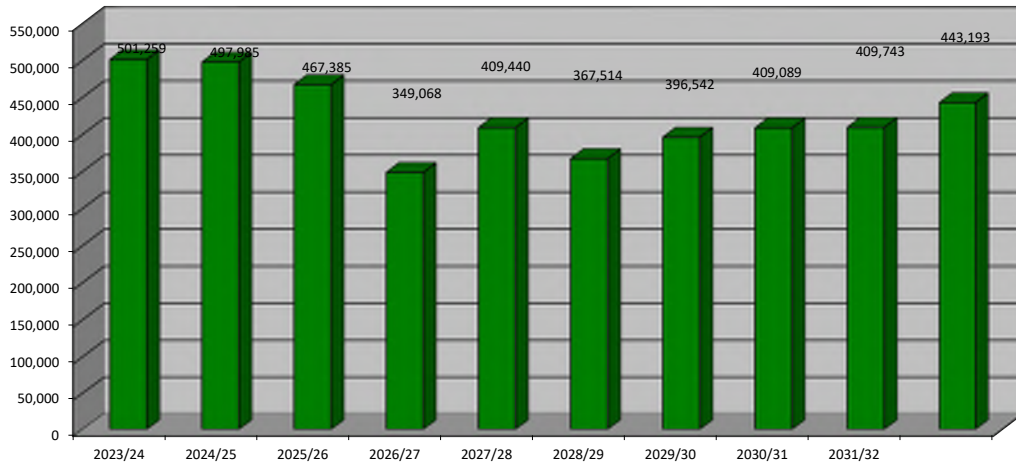
All equipment will be fully insured.

Shire of Dardanup

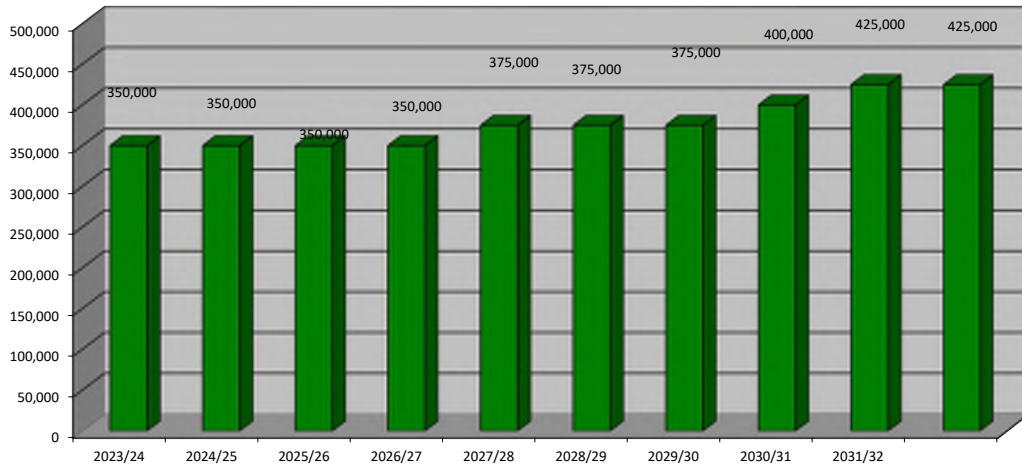
Asset Management Budget - Information Technology Equipment
2023/24

	CONSOLIDATED SUMMARY									
	1 2023/24	2 2024/25	3 2025/26	4 2026/27	5 2027/28	6 2028/29	7 2029/30	8 2030/31	9 2031/32	10 2032/33
EXPENDITURE										
Information Technology Equipment	131,112	207,909	303,188	199,917	257,097	228,723	252,392	236,672	232,646	280,024
Software & Leased Equipment	812,039	929,395	931,582	919,826	918,417	917,312	955,101	997,801	1,034,165	1,056,999
ERP Project Management - 440k total 40k 21/22	120,000	120,000	40,000	0	0					
Office Equipment Mtce - Photocopier Service Agreement	81,300	84,519	87,527	91,128	95,148	99,590	104,067	108,993	114,578	120,319
TOTAL EXPENDITURE	1,144,451	1,341,823	1,362,296	1,206,872	1,270,662	1,245,625	1,311,560	1,343,466	1,381,389	1,457,342
FUNDING										
Information Technology Equipment Reserve Fund	501,259	497,985	467,385	349,068	409,440	367,514	396,542	409,089	409,743	443,193
Loans	0	0	0	0	0	0	0	0	0	0
Grant Revenue	0	0	0	0	0	0	0	0	0	0
TOTAL General Funds Required	643,192	843,838	894,912	857,803	861,222	878,111	915,018	934,377	971,646	1,014,149
TOTAL FUNDS REQUIRED	1,144,451	1,341,823	1,362,296	1,206,872	1,270,662	1,245,625	1,311,560	1,343,466	1,381,389	1,457,342

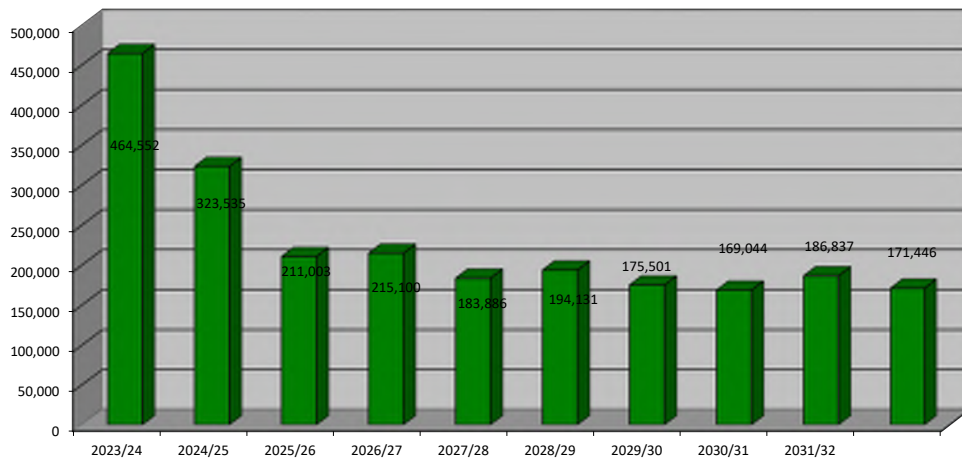
Forecast IT Reserve Fund Requirements



Recommended Budget allocation to IT Reserve Fund



Forecast IT Reserve Fund Balance



Shire of Dardanup

Asset Management Budget - Information Technology Equipment
2023/24

Information Technology Equipment

	<i>Current Cost</i>	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
EXPENDITURE											
Desktop & Small Equip Replacement Plan											
TOTAL EXPENDITURE	Reserve Funded: GL 1432003	131,112	207,909	303,188	199,917	257,097	228,723	252,392	236,672	232,646	280,024
REVENUE											
Loans		0	0	0	0	0	0	0	0	0	0
Information Technology Equipment Reserve Fund		131,112	207,909	303,188	199,917	257,097	228,723	252,392	236,672	232,646	280,024
Grant Revenue		0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE		131,112	207,909	303,188	199,917	257,097	228,723	252,392	236,672	232,646	280,024

Shire of Dardanup

Asset Management Budget - Information Technology Equipment
2023/24

Software & Leased Equipment

		Current Cost	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34	2034/35	2035/36	2036/37	2037/38
EXPENDITURE																	
Total - New Software	<i>Reserve Funded: GL 1412502</i>		58,529	35,863	36,670	58,023	57,195	39,201	40,083	63,424	62,519	42,850	43,814	69,328	68,338	46,839	47,893
Total - Recurrent & Annual Maintenance	<i>Funded General Revenue GL 1412031</i>		643,192	843,838	894,912	857,803	861,222	878,111	915,018	934,377	971,646	1,014,149	963,498	986,631	1,006,274	1,015,179	1,010,300
TOTAL SOFTWARE EXPENDITURE			701,721	879,701	931,582	915,826	918,417	917,312	955,101	997,801	1,034,165	1,056,999	1,007,312	1,055,959	1,074,612	1,062,018	1,058,192
TOTAL LEASE EXPENDITURE	<i>Reserve Funded: GL 1412011</i>		110,318	49,694	0	0	0	0	0	0	0	0	0	0	0	0	0
REVENUE																	
Loans			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Information Technology Equipment Reserve Fund			168,847	85,557	36,670	58,023	57,195	39,201	40,083	63,424	62,519	42,850	43,814	69,328	68,338	46,839	47,893
Grant Revenue			0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL REVENUE			168,847	85,557	36,670	58,023	57,195	39,201	40,083	63,424	62,519	42,850	43,814	69,328	68,338	46,839	47,893
GENERAL FUNDS REQUIRED			643,192	843,838	894,912	857,803	861,222	878,111	915,018	934,377	971,646	1,014,149	963,498	986,631	1,006,274	1,015,179	1,010,300



10 Year
Asset Management Plan

Executive & Compliance Vehicle

2023/24
TO
2032/33

Index

Introduction	1
Basis of Costings	1
Project Funding	1
Reserve Funds	2
Risk Management	2
Summary Information	
Consolidated Summary	3
Expenditure Summary	4
Sale Revenue Summary	5
Reserve Fund Summary	6
Reserve Graphs	7
Loans Summary	8
Vehicle Information	
P001 Chief Executive Officer	9
P002 Manager Operations	10
P003 Manager Development Services	11
P004 Manager Infrastructure Planning & Design	12
P007 Manager Financial Services	13
P008 Director Infrastructure - Vehicle Allowance	14
P012 Ranger 1	15
P014 Principal Building Surveyor	16
P015 Manager Place and Community Engagement	17
P017 Ranger 2	18
P020 Development Engineer	19
P021 Principal Environmental Health Officer	20
P022 Manager Information Services	21
P023 Principal Planning Officer	22
P024 Project Engineer	23
P026 Manager Governance & HR	24
P027 Manager Recreation Centre	25
P028 Manager Assets	26
P029 Deputy Chief Executive Officer	27
P031 Director Sustainable Development	28
Bushfire Brigade Vehicles	29

Introduction

The purpose of this document is to provide a strategy for funding Councils compliance & executive vehicle fleet.

This strategy will plan for the timing and financing of;

- a) New Vehicles.
- b) Cyclical replacement of existing Vehicles.

The Shire of Dardanup currently maintains a fleet of vehicles that enable staff to carry out Council business activities. Due to the depreciable nature of these assets, it is necessary to plan for their cyclical replacement. Balancing the increasing cost of maintenance with the diminishing trade-in value as they age is important so as to minimise the net cost to the community.

With continued growth predicted well into the foreseeable future, additional demands will be placed on Council to expand the fleet in order to maintain existing service levels to the community.

The challenge that faces Council is to provide funds for new vehicles whilst ensuring the existing fleet is maintained at an acceptable standard.

This asset management plan will assist the current and future Council by ensuring the Shire of Dardanup has the financial capacity to meet the demands of funding our fleet.

This plan covers the next 10 financial years. A review of this plan will be undertaken by Council annually. During this process, items may be added, removed or reprioritised.

Basis of Costings

This defines the way costs have been arrived at for the plan.

- Year 1 - Budget Accuracy (ie actual quotes)
- Years 2 & 3 - Current Cost + CPI
- Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 2.25% pa

Funding

Expenditure is funded 100% from Reserve Funds. By determining an annual budget allocation to Reserve, Council can be confident that all new & replacement vehicles can be funded from a predetermined, fixed

Reserve Funds

Council will maintain a reserve fund the acquisition of assets within this plan. Once a vehicle is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Risk Management

The fleet will be fully insured.

Council Policy

Council will the acquisition and trade-in/sale of its plant and vehicle fleets based on the adopted Council Policy Infr CP048 - Plant & Vehicle Acquisitions and Disposal Policy. As outlined in the policy, all executive sedans and four wheel drives and light commercial vehicles will be traded-in/sold at the following intervals:

4 Cylinder Vehicles - 4 Years / 100,000km
4 Cylinder Utes - 5 Years / 125,000km

Shire of Dardanup

Asset Management Plan - Executive & Compliance Vehicles
2023/24

CONSOLIDATED SUMMARY

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
EXPENDITURE										
Administration / Compliance Vehicles										
Total Replacement Vehicles	403,512	391,929	49,460	88,474	441,889	538,782	56,101	0	613,422	343,931
Total New Vehicles	0	0	0	0	0	0	0	0	0	0
TOTAL EXPENDITURE	403,512	391,929	49,460	88,474	441,889	538,782	56,101	0	613,422	343,931
FUNDING										
Loans	0	0	0	0	0	0	0	0	0	0
Sale Revenue	189,991	188,296	24,730	35,389	178,981	251,271	28,050	0	291,575	171,965
TOTAL FUNDING	189,991	188,296	24,730	35,389	178,981	251,271	28,050	0	291,575	171,965
OWN SOURCE FUNDS REQUIRED										
Opening Balance - Exec & Compliance Vehicle Reserve	328,128	239,529	159,489	257,152	331,782	203,827	47,430	150,803	290,327	112,189
Interest	4,922	3,593	2,392	7,715	9,953	6,115	1,423	4,524	8,710	3,366
Recommended Annual Reserve Transfer	120,000	120,000	120,000	120,000	125,000	125,000	130,000	135,000	135,000	165,000
RESERVE SURPLUS (DEFICIT)	239,529	159,489	257,152	331,782	203,827	47,430	150,803	290,327	112,189	108,590

Shire of Dardanup

Asset Management Plan - Executive & Compliance Vehicles
2023/24

SALE REVENUE SUMMARY

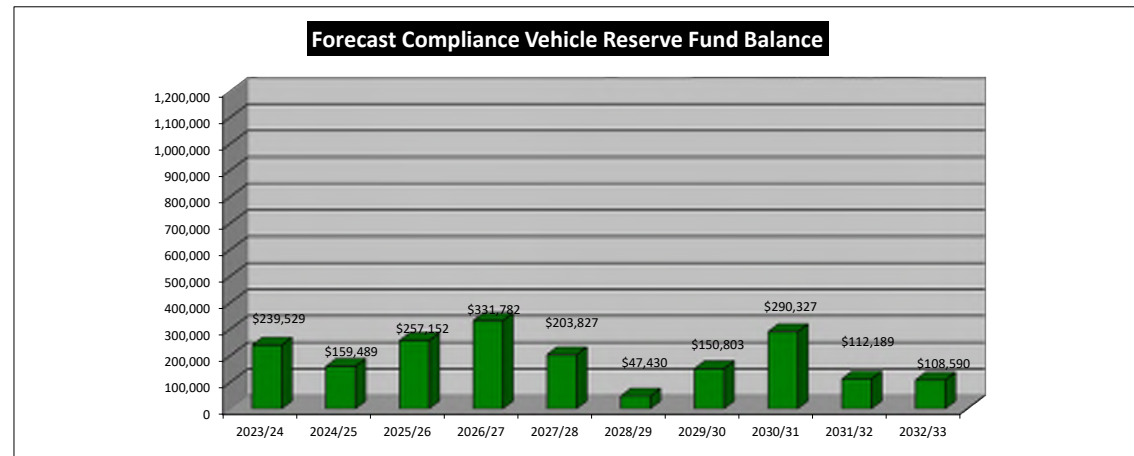
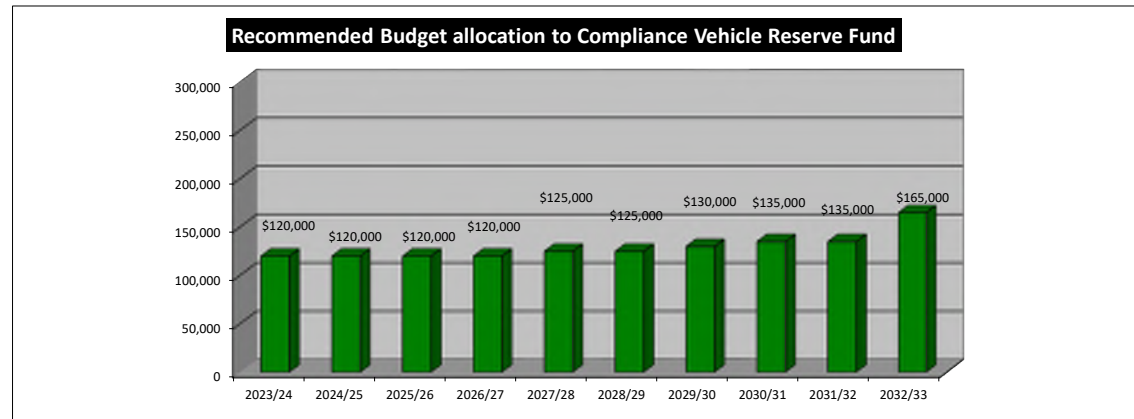
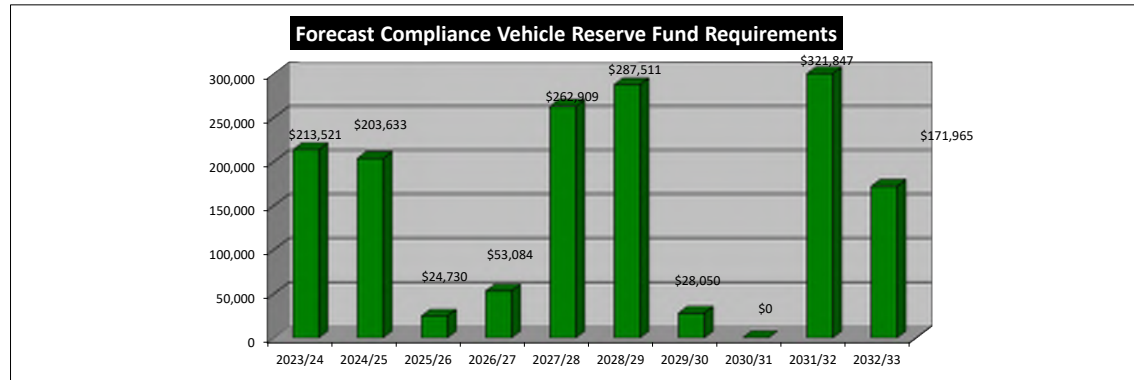
			2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Sale Revenue												
Administration / Compliance Vehicles												
Replacement												
P001	ODA	Chief Executive Officer	0	37,808	0	0	0	42,885	0	0	0	48,644
P002	DA955	Manager Operations	0	23,963	0	0	0	27,181	0	0	0	30,830
P003	DA004	Manager Development Services	0	23,963	0	0	0	27,181	0	0	0	30,830
P004	DA1314	Manager Infrastructure Planning & Design	0	0	24,730	0	0	0	28,050	0	0	0
P029	DA10181	Deputy Chief Executive Officer	36,636	0	0	0	41,555	0	0	0	47,135	0
P008	DA017	Director Infrastructure - Vehicle Allowance	0	0	0	0	0	0	0	0	47,135	0
P031	DA10408	Director Sustainable Development	36,636	0	0	0	41,555	0	0	0	47,135	0
P012	DA8222	Ranger 1	17,338	0	0	0	0	20,295	0	0	0	0
P014	DA8673	Principal Building Surveyor	0	0	0	16,334	0	0	0	0	19,120	0
P015	DA997	Manager Place and Community Engagemen	23,220	0	0	0	26,338	0	0	0	29,874	0
P017	DA9287	Ranger 2	0	0	0	19,056	0	0	0	0	22,306	0
P020	DA9376	Development Engineer	14,861	0	0	0	0	17,396	0	0	0	0
P021	DA9605	Principal Environmental Health Officer	0	15,336	0	0	0	17,396	0	0	0	0
P022	DA9668	Manager Information Services	0	23,963	0	0	0	27,181	0	0	0	30,830
P026	008DA	Manager Governance & HR	23,220	0	0	0	26,338	0	0	0	29,874	0
P027	DA563	Manager Recreation Centre	0	23,963	0	0	0	27,181	0	0	0	30,830
P007	DA0	Manager Financial Services	0	23,963	0	0	0	27,181	0	0	0	0
P016	DA9295	IT Manager	0	0	0	0	0	0	0	0	0	0
P023	DA329	Principal Planning Officer	14,861	0	0	0	16,856	0	0	0	19,120	0
P024	DA429	Project Engineer	0	15,336	0	0	0	17,396	0	0	0	0
P028	DA10091	Manager Assets	23,220	0	0	0	26,338	0	0	0	29,874	0
New Vehicles												
TOTAL SALE REVENUE			189,991	188,296	24,730	35,389	178,981	251,271	28,050	0	291,575	171,965

Shire of Dardanup

Asset Management Plan - Executive & Compliance Vehicles
2023/24

EXECUTIVE & COMPLIANCE VEHICLE RESERVE FUND SUMMARY

	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33		
RESERVE												
Administration / Compliance Vehicles												
Replacement												
P001	ODA	Chief Executive Officer	0	37,808	0	0	0	42,885	0	0	48,644	
P002	DA955	Manager Operations	0	23,963	0	0	0	27,181	0	0	30,830	
P003	DA004	Manager Development Services	0	23,963	0	0	0	27,181	0	0	30,830	
P004	DA1314	Manager Infrastructure Planning & Design	0	0	24,730	0	0	0	28,050	0	0	
P029	DA10181	Deputy Chief Executive Officer	36,636	0	0	0	41,555	0	0	47,135	0	
P008	DA017	Director Infrastructure - Vehicle Allowance	0	0	0	0	75,500	0	0	47,135	0	
P031	DA10408	Director Sustainable Development	36,636	0	0	0	41,555	0	0	47,135	0	
P012	DA8222	Ranger 1	26,006	0	0	0	0	30,442	0	0	0	
P014	DA8673	Principal Building Surveyor	0	0	0	24,500	0	0	0	28,679	0	
P015	DA997	Manager Place and Community Engagement	23,220	0	0	0	26,338	0	0	29,874	0	
P017	DA9287	Ranger 2	0	0	0	28,584	0	0	0	33,459	0	
P020	DA9376	Development Engineer	22,291	0	0	0	0	26,093	0	0	0	
P021	DA9605	Principal Environmental Health Officer	0	23,005	0	0	0	26,093	0	0	0	
P022	DA9668	Manager Information Services	0	23,963	0	0	0	27,181	0	0	30,830	
P026	008DA	Manager Governance & HR	23,220	0	0	0	26,338	0	0	29,874	0	
P027	DA563	Manager Recreation Centre	0	23,963	0	0	0	27,181	0	0	30,830	
P007	DA0	Manager Financial Services	0	23,963	0	0	0	27,181	0	0	0	
P016	DA9295	IT Manager	0	0	0	0	0	0	0	0	0	
P023	DA329	Principal Planning Officer	22,291	0	0	0	25,284	0	0	28,679	0	
P024	DA429	Project Engineer	0	23,005	0	0	0	26,093	0	0	0	
P028	DA10091	Manager Assets	23,220	0	0	0	26,338	0	0	29,874	0	
TOTAL RESERVE FUNDS REQUIRED			213,521	203,633	24,730	53,084	262,909	287,511	28,050	0	321,847	171,965
Annual Reserve Transfer Allocation			120,000	120,000	120,000	120,000	125,000	125,000	130,000	135,000	135,000	165,000
Interest Earnings			4,922	3,593	2,392	7,715	9,953	6,115	1,423	4,524	8,710	3,366
RESERVE SURPLUS (DEFICIT)			239,529	159,489	257,152	331,782	203,827	47,430	150,803	290,327	112,189	108,590





10 Year
Asset Management Plan

Infrastructure Services Vehicle Fleet

2023 / 24
TO
2032 / 33

Index

Introduction	—	1
Basis of Costings	—	1
CPI Indexing	—	1
Funding	—	1
Reserve Funds	—	2
Risk Management	—	2
Bush Fire Brigades	—	2
Summary Information		
Consolidated Summary	—	3
Plant Reserve Fund Summary	—	4
Reserve Graphs	—	5
Loans Summary	—	6
Sale Revenue Summary	—	7
Plant & Vehicles		
P010A	2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	8
P011A	2021 Mitsubishi Triton GLX 2.4L 4X4	9
P051A	2021 Ford Ranger Super CC XL 3.2L 4X4	10
P052A	2018 Mitsubishi Triton GLX	11
P053A	2021 Mitsubishi Triton GLX 2.4L 4X4	12
P054A	2011 JOHN DEERE 670GP ROAD GRADER	13
P055A	2013 CATERPILLAR 12M ROAD GRADER	14
P056A	2021 Caterpillar 924K IT Wheel Loader	15
P057A	HINO 500 SERIES AUTO TIP TRUCK	16
P058A	2014 HINO GH1728 500 SERIES MAINTENANCE TRUCK	17
P059A	2021 NEW HOLLAND T5.90S CAB TRACTOR	18
P062A	2015 HINO 300 SERIES 921 AUTOMATIC TRUCK	20
P064A	2021 Ford Ranger Single CC XL	21
P065A	2018 Mitsubishi Fuso FM1627	22
P067A	2014 HINO FD1124 500 SERIES TIP TRUCK	23
P068A	Mitsubishi GLX Triton 4X4 Dual Cab	24
P069A	2021 Mitsubishi Triton GLX 2.4L 4X4	25
P070A	2016 TORO MOWER GM360 4WD	26
P071A	2015 HINO 300 SERIES 717 MEDIUM DUMP TRUCK	27
P072A	2014 Ford PX Ranger Std Cab Chassis	28
P073A	2021 Mitsubishi Triton GLX 2.4L 4X4	29
SV019	HONDA QUAD BIKE (REPLACE WITH SIDE BY SIDE UNIT)	31
SV024	2012 ALUMINIUM TRAILER (FOR TORO MOWER)	33
SV029	2014 TRAILER MOUNTED MESSAGE BOARD	37
SV034	2016 8x5 BOXTOP FUEL TRAILER + TANK + FITTINGS	42
SV999	PLANT AND EQUIPMENT TRAILER	43
00855	7000LTR WATER TANK	46
01762	3PL ROAD BROOM	47
01796	MP VERGE OFFSET MOWER	48
New Plant		
NEW	3 TONNE TRUCK	50
P074A	2019 Caterpillar 301.8 AC Mini Excavator	51
NEW	HYDRAULIC BRUSH GRAPPLE	52
SV036	FORKLIFT 2.5T	52
NEW	ROAD SWEEPER	53
NEW	SKID STEER LOADER AND FITTINGS	54
P075A	2021 CATERPILLAR 444 BACKHOE LOADER	55

Introduction

The purpose of this document is to provide a strategy for funding the works vehicle fleet of the Shires Engineering Services Department.

This strategy will plan for the timing and financing of;

- a) Essential new plant.
- b) Cyclical replacement of existing plant.

A long term vehicle replacement program is important for two reasons.

1. Maintain a reliable fleet to ensure that service delivery is maintained at an economical cost.
2. To plan for future cash flow demands.

The Shire of Dardanup currently maintains a fleet that is used in Road Construction / Maintenance and in the Parks & Gardens functions of Council. The fleet comprises of trailers through to heavy road construction plant.

Due to the depreciable nature of these assets, it is necessary to plan for their cyclical replacement. Balancing the increasing cost of maintenance with the diminishing trade-in value as they age is important so as to minimise the net cost to the community.

With continued growth predicted well into the foreseeable future, additional demands will be placed on Council to expand the fleet in order to maintain service levels to the community.

The challenge that faces Council is to provide funds for new plant whilst ensuring the existing fleet is maintained at an acceptable standard.

This asset management plan will assist the current and future Councils by ensuring the Shire of Dardanup has a financial capacity to meet the demands of funding our fleet.

This plan covers the next 10 financial years. A review of this plan will be undertaken by Council annually. During this process, items may be added, removed or reprioritised.

Basis of Costings

This defines the way costs have been arrived at for the plan.

- Year 1 - Budget Accuracy
- Years 2 & 3 - Current Cost + Price Indexation
- Years 4 to 10 - Indicative

Price Indexing

Forward estimates for price increases are estimates a rate of 2.50% pa

Funding

All expenditure is funded 100% from Reserve Funds. By determining an annual budget allocation to Reserve, Council can be confident that all new & replacement items of plant will be funded from a predetermined, fixed annual budget allocation.

Reserve Funds

Council will maintain a reserve fund for the acquisition of assets within this plan. Once an item of plant is scheduled, annual budget allocations will commence to ensure the required funds are available in the planned year.

Risk Management

The fleet will be fully insured.
Users shall hold a current drivers license.

Bush Fire Brigades

Volunteer Bush Fire Brigade vehicles are funded 100% from the Emergency Services Levy (ESL) and are not included within this document.

Useful Life Estimates of Vehicles

Replacement Triggers

Grader	10 Years / 8,000 hours
Loader	8 Years / 8,000 hours
Truck - Light	6 Years / 150,000 km
Truck Medium	8 Years / 200,000 km
Mower - Front Deck	5 Years / 2,000 hours
Tractor	8 Years / 5,000 hours
Trailer - Heavy	15 Years
Trailer - Light	10 Years
Quad Bike	5 Years
Backhoe Loader	7 Years / 5,000 hours
Skid Steer Loader	5 Years / 5,000 hours
Sweeper	8 Years / 8,000 hours
4 Cyl Vehicles	4 Years / 80,000 km
4 Cyl Utes / Vans	5 Years / 120,000 km
5 Cyl Vehicles	5 Years / 120,000 km

Source

Uniquo International
Shire of Dardanup Fleet Management Review
7th October 2011

Shire of Dardanup

Asset Management Budget - Engineering Services Vehicle Fleet
2023 / 24

PLANT SALE REVENUE SUMMARY

			2023 / 24	2024 / 25	2025 / 26	2026 / 27	2027 / 28	2028 / 29	2029 / 30	2030 / 31	2031 / 32	2032 / 33
Sale Revenue												
Replacement												
P010A	DA613 (was DA8170)	2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	0	0	18,187	0	0	0	0	26,773	0	0
P011A	DA005	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	24,249	0	0	0	0	26,773	0	0
P051A	DA8200	2021 Ford Ranger Super CC XL 3.2L 4X4	0	0	17,440	0	0	0	0	19,255	0	0
P052A	DA588	2018 Mitsubishi Triton GLX	27,546	0	0	0	0	30,412	0	0	0	0
P053A	DA988 (was DA8514)	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	0	29,306	0	0	0	0	32,357
P054A	DA9774	2011 JOHN DEERE 670GP ROAD GRADER	0	0	0	0	78,360	0	0	0	0	0
P055A	DA698	2013 CATERPILLAR 12M ROAD GRADER	0	0	110,856	0	0	0	0	0	0	0
P056A	DA873	2021 Caterpillar 924K IT Wheel Loader	0	0	0	0	0	0	0	41,828	0	0
P057A	DA628	2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	0	0	8	0	0	0	0	0	55,293	0
P058A	DA325	2014 HINO GH1728 500 SERIES MAINTENANCE TRUCK	44,160	0	0	0	0	0	0	0	0	70,366
P059A	DA9781	2021 NEW HOLLAND T5.90S CAB TRACTOR	0	0	0	0	0	27,680	0	0	0	0
P062A	DA8457	2015 HINO 300 SERIES 921 AUTOMATIC TRUCK	0	50,732	0	0	0	0	0	0	0	0
P064A	DA996 (was DA9279)	2021 Ford Ranger Single CC XL	0	0	19,488	0	0	0	0	21,516	0	0
P065A	DA9513	2018 Mitsubishi Fuso FM1627	0	0	0	34,431	0	0	0	0	0	0
P067A	DA9219	2014 HINO FD1124 500 SERIES TIP TRUCK	0	26,546	0	0	0	0	0	0	0	41,470
P068A	DA993 (was DA9406)	Mitsubishi GLX Triton 4X4 Dual Cab	0	0	0	16,310	0	0	0	0	18,007	0
P069A	DA995 (was DA9136)	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	18,004	0	0	0	0	18,004	0
P070A	DA10105	2016 TORO MOWER GM360 4WD	37,669	0	0	0	40,774	0	0	0	44,135	0
P071A	DA9581	2015 HINO 300 SERIES 717 MEDIUM DUMP TRUCK	0	25,609	0	0	0	0	0	0	0	30,005
P072A	DA648	2014 Ford PX Ranger Std Cab Chassis	0	0	0	0	13,591	0	0	0	0	15,006
P073A	DA994 (was DA10214)	2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	15,494	0	0	0	0	17,107	0
SV019	DA8979	HONDA QUAD BIKE (REPLACE WITH SIDE BY SIDE UNIT)	13,420	0	0	0	0	14,816	0	0	0	0
SV024	DA9429	2012 ALUMINIUM TRAILER (FOR TORO MOWER)	1,880	0	0	0	2,035	0	0	0	2,203	0
SV029	1TPB147	2014 TRAILER MOUNTED MESSAGE BOARD	0	0	5,765	0	0	0	0	0	0	0
SV034	DA15307	2016 8x5 BOXTOP FUEL TRAILER + TANK + FITTINGS	0	0	0	1,108	0	0	0	0	0	0
SV999	1TFN139	PLANT AND EQUIPMENT TRAILER	0	0	0	0	0	0	0	3,672	0	0
00855	N/A	7000LTR WATER TANK	0	0	0	0	0	0	7,200	0	0	0
01762	N/A	3PL ROAD BROOM	0	0	0	0	3,110	0	0	0	0	0
01796	N/A	MP VERGE OFFSET MOWER	0	0	0	0	0	4,383	0	0	0	0
SV036	N/A	FORKLIFT 2.5T	0	0	0	0	9,390	0	0	0	0	0
P074A	DA987 (was DA10440)	2019 Caterpillar 301.8 AC Mini Excavator	0	0	21,661	0	0	0	0	0	24,394	0
P075A	DA2833	2021 CATERPILLAR 444 BACKHOE LOADER	0	0	0	0	0	0	45,695	0	0	0
New Plant												
NEW	N/A	3 TONNE TRUCK	0	0	0	0	0	0	0	0	0	34,152
NEW	N/A	TIPPING TRAILER	0	0	0	0	0	0	5,409	0	0	0
NEW	N/A	ROAD SWEEPER	0	0	0	0	0	0	0	0	0	0
NEW	N/A	SKID STEER LOADER AND FITTINGS	0	0	0	0	0	0	0	0	0	0
TOTAL SALE REVENUE			124,674	102,886	217,654	85,346	176,567	77,292	58,303	139,818	179,144	223,356

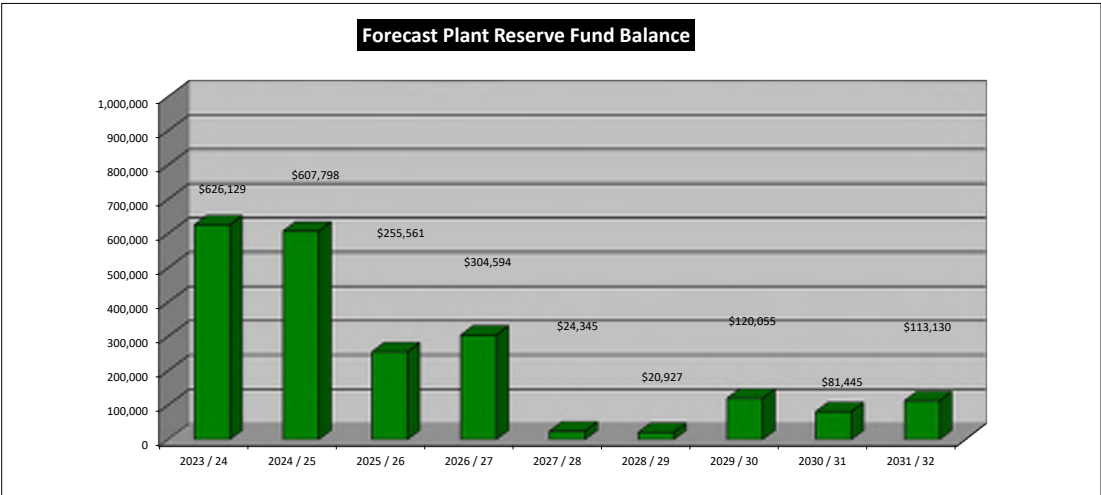
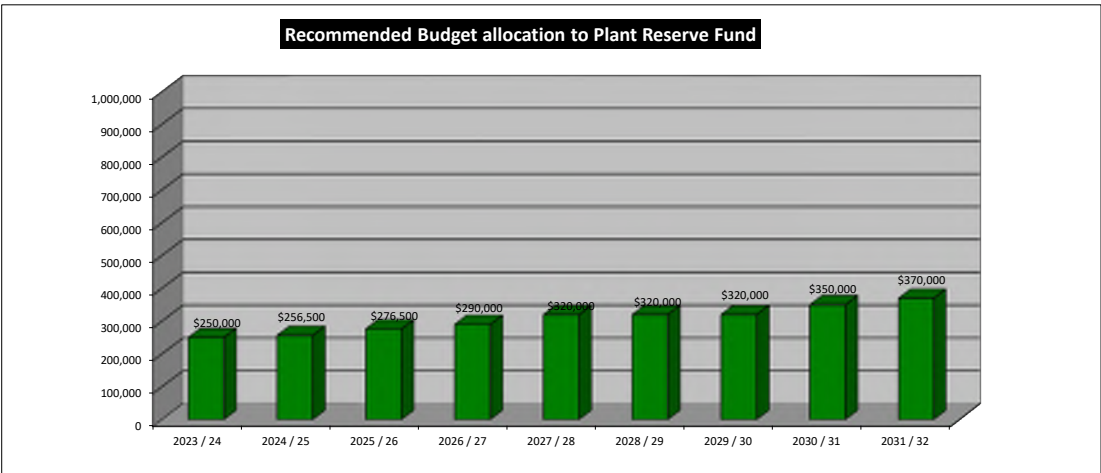
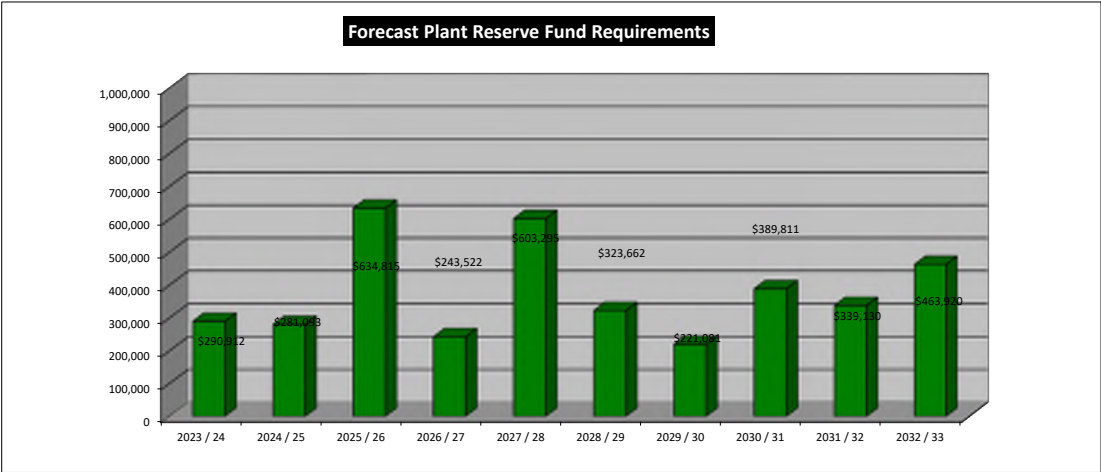
[Appendix ORD: 12.5.1H]

Shire of Dardanup

Asset Management Budget - Engineering Services Vehicle Fleet
2023 / 24

PLANT RESERVE FUND SUMMARY

	2023 / 24	2024 / 25	2025 / 26	2026 / 27	2027 / 28	2028 / 29	2029 / 30	2030 / 31	2031 / 32	2032 / 33
RESERVE										
<i>Replacement</i>										
P010A	DA613 (was 2020 FORD RANGER DOUBLE PU XL 3.2D 4x4	0	0	36,465	0	0	0	33,567	0	0
P011A	DA005 2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	30,403	0	0	0	33,567	0	0
P051A	DA8200 2021 Ford Ranger Super CC XL 3.2L 4X4	0	0	21,865	0	0	0	24,141	0	0
P052A	DA588 2018 Mitsubishi Triton GLX	34,535	0	0	0	38,130	0	0	0	0
P053A	DA988 (was 2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	0	36,743	0	0	0	40,567
P054A	DA9774 2011 JOHN DEERE 670GP ROAD GRADER	0	0	0	0	452,333	0	0	0	0
P055A	DA698 2013 CATERPILLAR 12M ROAD GRADER	0	0	452,225	0	0	0	0	0	0
P056A	DA873 2021 Caterpillar 924K IT Wheel Loader	0	0	0	0	0	0	256,582	0	0
P057A	DA628 HINO 500 SERIES AUTO TIP TRUCK	0	8	0	0	0	0	0	147,625	0
P058A	DA325 2014 HINO GH1728 500 SERIES MAINTENANCE TRUCK	171,919	0	0	0	0	0	0	0	187,868
P059A	DA9781 2021 NEW HOLLAND TS.90S CAB TRACTOR	0	0	0	0	73,902	0	0	0	0
P062A	DA8457 2015 HINO 300 SERIES 921 AUTOMATIC TRUCK	0	135,447	0	0	0	0	0	0	0
P064A	DA996 (was 2021 Ford Ranger Single CC XL	0	0	24,433	0	0	0	26,976	0	0
P065A	DA9513 2018 Mitsubishi Fuso FM1627	0	0	0	91,925	0	0	0	0	0
P067A	DA9219 2014 HINO FD1124 500 SERIES TIP TRUCK	0	103,346	0	0	0	0	0	0	110,719
P068A	DA993 (was Mitsubishi GLX Triton 4X4 Dual Cab	0	0	0	20,448	0	0	0	22,577	0
P069A	DA995 (was 2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	26,795	0	0	0	31,458	0
P070A	DA10105 2016 TORO MOWER GM360 4WD	47,228	0	0	0	51,121	0	0	55,335	0
P071A	DA9581 2015 HINO 300 SERIES 717 MEDIUM DUMP TRUCK	0	42,292	0	0	0	0	0	0	49,552
P072A	DA648 2014 Ford PX Ranger Std Cab Chassis	0	0	0	17,040	0	0	0	0	18,814
P073A	DA994 (was 2021 Mitsubishi Triton GLX 2.4L 4X4	0	0	0	19,426	0	0	0	21,448	0
SV019	DA8979 HONDA QUAD BIKE (REPLACE WITH SIDE BY SIDE UNIT)	16,825	0	0	0	18,576	0	0	0	0
SV024	DA9429 2012 ALUMINIUM TRAILER (FOR TORO MOWER)	7,671	0	0	8,303	0	0	0	8,987	0
SV029	1TPB147 2014 TRAILER MOUNTED MESSAGE BOARD	0	0	23,516	0	0	0	0	0	0
SV034	DA15307 2016 8x5 BOXTOP FUEL TRAILER + TANK + FITTINGS	0	0	0	4,520	0	0	0	0	0
SV999	1TFN139 PLANT AND EQUIPMENT TRAILER	0	0	0	0	0	0	14,979	0	0
00855	N/A 7000LTR WATER TANK	0	0	0	0	0	29,370	0	0	0
01762	N/A 3PL ROAD BROOM	0	0	0	12,685	0	0	0	0	0
01796	N/A MP VERGE OFFSET MOWER	0	0	0	0	17,879	0	0	0	0
SV036	N/A FORKLIFT 2.5T	0	0	0	25,070	0	0	0	0	0
P074A	DA987 (was 2019 Caterpillar 301.8 AC Mini Excavator	0	0	45,908	0	0	0	0	51,700	0
P075A	DA2833 2021 CATERPILLAR 444 BACKHOE LOADER	0	0	0	0	0	182,779	0	0	0
<i>New Plant</i>										
NEW	N/A 3 TONNE TRUCK	0	0	0	80,408	0	0	0	0	56,401
NEW	N/A TIPPING TRAILER	12,734	0	0	0	0	8,932	0	0	0
NEW	N/A ROAD SWEEPER	0	0	0	0	0	0	0	0	0
NEW	N/A SKID STEER LOADER AND FITTINGS	0	0	0	0	175,175	0	0	0	0
TOTAL RESERVE FUNDS REQUIRED	290,912	281,093	634,815	243,522	603,295	323,662	221,081	389,811	339,130	463,920
Annual Reserve Transfer Allocation	250,000	256,500	276,500	290,000	320,000	320,000	320,000	350,000	370,000	370,000
Interest Earnings	7,591	6,261	6,078	2,556	3,046	243	209	1,201	814	1,131
RESERVE SURPLUS (DEFICIT)	626,129	607,798	255,561	304,594	24,345	20,927	120,055	81,445	113,130	20,341



Shire of Dardanup

Asset Management Plan Summary - Stormwater Drainage
2022 - 2023

EXPANSION & UPGRADE

Drainage System	Community	Work Type	Asset Type / Activity	Original	Curent	Deferred project	Funding	Funding Source	List No.	1	2	3
				Cost	Cost					2022 - 2023	2023 - 2024	2024 - 2025
				1/07/2022	1/01/2023		(%)					
Weetman Road		Upgrade	Widen Culvert	30,000	30,750		44.5%	Developer Contributions	1.00	1		
Brett Place		Upgrade	Open drain upgrade	60,000	61,500					0.2	0.8	
Twomey Road		Upgrade	Widen Culvert		13,000					1		
Hands Creek	Eaton	Renewal	Erosion Control									
Hands Creek	Eaton	Upgrade	Improve water quality	210,125	215,378	1			3.00	0.2		
Reserve R35582 - Golding Crescent	Picton East	Renewal	Reconstruct Spillway		9,500	1						1
Killamey Road	Dardanup West	Expansion	Relocate Culvert @SLK 0.105		12,000	1						1
Hamilton Road - Hale Street	Eaton	Upgrade	Improve drainage capacity	210,125	215,378	1	60.0%	RRG - Hamilton is a regional road	2.00			
Drainage Strategy		Operational	Consultancy to Review and Update Shire Drainage Strategy		40,000							1
Field Survey - Inventory & Condition		Operational	Ongoing Annual Field Survey for Asset Condition & Inventory Validation		45,000							1
SubTotals	Renewal Upgrade Expansion Operational			510,250	9,500 536,006 12,000 85,000							
TOTALS				510,250	642,506							



MINUTES

BUSHFIRE ADVISORY COMMITTEE MEETING

Held

8 March 2023

At

Shire of Dardanup
Administration Centre Eaton
1 Council Drive - EATON

[Appendix ORD: 12.5.2]**SHIRE OF DARDANUP**

MINUTES FOR THE SHIRE OF DARDANUP BUSHFIRE ADVISORY COMMITTEE MEETING HELD ON WEDNESDAY 8 MARCH 2023, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 7.00PM.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Chairperson Cr. T G Gardiner, declared the meeting open at 7.00pm, welcomed those in attendance and referred to the 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 and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

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).

[Appendix ORD: 12.5.2]**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED****2.1****Attendance**

Mr Chris Hynes	-	CBFCO Eaton Townsite District
Mr Lyndon Skeers	-	FCO Ferguson District
Mr Neil Dyer	-	FCO West Dardanup District (Deputy Chairperson)
Mr Clay Rose	-	DCFCO (North) / FCO Burekup District
Mr Robert Drennan	-	DFCO (South) / FCO Waterloo District
Mr Grant Ratcliffe	-	FCO Upper Ferguson District
Mr Brendan Putt	-	FCO Dardanup Central District
Mr Jeff Duncombe	-	FCO Joshua/Crooked Brook District
Mr Keith Higham	-	A/FCO Wellington Mill District/Fire Weather Officer – <i>via Teams</i>
Mr Ricky Southgate	-	Department of Fire & Emergency Services
Mr Darren Harvey	-	Department of Biodiversity, Conservation and Attractions
Cr. T Gardiner	-	Elected Member (Chairperson)
Cr. M T Bennett	-	Elected Member

STAFF MEMBERS

Mr Stephen Loiterton	-	Coordinator – Ranger & Emergency Services
Mr Murray Halden	-	Senior Ranger
Mrs Amanda Tuberes	-	Personal Assistant - Director Sustainable Development
Mr Murray Connell	-	Executive Manager Development Services
Ms Hannah Powell	-	Emergency Management Officer

OBSERVERS

Mr Ryan Gibbs	-	Captain Upper Ferguson
Ms Melissa Howard	-	Bushfire Risk Mitigation Coordinator

2.2**Apologies**

Mr André Schönfeldt	-	Chief Executive Officer
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[Appendix ORD: 12.5.2]**3. PETITIONS/DEPUTATIONS/PRESENTATIONS**

None

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**4.1 Bushfire Advisory Committee Meeting Held 12th October 2022****BUSHFIRE ADVISORY COMMITTEE RESOLUTION**

BFAC 01-23 MOVED - Mr Clay Rose SECONDED - Mr Robert Drennan

THAT the Minutes of the Bushfire Advisory Committee Meeting held on 12th October 2022, be confirmed as true and correct subject to no corrections.

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

"Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences."

Discussion:

The Chairperson, Cr. T G Gardiner asked if there were any Declarations of Interest to be made:

- *Cr. M T Bennett declared a Proximity Interest in 'Item 9.13 Title: Coordinator Emergency & Ranger Services Report due to the mitigation works taking place in Millars Creek. Cr. M T Bennett's property backs on to the Millars Creek reserve.*

There were no further Declarations of Interest made.

8. ACTION SHEET UPDATE**PENDING ACTIONS:**

ACTION & MEETING DATE.	PERSON RESPONSIBLE	ACTION	OUTCOME	STATUS
05/22 12/10/22	Melissa Howard / Hannah Powell	Mr Chris Hynes to request the Shire Emergency Management Officer arrange a one-off information session on the OHS for the Brigade Volunteers in the event that the DFES pre-season meeting does not answer all queries and concerns of the Volunteers.	Shire Officer's are having ongoing discussions with Mr Chris Hynes to provide information on OHS requirements. The Shire has updated and/or created new forms for hazard reporting that are more relatable to the Brigades. These are still awaiting review by Chris Hynes and internal approval. Further meetings with the Brigades will be arranged once finalised.	Ongoing/ Complete

9 REPORTS OF OFFICERS AND COMMITTEES
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9.1 Title: Chief Fire Control Officer (CFCO) Report – Chris Hynes

Reporting Department: CFCO - Dardanup

Reporting Officer: Mr Chris Hynes

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	21
<i>Appliance and Equipment</i>	Bellfire have generously donated a new fire slip on fire unit Dardanup CBFCA.
<i>Training</i>	<p>I have been getting out a few brigades for training. It's been a great opportunity to pass on knowledge to new and old members.</p> <p>I recommend that brigades have a look at the latest video available on the DFES Hub Deadman's zone. I would be happy to come along and talk to your brigades about this video and working on fire lines.</p>
<i>Meetings Held</i>	<p>Meetings with Shire and Staff from the Bunbury Outer Ring Road (BORR). Following meeting with BORR I will be visiting the Road works regularly to get updates, regarding any issues around access and fire response.</p> <p>Leadership meetings. Meet and greet with Hannah Powell our new emergency management officer.</p>
<i>Membership – Recruitment/Resignation</i>	
<i>Concerns</i>	<p>Events – Re Sunflower event, we were concerned that we were alerted to this event less than a week before it was to take place. This type of event needs early notification to us as fire control officers to be able to advise any compliance needed to ensure it can be operated safely with no risk of an unwanted fire incident. Action to be advised earlier to be able to give and recommend mitigation activities to prevent incidents.</p> <p><u>Officer Comment – Ms Melanie Ring – Place & Community Officer</u></p> <p><i>The Application was submitted early, 1 November 2022 and the event approval was provided to the event organisers prior to the summer season.</i></p> <p><i>This event was the first event of its kind in the Shire – the event approval conditions that were issued at the time were to the best of our knowledge and acceptable in relation to event conditions. On reflection, conditions around fire bans were not included and should have been. The Events</i></p>

[Appendix ORD: 12.5.2]

	<p><i>Assessment Team has accepted this and will ensure this does not occur again.</i></p> <p><i>Two days prior to the event, event organisers worked closely with the Place & Community Engagement Officer (PACE Officer) in relation to any possible fire bans that may occur during their event.</i></p> <p><i>As per DFES advice, the event organisers submitted an online TFB Activity Notification AFDRS including a diagram of what work was to be undertaken. Their application was approved by DFES.</i></p> <p><i>The event organisers ensured they were compliant with all the DFES conditions and did not breach any of these conditions. They were vigilant, and remained compliant ensuring the safety of all was considered and remained a high priority. Being land owners, they too understood the risk associated with an off-road activity happening during summer.</i></p> <p><i>Moving forward – when an event application form is submitted to the Shire, all applications where an event will be held during the summer months will include specific conditions around complying with www.emergency.wa.gov.au guidelines in relation to fire bans, contacting local fire control officers etc.</i></p> <p><i>The safety of the community and minimising risk is paramount.</i></p>
<i>Initiatives</i>	<p>Need extra cross over at Wellington Mills station to allow trucks to enter and leave following pick-up water from water point at station.</p>
<i>Other News</i>	<p>Weather. Total Fire Bans (TFBs) Harvest vehicle movement bans (HVMB). This has been an area of concern with the method used to calculate a TFB, we have been getting more TFB because of how it is calculated putting us into a fire ban unnecessary, this is done by the state. HVMB calculations are being done regularly by myself and Keith Higham. Our base line is 40 FBI, we have not gone above 27 FBI this season so far. This does not add up. We have regularly voiced our concerns about the difference between calculations and methods used to come up with the TFBs.</p> <p>Emails received following the recent fires in our Shire thanking everyone for their response and professionalism, please ensure you circulate with your brigade's. Keep up the good work Team.</p> <p>Water tanks that have been installed at the stations have been working well and were utilized at the recent fire in the DBCA tenure. The water was replenished by DBCA the following day with a bulk water tanker (need for better access to site).</p>

[Appendix ORD: 12.5.2]

	<p>At a recent public information session, I attended. I suggest the Shire looks at having an event for the fire brigade's, to present long service medals and thank the volunteers for their work through the year.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>This request has been noted. While such an event has merit, it is not eligible for LGGs funding, and no funding has been set aside in the Shire's budget for such an event. Long Service awards were presented at the Shire's Australia Day events and this remains an option for future years.</i></p>
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Item/s For BFAC Discussion*Discussion:*

Mr Chris Hynes reiterated that the Brigades should provide more input into Summer events and be advised of them well in advance. In relation to a Shire held event to thank volunteers, he believes that a separate event is warranted for the Brigades.

[Appendix ORD: 12.5.2]

9.2 Title: Department of Biodiversity, Conservation & Attractions – Officer Report

Reporting Department: DBCA

Reporting Officer: Mr Darren Harvey

FURTHER INFORMATION

Note: The following information was provided to the Committee prior to the meeting.

9.2.1 Prescribed Burning Planned 2022/23

Wellington District 30 burns scheduled (approx. 91,925 ha) - not all burns have approved prescriptions.

(NOTE. 39,487 ha in Wellington NE Cells – large scale soft edge mosaic burns).

Dardanup Shire 4 burns scheduled (approx. 4,678 ha).

- WTN_099 WTN Discovery Forest Plots
- WTN_113 Arcadia - Valkyrie Rd
- WTN_119 Davis
- WTN_140 Boyanup

CBFCO/ Shire sent notifications 21st February for planned burns and Shire Road Reserves.

Private property owners & other stakeholders within prescribed distance of planned burns to be sent notifications.

9.2.2 Bushfires 2022/23

Seventy-nine (79) bushfires recorded for the district this financial year – twelve (12) in Dardanup Shire.

9.2.3 Staff Changes

District Fire Coordinator – selection process in progress (D. Harvey interim contact).

Fire Operations Officer Collie – vacant.

Assistant Fire Operations Officer Collie – vacant.

FMDP Officer Collie – vacant.

The following maps were tabled with this report:

- *Wellington District Autumn Burn Program 2022/2023 – Shire of Dardanup*
- *Wellington District Autumn Burn Program 2022/2023 – District Overview*

Discussion:

Mr Darren Harvey raised the Patterson Road/Ferguson Road fire and the interactions between DBCA and Brigades. DBCA will arrange a separate meeting with the relevant Brigade(s) FCO's and Chief to discuss further.

[Appendix ORD: 12.5.2]

9.3 Title: Department of Fire & Emergency Services (DFES) – Mr Ricky Southgate

Reporting Department: DFES

Reporting Officer: Mr Ricky Southgate

FURTHER INFORMATION

Note: The following information was provided at the meeting.

9.3.1 Total Fire Bans

With the change in fire danger rating with have had a 220% increase in TFB in the Shire of Dardanup. In the Financial year of 2022 5 x TFB had been issued. In the 2023 Financial year as of 15/02/23 16x TFB have been issued with the same for the Shire of Harvey. Bunbury and Capel have seen a 225% increase going from 4 to 13. The DFES regional office is continuing to work with the AFDRS team on feedback provided by the Shire of Dardanup.

9.3.2 Deployments

DFES SW would like to thank the Shire of Dardanup for providing assistance to DFES and other LGA and their communities. Trucks and crew have been sent across the SW district, supported PaW, and sent crews to the Shire of Donnybrook. The Shire of Dardanup has also sent 3 Volunteers to Fitzroy to assist in flood clean up. Thank you

9.3.3 Training

Training programs across the region have been well received with lots of subscriptions including other volunteers from different regions applying. Try to get your volunteers to apply early on Eacademy. This will assist us in ensuring they get preference on the course. We are running a few DFES courses out of Shire buildings including Waterloo and Dardanup Central so thank you very much for allowing this.

9.3.4 RUI exercise

Last time we cancelled the Rural-Urban Interface training exercise drill to be run in the area of Dardanup West. Is this something we should look to run again in September?

9.3.5 High Season Fleet

Having the high season fleet has proved beneficial when the Dardanup Central 2.4 was off line for an extended period of time giving the town some response capability. Thank you to the Shire for crewing the appliance when called. We will continue to work with the Shire inane attempt to secure an appliance next season. The region is trying to secure a 2.4 andana LT for prescribed burns which can be made available for getting more volunteers to burns if required.

[Appendix ORD: 12.5.2]9.4 Title: Burekup District Fire Control Officer Report – Mr Clay Rose

Reporting Department: Burekup BFB

Reporting Officer: Mr Clay Rose

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	19 in total 5-11-22 Waterloo Rd Waterloo 7-11-22 Collie River Rd Burekup 24-11-22 car fire Edwards Rd Burekup 11-12-22 Roelands 21-12-22 Harris Rd Waterloo 5-1-23 car fire Forrest Hwy Waterloo 7-1-23 SW Hwy Brunswick 10-1-23 Pile Rd, Ferguson; Treendale Rd, Roelands; Johnson Rd, Yarloop; Lenard Rd DBCA, Burekup; South Rd, Wellington Mills; Rose Rd, Burekup. 11-1-23 Lenard Rd DBCA, Burekup; Boyup Donnybrook Rd, Noggerup 24-1-23 Lenard Rd 2-2-23 Paterson Rd Wellington Mills 3-2-23 Dowdells Line Waterloo 4-2-23 Dowdells Line Waterloo 16-2-23 Henty Rd Henty
<i>Appliance and Equipment</i>	Serviced SW Fire Collie.
<i>Training</i>	17-10-22 FLIR Training. 23-2-23 Burnover training Wellington Mills Station.
<i>Meetings Held</i>	7-12-22 Committee Meeting.
<i>Membership – Recruitment/Resignation</i>	One.
<i>Concerns</i>	Time taken to replace station east side fence. <u><i>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</i></u> <i>Officer's will look into this.</i>
<i>Initiatives</i>	Hoon behaviour, wrecked, stolen burnt cars, burnouts Dowdells Line, O'Conner Rd, Edwards Rd, Henty Rd and lack of Australind police to apprehend offenders. 15-10-22 Brigade recon drive Collie River Rd through Felitchita block Tyndale Farm over foord river crossing through main Tyndale Farm through to Coalfields Hwy. 18-12-22 DFES community engagement officer speaks to gathering of Collie River Rd residents.
<i>Other News</i>	None.

Item/s For BFAC Discussion

1. Are Ranger services in touch with Australind Police regarding the antisocial behaviour around Dowdells Line?

Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

WA Police are aware of the anti-social behaviour in the area. All issues with this type of behaviour needs to be reported to the Australind Police.

2. Can the track west of drain along Dowdells Line be maintained by Shire grader at the start of fire season annually?

Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

Officer's are checking ownership of this land as the Shire cannot undertake works on non-Shire lands.

Discussion:

It was discussed that Australind Police are under resourced and when the particular fire causing incident occurred, they were down two officers who had been injured in another incident. Camera footage evidence had been provided to the police, however, Chairperson Cr. Tyrell Gardiner had recently been contacted by the Police requesting the evidence be re-sent to them. Cr. M T Bennett had also spoken to the Officer in Charge of Australind station about the incident.

There was broad discussion around various options to reduce the fuel load of the area. Ms Melissa Howard advised the area should be eligible for MAF Funding. WaterCorp also have a Mitigation Officer who may be able to provide some assistance.

ACTION 01/23

Mr Murray Halden to contact the WaterCorp Mitigation Officer requesting a site meeting at the Dowdells Line location to review mitigation options.

Mr Clay Rose advised the Tyndale Farm bridge is not sign posted and the location is difficult to find. Mr Ricky Southgate offered to view the location with Mr Clay Rose and create a map for Brigade use only.

[Appendix ORD: 12.5.2]9.5 Title: Dardanup Central District Fire Control Officer Report – Mr Brendan Putt

Reporting Department: Dardanup Central BFB

Reporting Officer: Mr Brendan Putt

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	14, call outs for 000
<i>Appliance and Equipment</i>	Appliance in good order after not being available for many weeks due to incorrect fuel (add blue) being added to fuel tank.
<i>Training</i>	Training plus meeting started every 2nd week.
<i>Meetings Held</i>	General meeting.
<i>Membership – Recruitment/Resignation</i>	3 New members which need to be trained in the off season.
<i>Concerns</i>	<p>Fueling up of fire trucks at the end of a long shift is a concern for volunteers' welfare, as there is not an account with local Dardanup fuel supply, also the danger of adding the wrong fuel could be avoided from a costly exercise.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>The Shire has an arrangement with Ampol. These arrangements include discount off the pump-price. Issuing non-Ampol cards would put a risk to this discount for the entire organization, not just the bushfire brigades. The issuing of WEX Motorpass Fuel Cards has been investigated previously and was not suitable.</i></p>
<i>Initiatives</i>	Completion of landscaping for our courtyard area for our members with a weekend busy bee.
<i>Other News</i>	Big thankyou to the Shire for moving forward with the sealing of the car park at the rear of station and additional request have all been met thanks to great consultation with Chris Hynes.

Item/s For BFAC Discussion

1. Fuel Card - I would like to see a fuel card be opened with the Dardanup Garage so fire trucks can be refuelled in a more convenient manner.

Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

The Shire has an arrangement with Ampol. These arrangements include discount off the pump-price. Issuing non-Ampol cards would put a risk to this discount for the entire organization, not just the bushfire brigades. The issuing of WEX Motorpass Fuel Cards has been investigated previously and was not suitable.

[Appendix ORD: 12.5.2]*Discussion:*

Mr Brendan Putt described the need to travel to Picton to fuel up as a welfare issue for crews. He also advised that the Ampol Station in Picton regularly malfunctions and there have been instances where they have arrived and not been able to get fuel. Their Brigade also has a shortage of licenced truck drivers some weeks due to FIFO workers being away. If the current arrangement continues, they may need to contact the Shire seeking assistance for someone to drive their truck to the Picton station to refuel.

Mr Stephen Loiterton reiterated that funding is a real factor and that losing the fleet discount would have a detrimental effect on the whole Shire. He is open to investigating alternative solutions.

Alternative options suggested by the group were:

- Seeking assistance from Shire to provide a resource with a truck licence to take the truck to Ampol to refuel.*
- Having a small storage of fuel at each Brigade (44 gallon drum/fuel pod). This should not affect any fleet discount.*
- Finding farm locations that have bulk diesel available.*
- Set up an account with Phoenix Group to be used in exceptional circumstances.*
- Dardanup Central have their own EFTPOS card that could be used and then reimbursed from the Shire. Could EFTPOS cards be arranged for each Brigade?*

Ms Hannah Powell requested that Brigades send through the details of instances where going to Picton to get fuel has been an issue. This can then be documented and factor in to further investigation.

Mr Ricky Southgate suggested that truck driving training may also assist.

Mr Murray Halden advised that previously onsite fuel storage had not passed a safety assessment.

Mr Chris Hynes suggested that fuel pods be discussed at the next Leadership meeting.

ACTION 02/23

Mr Stephen Loiterton and Ms Hannah Powell to investigate various suggested options to assist with the refuelling issue.

[Appendix ORD: 12.5.2]9.6 Title: Ferguson Fire Control Officer Report – Mr Lyndon Skeers

Reporting Department: Ferguson BFB

Reporting Officer: Mr Lyndon Skeers

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	10 (incl. 1 attendance by brigade members in Dardanup Central truck while LT was being serviced.)
<i>Appliance and Equipment</i>	Thermal imaging camera installed and operational.
<i>Training</i>	<p>Training twice monthly.</p> <p>Engaging with active members to ensure proficiency with volunteer hub and e-academy and that all required competencies have been completed.</p> <p>Joint training conducted with Wellington Mills Brigade x 2 – radio refresher and burn over drill.</p> <p>RUI exercise conducted at St Aidens Winery; similar exercises planned for other locations.</p>
<i>Meetings Held</i>	<p>1 Startup.</p> <p>1 Community function for Christmas that sourced new members.</p>
<i>Membership – Recruitment/Resignation</i>	2 new members.
<i>Concerns</i>	<p>Maps still outstanding.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>We have been waiting on the engagement of a new GIS Officer who can recreate the maps, due to current digital files not printing well. The Officer has just started and we will be liaising with them to modify the maps for printing.</i></p> <p>Fuel card - Request an alternative/fleet card should be considered. Being restricted to use at Ampol stations only is not efficient during a fire situation. Two of the available options that I have found are WEX Motor pass and Fleet Card.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>The Shire has an arrangement with Ampol. These arrangements include discount off the pump-price. Issuing non-Ampol cards would put a risk to this discount for the entire organization, not just the bushfire brigades. The</i></p>

[Appendix ORD: 12.5.2]

	<p><i>issuing of WEX Motorpass Fuel Cards has been investigated previously and was not suitable.</i></p> <p>SMS listing still not updated. Either the list is reverting to a previous version, or the changes are not being made at some level. Updated/current lists have been forwarded again to the relevant departments. Request someone is nominated follow up to ensure the changes have been made.</p> <p><u><i>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</i></u></p> <p><i>The Shire will defer to DFES for advice on this issue.</i></p> <p>Delays in receipt of PPE. Current system of orders being dispatched ONLY when all items are available is unsafe and unsatisfactory. Suggest orders are followed up in a timely manner and any delays reported to the affected Brigade.</p> <p><u><i>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</i></u></p> <p><i>PPE Orders are being processed promptly. Due to the Emergency Management Officer being a part time role, there may be some minor delays. Some delays experienced at the end of last year were due to the Emergency Management Officer position being vacant for an extended period of time.</i></p> <p>Kit bags are unavailable to new members. We have approximately 15 members without a kit bag. We have been advised that there are no funds available for this item. Can this be reconsidered?</p> <p><u><i>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</i></u></p> <p><i>Funding per Local Government Grant Scheme is currently tracking towards an over-spend. Additional money to cover overspend is not guaranteed (without prior approval). More scrutiny will be put on requests for the remainder of the financial year. As we near the end of the financial year we will be able to assess funding availability better.</i></p>
<i>Initiatives</i>	<p>Maps of the Brigade area are still outstanding. Ferguson Brigade has funded printing and laminating of some maps to suffice until this is resolved.</p> <p><u><i>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</i></u></p> <p><i>We have been waiting on the engagement of a new GIS Officer who can recreate the maps, due to current digital files not printing well. The Officer has just started and we will be liaising with them to modify the maps for printing.</i></p>

[Appendix ORD: 12.5.2]

<i>Other News</i>	Defibrillator installed and operational, it is listed on the St Johns app for access and use by the community and members of the public. Large screen TV installed and in use for training sessions.
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Item/s For BFAC Discussion

1. **Cooking Fires**
In the 22-23 Fire Prevention Order, says that fire rating must be below High, this is most of summer, can we change it to after 6pm and out before midnight on high and must be below Extreme. Ensuring all other conditions are met.

Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

It is recommended that the Fire Prevention Order not be changed in order to prevent confusion.

[Appendix ORD: 12.5.2]

9.7 Title: Joshua Creek / Crooked Brook Fire Control Officer Report – Jeff Duncombe

Reporting Department: Joshua Creek / Crooked Brook BFB

Reporting Officer: Mr Jeff Duncombe

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting – NO REPORT PROVIDED

<i>Fire Call Outs</i>	
<i>Appliance and Equipment</i>	
<i>Training</i>	
<i>Meetings Held</i>	
<i>Membership – Recruitment/Resignation</i>	
<i>Concerns</i>	
<i>Initiatives</i>	
<i>Other News</i>	

Item/s For BFAC Discussion

None.

Discussion:

Mr Jeff Duncombe advised that their Brigade also finds the refuelling concerns discussed earlier in the meeting, to be an issue.

[Appendix ORD: 12.5.2]9.8 Title: Upper Ferguson District Fire Control Officer Report – Mr Grant Ratcliffe

Reporting Department: Upper Ferguson

Reporting Officer: Mr Ryan Gibbs

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	10/1/23 – Lennard Rd lightning strikes 11/1/23 – Lennard Rd/Pile Rd lightning strikes 11/1-12/1/23 – Attend Yabberup/Noggerup incident overnight 1/2/23 – Paterson Rd/Ferguson Rd 16/2/23 – Henty Rd
<i>Appliance and Equipment</i>	1. Pump delivery had a flange failure at Paterson Rd (1/2/23) incident which dumped the entire 2,000L to the ground in approx. 60 seconds. Perhaps there should be a maintenance schedule for all rubber flanges/seals on these trucks to be replaced after a defined period? Pleasingly this was repaired and the truck back in service within 12 hours. Thanks to SW Fire. <u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u> <i>The Shire notes the above suggested maintenance advice.</i> 2. An electrical fault due to rubbing wires was reported on 4/11/22 and repaired 8/11/22.
<i>Training</i>	An extensive training program has been coordinated by our new training officer Dave Humphreys. A combined initiative with JCB has seen fortnightly sessions alternating stations; <ul style="list-style-type: none"> • 6/10/22; 20/10/22; 3/11/22; 1/12/22; 15/12/22 In addition, there have been combined sessions at WMBFB with Ricky Southgate coordinating training drills on Radio use (19/12/22) and Burn-over (23/1/23).
<i>Meetings Held</i>	General Meeting held 14/10/22 regarding season preparation.
<i>Membership – Recruitment/Resignation</i>	2 new members with a further 3-4 prospective members expressing interest.
<i>Concerns</i>	Incidents at the edge of the Upper Ferguson region where our crew has not been called. Chief and FCO have discussed reinforcing the need for crews to attend of those brigades where the incident is in their “backyard”.

[Appendix ORD: 12.5.2]

	<i>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</i> <i>The Shire will defer to DFES for advice on this issue.</i>
<i>Initiatives</i>	None.
<i>Other News</i>	Water tank at station – installation underway.

Item/s For BFAC Discussion

None.

[Appendix ORD: 12.5.2]9.9 Title: Waterloo District Fire Control Officer Report – Mr Rob Drennan

Reporting Department: Waterloo BFB
 Reporting Officer: Mr Rob Drennan

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report Since Last BFAC Meeting

<i>Fire Call Outs</i>	26 with 139 crew positions filled. A total of 152 hours on the fire ground.
<i>Appliance and Equipment</i>	
<i>Training</i>	First Wednesday of every month. We will be asking brigade members if they would like to increase this to every fortnight over the peak season.
<i>Meetings Held</i>	None.
<i>Membership – Recruitment/Resignation</i>	4 new members.
<i>Concerns</i>	New 3.4 driver training needs more work. <u><i>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</i></u> <i>The Shire will defer to DFES for advice on this issue.</i>
<i>Initiatives</i>	
<i>Other News</i>	Chris Locke deployed to the Kimberley for flood relief.

Item/s For BFAC Discussion

None.

[Appendix ORD: 12.5.2]9.10 Title: Wellington Mill District Fire Control Officer Report – Mr Keith Higham

Reporting Department: Wellington Mill BFB

Reporting Officer: Mr Keith Higham

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

Activity Report since Last BFAC Meeting

<i>Fire Call Outs</i>	2/1/23 – Harvey (Stansfield Rd) 3/1/23 – Wellington Forest (Pile Rd) 10/1/23 – Wellington Mill (South Rd). Mop-up and patrol for 1 week post ignition 10/1/23 – Wellington NP (Pile Rd) 1/2/23 -Wellington Forest (Patterson Rd). Mop-up and patrol for 2 weeks post ignition 4/2/23 – Paradise (Dowdells Line)
<i>Appliance and Equipment</i>	1.4 and High season LT
<i>Training</i>	16/1/23 (High season LT familiarization) 23/1/23 (Burnover drill, in-cab air with multiple SOD brigades in attendance) 6/2/23 @ Ferguson BFB (RUI)
<i>Meetings Held</i>	9/1/23 (Committee meeting) 27/1/23 (Committee meeting) 13/2/23 (Patterson Rd community/brigade debrief) 24/2/23 (Committee meeting scheduled)
<i>Membership – Recruitment/Resignation</i>	Richard Howell – resignation (left the area) Ian Bridge stepped down from the FCO role 8/12/22
<i>Concerns</i>	Succession planning – WHS legislation changes have resulted in 2 leadership resignations and creating stress for others who are considering stepping up.
<i>Initiatives</i>	LGGS grant application submitted for increased size inverter generator given we now run the new water tank from a 240V pump. <u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u> <i>Line 9 items will be assessed per guidelines.</i> Communicated our interest in our brigade participating in BART rollout. <u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u> <i>Approval to spend LGGS funds has been received. A purchase order has been raised.</i>

[Appendix ORD: 12.5.2]

	Red/green signs on front of station to indicate which appliances are out/in.
<i>Other News</i>	None.

Item/s For BFAC Discussion

1. Potential for pedestrian / vehicle interaction. During recent incident in Wellington Mill it was observed there is potential for serious injury as multiple appliances drive in and reverse up to the filling point from our new tank and pump. Recommendation is to create a one way, drive through traffic flow with another road access point, as well as moving member parking to alongside the church next door or behind the station. Seeking support for this proposal and initiation of capital project to eliminate this risk.

Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

The Shire will look into the risk and remediation measures.

2. Brigades from > 120km away being turned out to incidents < 30km from our station. The view of our brigade is that this is endangering our neighbouring communities whilst unnecessarily frustrating our community. Recommendation is that initial response support beyond the capabilities of the managing Shire should come from the closest neighbouring Shire/brigades when lives and property are under threat. If the strategic preference is then to sustain response using out of region strike teams, then neighbouring brigades can be stood down once those resources arrive.

Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

The Shire will defer to DFES for advice on this issue.

Discussion:

Mr Ricky Southgate suggested that Mr Chris Hynes raise the issue of the inconsistency of which Brigades are called out to incidents at the next Regional Operational Advisory Committee (ROAC) meeting.

Mr Keith Higham reiterated his concerns over the request for a generator being declined. Mr Chris Hynes advised that while not ideal, there are contingencies in place (a mobile generator) in the event of power loss.

Ms Hannah Powell advised that she has submitted the LGGS Grant applications however, the outcome is out of her control.

[Appendix ORD: 12.5.2]9.11 Title: West Dardanup District Fire Control Officer Report – Mr Neil Dyer

Reporting Department: West Dardanup Bush Fire Brigade

Reporting Officer: Mr Neil Dyer

(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)

<i>Fire Call Outs</i>	Attended 17 incidents both locally and at surrounding areas.
<i>Appliance and Equipment</i>	Have had the 1.4 and have had a seasonal 2.4 for periods of the season. Have shared with Central.
<i>Training</i>	Has recommenced and will continue during the off season.
<i>Meetings Held</i>	Nil.
<i>Membership – Recruitment/Resignation</i>	Nil.
<i>Concerns</i>	<p>Our Brigade would like a large plan showing the extent of emergency access and drainage tracks vested or owned by the shire. This would enable planning for future MAF funding.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>The Bushfire Risk Mitigation Officer is compiling a list that should encompass the issue.</i></p> <p>Still receiving requests regarding fire break exemptions and the need to clear where the lot is reticulated. Requests have been received for exemptions where the break is a green and mowed portion of land and is clear for 2m x 4m.</p> <p><u>Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services</u></p> <p><i>Currently legislation with reference to Section 33 of the Bush Fires Act 1954, land owners are required to complete prevention works on the land in accordance with the Shire of Dardanup Fire Prevention Order.</i></p> <p><i>Currently the definitions for a fire break is:</i></p> <ul style="list-style-type: none"> - <i>A firebreak is an area of land that has been cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth.</i> - <i>Firebreaks must be constructed immediately inside and along all property boundaries. Firebreaks provide safer access for land owners and fire appliances to conduct fire suppression activities.</i>

[Appendix ORD: 12.5.2]

	<i>If land owners need to comply with the FPO or if that is impractical a fire break exemption is required. Further clarification of the concern is required to comment further.</i>
<i>Initiatives</i>	
<i>Other News</i>	

Item/s For BFAC Discussion

1. Fire break Notice requirements for 2 – 8 acre lots where the land is reticulated and mowed.

Officer Comment – Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

Currently legislation with reference to Section 33 of the Bush Fires Act 1954, land owners are required to complete prevention works on the land in accordance with the Shire of Dardanup Fire Prevention Order.

Currently the definitions for a fire break is:

- *A firebreak is an area of land that has been cleared of all trees, bushes, grasses and any other object or thing which may be flammable, leaving a surface of bare mineral earth.*
- *Firebreaks must be constructed immediately inside and along all property boundaries. Firebreaks provide safer access for land owners and fire appliances to conduct fire suppression activities.*

If land owners need to comply with the FPO or if that is impractical a fire break exemption is required. Further clarification of the concern is required to comment further.

Discussion:

Mr Neil Dyer advised that the exemptions work, but are onerous. Could the need for an exemption for a green, reticulated lawn be removed from the Fire Exemption Notice?

ACTION 03/23

Chairperson, Cr. T G Gardiner requests that the Fire Exemption Notice be discussed at the June meeting, taking into consideration discussions around green, reticulated lawn.

[Appendix ORD: 12.5.2]

9.12 Title: Bunbury Geographe Integrated Information Network (BGIRRIN) – Mr André Schönfeldt

Reporting Department: Shire of Dardanup

Reporting Officer: Mr André Schönfeldt – Chief Executive Officer

9.12.1 *Bunbury Geographe Integrated Information Network (BGIRRIN)*

Mr André Schönfeldt will provide an overview of the information provided at Appendix BFAC 9.12.1 on the Bunbury Geographe Integrated Information Network (BGIRRIN). A link to a YouTube clip is also provided for further background: https://www.youtube.com/watch?v=q_ggd4ZsjV4 and you can view the Latrobe Valley Information Network here: <https://lvin.org/#/>.

Discussion:

In the absence of Mr André Schönfeldt, Mr Stephen Loiterton advised that many surrounding Councils are interested in the BGIRRIN. DFES advised that there is no funding available this year, so Councils are looking into alternative funding sources.

Cr. Michael Bennett advised that he had been to a meeting and was very excited about the technology available. Towers would need to be erected around the shire and the cameras/sensors pick up smoke, heat etc. It would have a major impact on finding missing persons and early detection of fires/hot spots.

[Appendix ORD: 12.5.2]9.13 Title: Coordinator Emergency & Ranger Services Report – Mr Stephen Loiterton

Reporting Department: Shire of Dardanup

Reporting Officer: Mr Stephen Loiterton – Coordinator Emergency & Ranger Services

9.13.1 Annual General Meeting

A reminder that Brigade Annual General Meetings (AGM) are to be held by **15 April** each year as per the Bush Fire Brigade Local Law 2021.

At the AGM, the election of the ‘Committee of Management’ is required, which consists of the following positions:

- FCO
- Captain
- Secretary
- Treasurer
- Lieutenants
- Equipment Officer
- Training Officer
- Communications Officer
- Any other officers elected by the brigade to manage the operations of the bush fire brigade.

As with previous years, nomination forms outlining the position roles and responsibilities are to be completed. These forms outline the roles and responsibilities of the brigade officers and are required to be signed off by the officer accepting the nomination to demonstrate that they understand and agree to fulfil all the responsibilities.

As per the Bush Fire Brigade Local Law, the Secretary is to forward a copy of the AGM minutes and completed nomination forms to the Shire within 1 month of the AGM being held. These will then be tabled at the next BFAC meeting.

All brigade members, excluding cadets, are eligible to nominate and be nominated and invited to attend and participate in the nomination process. Members of the public are not eligible to vote.

9.13.2 Mitigation Activity Funding

The Western Australian government has established the Mitigation Activity Fund Grants Program (MAFGP) to reduce bushfire hazards that present a high risk to assets throughout the State. The program supports local governments with endorsed Bushfire Risk Management Plans to treat bushfire risk in their communities on State land that they manage. The Shire of Dardanup has been successful applicant in the MAFGP and will be completing a range of treatments to reduce the risk of bushfire across our communities. The Bushfire Risk Mitigation Coordinator is working on the implementation of these works.

HENTY RESERVE – FIRE ACCESS WAY/ MECHANICAL WORKS

Treatment Type	Treatment Objective	Primary Asset Name
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP537	Gardincourt Drive (42), Henty

[Appendix ORD: 12.5.2]

<i>Treatment Type</i>	<i>Treatment Objective</i>	<i>Primary Asset Name</i>
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP538	Gardincourt Drive (49), Henty
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP445	BFB - Ferguson, Henty
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP540	The Dress Circle (39), Henty

Henty Reserve is a difficult site due to accessibility. The first step is creating access to the Reserve in order to conduct fuel reduction and ongoing maintenance.

Objectives of these treatments include;

- Install an access point of the Dress Circle emergency fire access way including gate
- Install fire access way suitable for a Light Tanker, including turn around circle and drain crossing
- Remove non-natives where possible to do so
- Undertake fuel reduction works across the reserve using hand crew

MILLARS CREEK – MECHANICAL WORKS

<i>Treatment Type</i>	<i>Treatment Objective</i>	<i>Primary Asset Name</i>
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP0157	Alice Court (3-6), Millbridge
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP0160	Hunter Circle (1-3), Millbridge
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP0162	Castlereagh Vista (2-18), Millbridge
Mechanical Works	Create an Asset Protection Zone by parkland clearing / mulching vegetation to reduce elevated fuels to a compacted state across 90% of planned area. Using hand crews due to the limited access for machines. Asset ID - DARDDP0176	Millbridge Boulevard (36-38), Millbridge
Mechanical Works	Conduct mechanical works to produce an hazard separation zone by slashing elevated vegetation. Asset ID - DARDDP165	Castlereagh Vista (17-33), Millbridge

Millar creek is highly valued community environmental asset maintained by the Parks & Gardens crew, however planted vegetation is extensively overgrown in certain areas and has blocked access points.

Objectives of these treatments include;

- Upgrade access point off Hunter Circle Park including tree removal
- Upgrade existing fire access way from Hunter Circle to Castlereagh Vista including limestone surfacing
- Extensively thin vegetation between Castlereagh Vista and creek line
- Spray woody weeds and remove any non-natives across remaining treatment areas
- Slash long dry grass on river plain adjacent to the Eaton Drive Bridge

[Appendix ORD: 12.5.2]**WARBURTON ROAD – PRESCRIBED BURN**

<i>Treatment Type</i>	<i>Treatment Objective</i>	<i>Primary Asset Name</i>
Mechanical Works	Create an Asset Protection Zone for Houses & Agriculture Infrastructure along Warburton Road by using mechanical means to compact elevated fuels across 80% of the treatment area. This will help with residents to evacuate during a bushfire as this is their only emergency access. Asset ID - DARDDP374	Warburton Road (2), Crooked Brook

Warburton Road is 2km long. Large logs from previous years storms have already been removed.

Objectives of this treatment include;

- Conduct a prescribed mosaic burn in Autumn with local bushfire brigades.
- Ensure large trees and fence line is have a rake-hoe buffer before burn is conducted.

Follow-up chemical spray to be carried out post burn.

WEST DARDANUP – FIRE ACCESS WAY

<i>Treatment Type</i>	<i>Treatment Objective</i>	<i>Primary Asset Name</i>
Mechanical Works	Install mineral earth fire access track using limestone to create 2nd ingress - egress for sounding residents. Asset ID - DARDDP0542	Fire Access Way, Travencore Place

Self-seeded native trees have grown in the eastern end of fire access way completely restricting access.

Objectives of this treatment include;

- Removing trees from fire access way that are restricting access.

Resurfacing entire fire access way between Travencore and Stonefield.

9.13.3 Local Government Grant Scheme (LGGs)

The Shire sent an email to FCOs, Captains and Secretaries on the 21st December 2022 requesting advice on suggestions for 'Line 9' items for the 2023-24 LGGs application. Thank you for those who submitted their requests.

The Shires LGGs application will be assessed by the DFES Capital Grants Committee. The Committee determines the amount of operating expenditure, as well as capital expenditure, allocated to the Shire for the brigades.

9.13.4 Ordering PPE

Commencing this year PPE and related fire fighting equipment requests require completion of Form 180 to be sent to Brigade@dardanup.wa.gov.au. This process was initiated to avoid delays that have been experienced recently, especially to avoid orders going missing.

[Appendix ORD: 12.5.2]*9.13.5 Work Health and Safety*

With the implementation of the new Work Health and Safety legislation there has been concerns raised about the implications for volunteers. Several meetings have taken place between the Shire and the Chief Fire Control Officers to allay these concerns.

The Shire is working on a process for capturing WH&S incident. The Shire's reporting forms have been amended to be more relatable to bush fire volunteers (staff/actions/property). The forms are to be reviewed by Chris (Chief BFCO) in coming weeks and approved by the Shire. Once approved, WHS officer (Jarrad) and I have agreed to will meet with the BFB FCO's and Captain's to outline and discuss the requirements and reporting processes by the brigade and its volunteers.

9.13.6 Radio Call-signs

A complaint has been noted in relation to the call-signs for the Ferguson and Upper Ferguson brigades. The substance of the complaint is that the two call-signs are so similar as to cause confusion, especially if the radio operator commences to speak before they press the PPT button.

A risk assessment has been completed (Appendix BFAC 9.13.5) and forwarded to the Shire's WHS Officer who has fully supported and endorsed the risk assessment, with the treatments provided deemed satisfactory for the hazard to be dealt with in the best possible way to achieve a suitable outcome.

[Appendix ORD: 12.5.2]

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

None.

11. NEW BUSINESS OF AN URGENT NATURE

None.

12. MATTERS BEHIND CLOSED DOORS

None.

13. CLOSURE OF MEETING.

Discussion:

Cr. M T Bennett advised that due to the topic of Millars Creek being discussed under item 9.13, he should have declared an interest, and as such was doing so now.

The Chairperson advises that the date of the next Bush Fire Advisory Committee Meeting is on Wednesday 14th June 2023 at 7.00pm.

There being no further business the Chairperson declared the meeting closed at 8.08pm.



Shire of Dardanup

MINUTES

AUDIT & RISK COMMITTEE MEETING

Held

15th March 2023

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

This document is available in alternative formats such as:

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

VISION STATEMENT

“Provide effective leadership in encouraging balanced growth and development of the Shire while recognizing the diverse needs of our communities.”

TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	1
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	1
2.1	Attendance.....	1
2.2	Apologies.....	2
3.	PRESENTATIONS	2
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	2
4.1	Audit and Risk Committee - December 2022.....	2
5.	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	2
6.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	3
7.	DECLARATION OF INTEREST	3
8	REPORTS OF OFFICERS AND COMMITTEES	4
8.1	Title: 2022 Compliance Audit Return [CAR]	4
8.2	Title: Fraud Awareness Training.....	16
8.3	Title: Biannual Compliance Task Report.....	20
8.4	Title: Western Australian Auditor General - Schedule of Reports.....	23
9.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	27
10.	NEW BUSINESS OF AN URGENT NATURE.....	27
10.1	Title: Vacant Position – Audit & Risk Committee	27
11.	MATTERS BEHIND CLOSED DOORS	28
12.	CLOSURE OF MEETING.....	28

COMMITTEE MEMBERSHIP:

- CR M BENNETT
- CR T GARDINER
- CR. M HUTCHINSON
- CR. P PERKS

AUDIT & RISK COMMITTEE CHARTER

The Terms of Reference for this Committee are located in the Tardis records system – refer to the following link:
[2021 - ToR - Audit and Risk Committee](#)

COUNCIL ROLE

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

DISCLAIMER

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

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

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

RISK ASSESSMENT

Inherent Risk	The level of risk in place in order to achieve the objectives of the Council and before actions are taken to alter the risk's impact or likelihood.
Residual Risk	The remaining level of risk following the development and implementation of Council's response.
Strategic Context	These risks are associated with achieving Council's long term objectives.
Operational Context	These risks are associated with the day-to-day activities of the Council.
Project Context	<p>Project risk has two main components:</p> <ul style="list-style-type: none"> • Direct refers to the risks that may arise as a result of project, which may prevent the Council from meeting its objectives. • Indirect refers to the risks which threaten the delivery of project outcomes.

[Appendix ORD: 12.5.3]**SHIRE OF DARDANUP**

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING TO BE HELD ON WEDNESDAY, 15TH MARCH 2023, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 2.00PM.

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
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The Chairperson declared the meeting open at 2.00pm welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and 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 and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and those visitors to our Shire.

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, you will be directed to an appropriate Assembly Area where we will meet (and complete a roll call).

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.

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

2.1 Attendance

Voting

Cr Tyrrell Gardiner	-	Elected Member (Chairperson)
Cr Mark Hutchinson	-	Elected Member (Deputy Chairperson)
Cr Mick Bennett	-	Elected Member
Cr Patricia Perks	-	Elected Member

Observer

Cr. Ellen Lilly	-	Elected Member
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[Appendix ORD: 12.5.3]Non-Voting

Mr André Schönfeldt	-	Chief Executive Officer
Mr Phil Anastasakis	-	Deputy Chief Executive Officer
Mr Theo Naudé	-	Director Infrastructure
Mrs Cathy Lee	-	Manager Governance & HR
Mrs Natalie Hopkins	-	Manager Financial Services
Mrs Cindy Barbetti	-	Compliance Officer
Mr Murray Connell	-	Executive Manager Development Services
Mrs Donna Bailye	-	Governance Coordinator
Mrs Rebecca Hobby	-	PA – Deputy Chief Executive Officer

2.2

Apologies

Mrs Katherine Kaurin	-	Assistant Accountant
Ms Tricia Richards	-	Assistant Accountant

3. PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Audit and Risk Committee - 7th of December 2022**AUDIT & RISK COMMITTEE RESOLUTION**

AAR 01-23 MOVED - Cr Patricia Perks SECONDED - Cr. Michael Bennett

THAT the Minutes of the Audit & Risk Committee Meeting held on 7th of December 2022, be confirmed as true and correct.

CARRIED
4/0

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED
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None.

Appendix ORD: 12.5.3

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

None.

7. DECLARATION OF INTEREST

Discussion:

Chairperson, Cr. T Gardiner asked the Committee members if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

[Appendix ORD: 12.5.3]**8 REPORTS OF OFFICERS AND COMMITTEES****8.1** [Title: 2022 Compliance Audit Return \[CAR\]](#)

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Ms Cathy Lee - Manager Governance & HR
Legislation	Local Government Act 1995
Council Role	Legislative.
Voting Requirement	Absolute Majority.
Attachments	AAR:8.1 – Risk Assessment Tool

Overview

This report presents the Compliance Annual Return to the Audit & Risk Committee to adopt and refer to Council for consideration, adoption and submission to the Department of Local Government and Communities.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR 02-23 MOVED - Cr. Michael Bennett SECONDED - Cr Patricia Perks

THAT the Audit & Risk Committee recommend that Council adopts the 2022 Compliance Audit Return [CAR] as the official Return of Council for the period 1st January 2022 to 31st December 2022 as follows:

***Shire of Dardanup
Compliance Audit Return***

Year of Return – 2022

Status – Draft for Audit Committee

<i>Commercial Enterprises by Local Governments</i>	<i>Response</i>	<i>Comment</i>
<i>1. Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2022? *</i>	N/A	
<i>2. Has the local government prepared a business plan for each major land transaction that was not exempt in 2022? *</i>	N/A	
<i>3. Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2022? *</i>	N/A	
<i>4. Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2022? *</i>	N/A	

[Appendix ORD: 12.5.3]

Commercial Enterprises by Local Governments	Response	Comment
5. <i>During 2022, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?*</i>	N/A	

Delegation of Power/Duty	Response	Comment
1. <i>Were all delegations to committees resolved by absolute majority? *</i>	YES	
2. <i>Were all delegations to committees in writing? *</i>	YES	
3. <i>Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995? *</i>	YES	
4. <i>Were all delegations to committees recorded in a register of delegations? *</i>	YES	
5. <i>Has council reviewed delegations to its committees in the 2021/2022 financial year?*</i>	YES	
6. <i>Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995? *</i>	YES	
7. <i>Were all delegations to the CEO resolved by an absolute majority?*</i>	YES	
8. <i>Were all delegations to the CEO in writing? *</i>	YES	
9. <i>Were all delegations by the CEO to any employee in writing? *</i>	YES	
10. <i>Were all decisions by the Council to amend or revoke a delegation made by absolute majority?*</i>	YES	
11. <i>Has the CEO kept a register of all delegations made under Division 4 of the Local Government Act 1995 to the CEO and to employees? *</i>	YES	
12. <i>Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2020/2021 financial year? *</i>	YES	
13. <i>Did all persons exercising a delegated power or duty under the Local Government Act 1995 keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996 regulation 19? *</i>	YES	

Disclosure of Interest	Response	Comment
1. <i>Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter? *</i>	YES	

[Appendix ORD: 12.5.3]

<i>Disclosure of Interest</i>	<i>Response</i>	<i>Comment</i>
2. <i>Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting? *</i>	N/A	
3. <i>Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?*</i>	YES	
4. <i>Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?*</i>	YES	
5. <i>Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2022? *</i>	YES	
6. <i>On receipt of a primary or annual return, did the CEO, or the mayor/president, give written acknowledgment of having received the return?*</i>	YES	
7. <i>Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995? *</i>	YES	
8. <i>Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28? *</i>	YES	
9. <i>When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person? *</i>	YES	
10. <i>Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return? *</i>	YES	
11. <i>Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.878 of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A? *</i>	YES	
12. <i>Did the CEO publish an up-to-date version of the gift register on the local government's website? *</i>	YES	www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/Form_4_-_Register_of_Gifts_and_Contributions_to_Travel.pdf

[Appendix ORD: 12.5.3]

<i>Disclosure of Interest</i>	<i>Response</i>	<i>Comment</i>
13. <i>When people cease to be a person who is required to make a disclosure under section 5.87A or 5.878 of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?*</i>	YES	
14. <i>Have copies of all records removed from the register under section 5.89A(6) Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?*</i>	YES	
15. <i>Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report? *</i>	YES	
16. <i>Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application? *</i>	N/A	
17. <i>Was any decision made by the Minister under section 5.718(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered? *</i>	N/A	
18. <i>Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates within 3 months of the prescribed model code of conduct coming into operation (3 February 2021)? *</i>	YES	<i>Resolution 30-21 of OCM held 24 February 2021</i>
19. <i>Did the local government adopt additional requirements in addition to the model code of conduct? If Response: YES, does it comply with section 5.104(3) and (4) of the Local Government Act 1995? *</i>	YES	<i>Resolution 30-21 of OCM held 24 February 2021</i>
20. <i>Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website? *</i>	YES	<i>https://www.dardanup.wa.gov.au/documents/9/code-of-conduct-councillors</i>
21. <i>Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government?</i>	YES	<i>www.dardanup.wa.gov.au/documents/11/code-of-conduct-employees</i>
<i>Has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?*</i>	YES	<i>www.dardanup.wa.gov.au/documents/11/code-of-conduct-employees</i>

[Appendix ORD: 12.5.3]

Disposal of Property	Response	Comment
1. <i>Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?*</i>	N/A	
2. <i>Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property? *</i>	N/A	

Elections	Response	Comment
1. <i>Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulation 30G(1) and regulation 30G(2) of the Local Government (Elections) Regulations 1997? *</i>	YES	No election held at Shire of Dardanup in 2022
2. <i>Did the CEO remove any disclosure of gifts forms relating to unsuccessful candidates, or successful candidates that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997? *</i>	YES	No election held at Shire of Dardanup in 2022
3. <i>Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997? *</i>	YES	No election held at Shire of Dardanup in 2022

Finance	Response	Comment
1. <i>Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995? *</i>	YES	OCM held 20/10/21 - Council Resolution 312-21
2. <i>Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?*</i>	YES	OCM held 20/10/21 - Council Resolution 312-21
3. <i>Was the auditor's report for the financial year ended 30 June 2022 received by the local government by 31 December 2022? *</i>	YES	OCM held 14/12/22 - Council Resolution 329-22

[Appendix ORD: 12.5.3]

Finance	Response	Comment
4. <i>Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters? *</i>	N/A	
5. <i>Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government? *</i>	N/A	
6. <i>Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website? *</i>	N/A	
7. <i>Was the auditor's report for the financial year ending 30 June 2022 received by the local government within 30 days of completion of the audit? *</i>	YES	

Integrated Planning and Reporting	Response	Comment
1. <i>Has the local government adopted by absolute majority a strategic community plan? *</i> <i>Please provide the adoption date or the date of the most recent review * 27/07/2022</i>	YES	<i>Presented to OCM held 22 June 2022; And again on OCM held 27 July 2022 Adopted at OCM held 27 July 2022 - Resolution 179-22</i>
2. <i>Has the local government adopted by absolute majority a corporate business plan? *</i> <i>Please provide the adoption date or the date of the most recent review * - 27/07/2022</i>	YES	<i>Adopted at OCM held 27 July 2022 - Resolution 179-22 "THAT Council adopts the Shire of Dardanup 2022/23 to 2032/33 Council Plan to fulfil the role of both the Strategic Community Plan and Corporate Business Plan [Appendix ORD: 12.1.1A - Under Separate Cover Document]."</i>
3. <i>Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)? *</i>	YES	

Local Government Employees	Response	Comment
1. <i>Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A? *</i>	N/A	<i>No 'Senior Employees' at Shire of Dardanup</i>
2. <i>Was all information provided in applications for the position of CEO true and accurate? *</i>	N/A	<i>No recruitment of Chief Executive Officer in 2022</i>

[Appendix ORD: 12.5.3]

Local Government Employees	Response	Comment
3. <i>Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995? *</i>	N/A	No recruitment of Chief Executive Officer in 2022
4. <i>Did the CEO inform council of each proposal to employ or dismiss senior employee? *</i>	N/A	No 'Senior Employees' at Shire of Dardanup
5. <i>Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so? *</i>	N/A	No 'Senior Employees' at Shire of Dardanup

Official Conduct	Response	Comment
1. <i>Has the local government designated an employee to be its complaints officer? *</i>	YES	OCM held 24/02/2021 - Chief Executive Officer or Manager Governance & HR
2. <i>Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995? *</i>	YES	
3. <i>Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995? *</i>	YES	
4. <i>Has the CEO published an up-to-date version of the register of the complaints on the local government's official website? *</i>	YES	www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/Register-of-Complaints-of-Minor-Breaches-1.pdf

Other	Response	Comment
1. <i>Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2022? Please provide the date of council's resolution to accept the report. *- 23/03/2022</i>	YES	Received by Council at the 23rd March 2022 Ordinary Council Meeting Res:75-22
2. <i>Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2022? Please provide the date of council's resolution to accept the report. *- 31/03/2021</i>	YES	Received by Council at the 31st March 2021 Ordinary Council Meeting Res:67-21

[Appendix ORD: 12.5.3]

Other	Response	Comment
3. <i>Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?</i>	YES	
4. <i>Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?</i>	YES	CnG CP081 - Elected Member and CEO Attendance at Events
5. <i>Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?</i>	YES	
6. <i>Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?</i>	YES	CnG CP112- Councillors' Induction Training and Professional Development
7. <i>Did the local government prepare a report on the training completed by council members in the 2021/2022 financial year and publish it on the local government's official website by 31 July 2022?</i>	YES	www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientsData/Annual_Report_on_Elected_Member_Training_2021-2022.pdf
8. <i>By 30 September 2022, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2022?</i>	YES	
9. <i>When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?</i>	YES	

Tenders For Providing Goods And Services	Response	Comment
1. <i>Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less? *</i>	YES	
2. <i>Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations? *</i>	YES	

[Appendix ORD: 12.5.3]

<i>Tenders For Providing Goods And Services</i>	<i>Response</i>	<i>Comment</i>
3. <i>When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)? *</i>	YES	
4. <i>Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract? *</i>	YES	
5. <i>If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation? *</i>	YES	
6. <i>Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16? *</i>	YES	
7. <i>Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website? *</i>	YES	
8. <i>Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender? *</i>	YES	
9. <i>Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept? *</i>	YES	
10. <i>Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted? *</i>	YES	
11. <i>Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22? *</i>	YES	
12. <i>Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice? *</i>	YES	
13. <i>Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer? *</i>	YES	

[Appendix ORD: 12.5.3]

<i>Tenders For Providing Goods And Services</i>	<i>Response</i>	<i>Comment</i>
14. <i>Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24? *</i>	YES	
15. <i>Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE? *</i>	N/A	
16. <i>If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation? *</i>	N/A	
17. <i>Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application? *</i>	N/A	
18. <i>Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG? *</i>	N/A	
19. <i>Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications? *</i>	N/A	
20. <i>Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept? *</i>	N/A	
21. <i>Did the CEO send each applicant written notice advising them of the outcome of their application? *</i>	N/A	
22. <i>Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F? *</i>	N/A	

CARRIED
4/0
By Absolute Majority.

[Appendix ORD: 12.5.3]**Background**

The Shire of Dardanup along with each local government in Western Australia, is required to carry out a Compliance Audit in relation to the period 1st January 2022 to 31st December 2022 against the requirements set out in the 2022 Compliance Audit Return [CAR].

Legal Implications

Completion of the CAR is required under Section 7.13(i) of the Local Government Act 1995 and Local Government (Audit) Regulations (Regulation 13).

Council Plan

- 13.1 - Adopt best practice governance.
13.2 - Manage the Shire's resources responsibly.

Environment - None.

Precedents

Council is required to complete the Compliance Audit Return on an annual basis.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR: 8.1) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	2022 Compliance Audit Return - CAR
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	Not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<p>Legal and Compliance Non-compliance would result in imposed penalties.</p> <p>Reputational High impact to Shire reputation if not carried out.</p>

Officer Comment

The following areas of compliance were audited by Council Officer's.

1. Commercial Enterprises by LG;
2. Delegation of Power Duty;
3. Disclosure of Interest;
4. Disposal of Property;

[Appendix ORD: 12.5.3]

5. Elections;
6. Finance;
7. Integrated Planning and Reporting;
8. LG Employees;
9. Official Conduct;
10. Optional; and
11. Tenders for Providing Goods and Services.

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that the local government's Audit Committee reviews the CAR and reports the results of that review to the Council. Following the adoption by Council, the CAR must be submitted to the Department of Local Government and Communities by the 31st March each year.

When viewing the CAR, please note that the answers to the questions relate only to the 2022 calendar year.

Council has met compliance requirements in all areas outlined in the 2022 CAR, with the recommendation to Council to adopt the CAR as outlined below.

END REPORT

[Appendix ORD: 12.5.3]8.2 Title: *Fraud Awareness Training*

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Phil Anastasakis - Deputy CEO</i>
Reporting Officers	<i>Ms Cathy Lee - Manager Governance & HR</i> <i>Mrs Cindy Barbetti - Senior Corporate Governance Officer</i>
Legislation	<i>Local Government Act 1995</i>
Council Role	<i>Executive/Strategic.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>AAR:8.2A OAG Fraud Risk Management Better Practice Guide (Report 20)</i> <i>AAR:8.2B Risk Assessment</i>

Overview

This report to the Audit and Risk Committee provides members with an update on the Fraud Awareness training that was conducted in February 2023.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR 03-23 MOVED - Cr. Michael Bennett SECONDED - Cr Patricia Perks

THAT the Audit and Risk Committee:

- 1. Receive the March 2023 update report on the Fraud Awareness training;**
- 2. Recommend that Council acknowledges that Fraud Awareness training has satisfactorily been completed across the organisation in line with the Office of the Auditor Generals Fraud Risk Management Better Practice Guide; and**
- 3. Commend Council on supporting this training initiative that ultimately raises the current standard of fraud and corruption control for the organisation.**

CARRIED
4/0

Background

In June 2022, the Office of the Auditor General (OAG) released a Fraud Risk Management Better Practice Guide (the Guide) (Appendix AAR 8.2A) with the aim to help Western Australian public sector entities manage their fraud and corruption risks. The Guide outlines why fraud and risk management is important and provides practical guidance on the process of developing a fraud and corruption risk management program.

Management and staff reviewed the Guide and outlined to the Audit and Risk Committee at the September 2022 meeting a commitment to raising the current standard of fraud and corruption control for Council. Council, through the committee were supportive of engaging an external training firm to undertake organisational fraud awareness training [OCM 28-09-2022: Res 249-22] as a strong foundation in this process.

[Appendix ORD: 12.5.3]

This report has been compiled in response to this directive and outlines to committee members the training approach undertaken.

Legal Implications - None.

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents - None.

Budget Implications

The cost to facilitate the Fraud Awareness training was as follows:

- Course Creation - \$2000 (ex GST)
- Course Delivery - \$1500 (ex GST) per session x 7 sessions

This was funded through the 2022-2023 Annual Budget training provision.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR:8.2B) for full assessment document.

Tier 3 – 'High' or 'Extreme' Inherent Risk.	
Risk Event	Fraud Awareness Training
Inherent Risk Rating (prior to treatment or control)	Extreme (20 – 25)
Risk Action Plan (treatment or controls proposed)	A commitment to good governance by understanding in detail the risks that may arise in our operating environment. While we acknowledge that fraud risks cannot be eliminated, a robust and well-resourced fraud risk management program can minimise the likelihood and consequence of fraud events. This is further enhanced by training and awareness programs that manage the risk of fraud by controlling the 'opportunity'.
Residual Risk Rating (after treatment or controls)	Moderate (5 – 11)
Risk Category Assessed Against	Financial Impact - Loss of funds through fraudulent or corrupt activity. Reputational - Fraud and corruption can result in a loss of confidence by our community that we aren't serving them well. Public money is naturally threatened when misappropriated or other wrongdoing occurs, and it strikes at the core of trust, accountability and transparency for our sector.

[Appendix ORD: 12.5.3]**Officer Comment**

Fraud and corruption are ever present and growing threats to businesses, including the local government sector. As well as loss of funds, fraud and corruption can result in loss of confidence by our community that we aren't serving them well. Public money is naturally threatened when misappropriated or other wrongdoing occurs, and it strikes at the core of trust, accountability and transparency for our sector.

To safeguard public assets from fraudulent or corrupt activity, we must commit to good governance by understanding in detail the risks that may arise in our operating environment. While we acknowledge that fraud risks cannot be eliminated, a robust and well-resourced fraud risk management program can minimise the likelihood and consequence of fraud events.

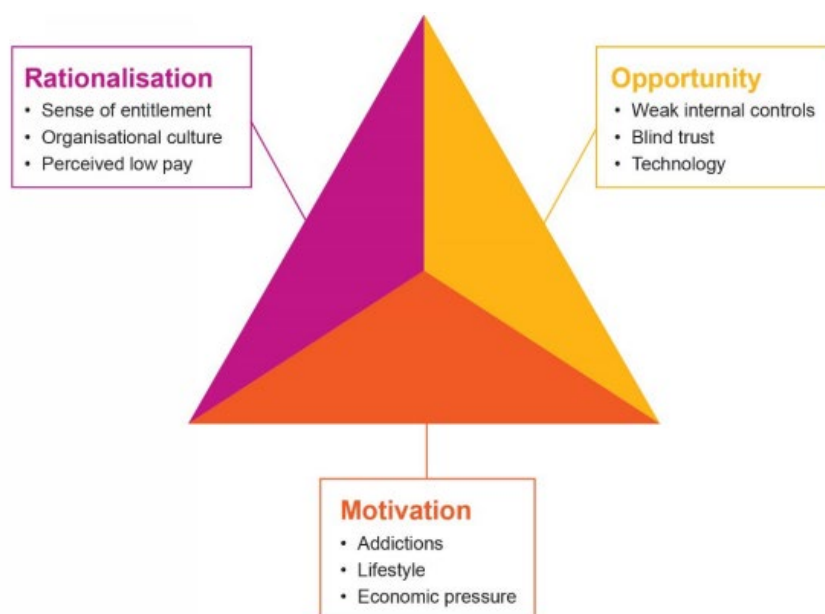
To support this, a training engagement was secured with Public Sector Training Solutions Pty Ltd to conduct in-house training with staff and Elected Members on the 23rd and 24th February 2023.

The format for each of the sessions was delivered as follows:

1. What is fraud?
2. Real examples of fraud that has occurred in Western Australia.
3. How do we look out for signs of fraud?
4. What processes do we have in place to manage the risk of fraud?
5. How do we report fraud?

The sessions provided an opportunity for attendees to think like a fraudster by highlighting the different personas that are engaged to commit fraud. This enabled a better understanding of the different actions fraudsters might use to target our own programs and functions, and to identify potential vulnerabilities and where we could be exploited.

The 'Fraud Triangle' model (figure 1) was also used to explain why an individual might commit fraud. The model identifies three conditions that contribute to an individual's decision to do something fraudulent; motivation, rationalisation and opportunity. With the right mix of motivation, opportunity and rationalisation even the most trusted employee can be tempted to commit a fraudulent act.



Source: OAG adapted from Other People's Money¹

Figure 1: The Fraud Triangle

[Appendix ORD: 12.5.3]

As a fraudster's personal motivation and behavioural rationalisation are largely beyond our control, there is a benefit to being alert and aware of behavioural 'red flags', and these red flags were discussed throughout the training. It was highlighted that the most effective way to manage the risk of fraud is by controlling the 'opportunity'. This is achieved through implementing or enhancing controls that are aimed at preventing fraud or detecting it quickly if it does occur.

The training was also an opportunity to remind attendees of the Public Interest Disclosures (PID) process, who our PID officers are, and that PID is an appropriate avenue to report fraud (including anonymity). Overall, the training was well received by staff and Elected Members, with some robust discussions and scenarios shared. Council must be commended for supporting this initiative that ultimately raises the current standard of fraud and corruption control for the organisation.

END REPORT

[Appendix ORD: 12.5.3]8.3 Title: Biannual Compliance Task Report

Reporting Department	<i>Corporate & Governance Directorate</i>
Responsible Officer	<i>Mr Phil Anastasakis - Deputy CEO</i>
Reporting Officers	<i>Mrs Cindy Barbetti - Senior Corporate Governance Officer</i>
Legislation	<i>Local Government Act 1995 and Local Government (Audit) Regulations 1996, Regulation 17</i>
Council Role	<i>Legislative.</i>
Voting Requirement	<i>Simple Majority.</i>
Attachments	<i>AAR:8.3 - Risk Assessment AAR:8.3 - Confidential Attachment</i>

Overview

The purpose of this report is to provide the Audit and Risk Committee with the biannual compliance tasks undertaken since the last report was presented to the committee.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR 04-23 MOVED - Cr. Tyrrell Gardiner SECONDED - Cr. Mark Hutchinson

THAT the Audit and Risk Committee receive the report on the Biannual Compliance Task Report, as provided for in the Confidential Attachment provided Under Separate Cover, and note the compliance tasks identified for the period 1 July 2022 to 31 December 2022.

*CARRIED
4/0*

Background

Under Regulation 17 of the *Local Government (Audit) Regulations 1996*, the CEO is required to review the appropriateness and effectiveness of the local government's systems and procedures, including those in relation to legislative compliance.

To ensure legislative compliance obligations are met, the Compliance Manual, incorporating the Annual Compliance Calendar has been developed. The calendar is a tool that identifies the yearly compliance tasks throughout the calendar year. In accordance with 5.10(ii) of the Audit and Risk Committee Charter, the committee is required to receive the biannual compliance report. This report informs the committee on the progression of the compliance tasks noted within the annual calendar.

Legal Implications

Local Government Act 1995

Local Government (Audit) Regulations 1996, Regulation 17:

17. *CEO to review certain systems and procedures*
 - (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*

[Appendix ORD: 12.5.3]

- (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*
- [Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]*

Council Plan

13.1 - Adopt best practice governance.

13.2 - Manage the Shire's resources responsibly.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

The Audit and Risk Committee received the previous biannual compliance report (incorporating the period from January 2022 to June 2022) at the September 2022 meeting.

Budget Implications

Effective legislative compliance management ensures compliance responsibilities are carried out and legislative requirements are met, which ultimately reduces risk. Compliance management forms part of the Senior Corporate Governance Officer role. Therefore, the cost to Council is through staff time and the usage of IT/Software systems where applicable.

Budget – Whole of Life Cost

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

Council Policy Compliance

There is no current Council Policy relevant to this item.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR 8.3) for full assessment document.

[Appendix ORD: 12.5.3]

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.	
Risk Event	Biannual Compliance Task Report
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	Legal and Compliance Failure to fulfil compliance obligations pursuant to the Local Government (Audit) Regulations 1996, Regulation 17.
	Reputational Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.

Officer Comment

This biannual report captures the last six (6) months of the 2022 calendar year (July 2022 to December 2022). Please refer to the Confidential Attachment provided Under Separate Cover for the compliance tasks identified. Responsible officers have provided an audit score of the progression of each task together with any necessary commentary to support the achievement of legislative compliance.

The next biannual compliance task report will be presented to the September 2023 committee meeting.

END REPORT

[Appendix ORD: 12.5.3]8.4 Title: Western Australian Auditor General - Schedule of Reports

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mr Phil Anastasakis - Deputy CEO
Reporting Officer	Mrs Cindy Barbetti - Senior Corporate Governance Officer
Legislation	Local Government Act 1995 Local Government (Audit) Regulations 1996
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	AAR 8.4A Risk Assessment AAR 8.4B Report 12 - Financial Audit Results State Government 2021-22 AAR 8.4C Report 13 - Funding of Volunteer Emergency and Fire Services

Overview

This report provides the Audit and Risk Committee with a schedule of Western Australian Auditor General Reports that have been released since the December 2022 committee meeting.

Change to Officer Recommendation - No Change.

AUDIT & RISK COMMITTEE RESOLUTION

AAR 05-23 MOVED - Cr. Tyrrell Gardiner SECONDED - Cr Patricia Perks

THAT the Audit and Risk Committee receive the March 2023 report on the Western Australian Auditor General – Schedule of Reports.

CARRIED
4/0

Background

The *Local Government Amendment (Auditing) Act 2017* was proclaimed on 28th of October 2017. The purpose of the Act was to make legislative changes to the *Local Government Act 1995* to provide for the auditing of local governments by the Auditor General.

The Act also provides for a category of audits known as ‘performance audit reports’ which examine the economy, efficiency and effectiveness of any aspect of a local governments operations. The findings of these audits are likely representative of issues in other local government entities that were not part of the sample. In addition, the Auditor General releases ‘guides’ to help support good governance within a local government’s operations.

The Auditor General encourages all entities, not just those audited, to periodically assess themselves against the risks and controls noted in each of the performance audit reports and guides when published. Testing our performance against the Auditor General findings and reporting the outcomes to the Audit and Risk Committee can be viewed as a vital component of managing compliance reporting under Regulation 17.

[Appendix ORD: 12.5.3]**Legal Implications**

Local Government Act 1995

Local Government (Audit) Regulations 1996, r17

Reg 17. CEO to review certain systems and procedures

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

Council Plan

13.1 - Adopt best practice governance.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

The Audit and Risk Committee previously received a report at the December 2022 meeting that responded to the reports released by the OAG from October 2022 to November 2022.

Budget Implications

As part of the Senior Corporate Governance Officer role, regular monitoring and assessment of reports released by the OAG is deemed a matter of good governance and a vital component of managing compliance under Regulation 17. Therefore the cost to Council is through staff time and the usage of IT/Software systems where applicable.

Budget – Whole of Life Cost - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR:8.4A) for full assessment document.

Tier 2 – 'Low' or 'Moderate' Inherent Risk.	
Risk Event	Western Australian Auditor General – Schedule of Reports
Inherent Risk Rating (prior to treatment or control)	Moderate (5 - 11)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.

[Appendix ORD: 12.5.3]

Tier 2 – ‘Low’ or ‘Moderate’ Inherent Risk.		
Risk Category Assessed Against	Legal and Compliance	Not considering the risks, controls and recommendations arising from the Auditor General’s report could have an impact on Council not meeting its compliance requirements.
	Reputational	Council’s reputation could be seen in a negative light for not adhering to its requirement to fulfil duties and functions that are prescribed in legislation.

Officer Comment

Since the last committee meeting, there have been two (2) reports released by the OAG that hold significance to the local government sector. These reports are reflected in the table below together with officer comment:

DATE	REPORT NO	REPORT	APPENDIX
22-12-2022	12	Financial Audit Results State Government 2021-2022	AAR:8.4B Report 12 Financial Audit Results - State Government 2021-22
22-12-2022	13	Funding of Volunteer Emergency and Fire Services	AAR:8.4C Report 13 Funding of Volunteer Emergency and Fire Services

- *Report 12 - Financial Audit Results State Government 2021-2022*

This report summarises the results of the OAG’s annual audits of 123 of 132 State government entities for the year ended 30 June 2022, along with the results of a number of other audits and assurance activities. As this report reveals, 2021-22 has been another challenging year for the West Australian State Government sector with the Auditor General commenting:

“while aspects of life and business stabilised as we emerged from the intense focus on COVID-19 pandemic responses, it is fair to say that things have clearly not returned to normal across the public sector. Regrettably, fatigue and a lack of attention to some of the core foundations of public financial management remain prevalent. While we understand that entities deal with many important matters, improving financial management control and external reporting processes is now an urgent priority for large parts of the State sector”.

There has also been an increase in the number of entities with serious deficiencies requiring a qualified opinion on financial statements and/or controls, from 17 in 2020-21 to 21 entities in 2021-22. The OAG attributes this increase in audit qualifications to be a consequence of diverted attention in agencies in recent years, compounded by a current shortage of skilled finance and IT professionals available to address audit findings. There was also unresolved audit findings from the prior year, and a fifth of entities were very late with their audit preparedness. The OAG also found a concerning drop in the quality of information provided for audit purposes, with supporting evidence or key reconciliations incomplete or absent in too many entities, and errors in financial statements.

The OAG acknowledges that staff illness and vacancies provided challenges for the reporting season, however this alone does not fully explain the decline in financial control and reporting performance for the sector. The OAG would like to see a determined commitment across the sector, and an understanding that sloppiness around key controls within the public sector financial framework is not acceptable in the administration of public finances.

[Appendix ORD: 12.5.3]

The report does however positively touch on a number of impressive results and improvements, which demonstrates that even in challenging operating conditions, good financial administration remains possible.

To conclude, the general issues raised within the report equally apply to the local government sector. Of relevance, the Shire of Dardanup received a clear financial audit opinion for 2021-22, throughout a period with which the OAG has deemed 'challenging operating conditions'. This reinforces the good work of management and staff in maintaining the core foundations of public financial management for the Shire.

- *Report 13 – Funding of Volunteer Emergency and Fire Services*

This report assessed if the Department of Fire and Emergency Services (DFES) and three local government (LG) entities (who were involved in the audit) effectively administer funding for their land-based volunteer emergency and fire services (volunteer services).

The OAG focused on DFES and LG entities' funding processes and administrative support to volunteer services, and sought feedback from community and government stakeholders involved in supporting them. The report concluded that DFES lacks some critical information from LG entities that it needs to more clearly link funding allocations to current and emerging risks to the community. The three LG entities audited had neither a full understanding of their own costs to support the volunteer services nor fit for purpose strategic asset plans on which to base their Grants Scheme requests. As a result, DFES may not have sufficient information from LG entities to comprehensively assess their Grants Scheme funding requests.

With these deficiencies in mind, management and staff assessed the current processes of the Shire of Dardanup against the recommendations noted in the report. In response to these recommendations, staff can advise that we do include Bush Fire Brigade buildings (including water tanks) in the Building Asset Management Plan (BAMP), with vehicles now included in the 2023-24 Executive and Compliance vehicle section of the Asset Management Plan (AMP).

Considerable work has also been undertaken by the Coordinator Emergency and Ranger Services to investigate the material costs (at job level) associated with supporting volunteer services. Expenditure dating back 4 years is currently being reviewed to identify any expenditure patterns, to assist with future expenditure predictions. Management acknowledge this is a work in progress.

In terms of maintaining up to date volunteer membership data, we receive a monthly membership list from DFES that is cross-checked by each Brigade who amend as necessary. Any amendments are then conveyed back to DFES. Therefore the membership data is up to date to the nearest month.

An easier reporting process is currently being implemented in conjunction with the Emergency Management and Brigade Officer, WHS Coordinator and Chief Bush Fire Brigade Officer. This process will assist BFB members with reporting hazards and incidents, and staff are hopeful this will be finalised by the next BFAC meeting in March 2023.

Management note that any further improvements to the administration of funding to volunteer services to better inform decision making and support volunteer services, will potentially impact the current staff resourcing required. The current Work Force Plan provides 0.6FTE for an Emergency Management and Brigade Officer. If more administration of volunteer services is required, then Council would need to give future consideration to increasing the FTE allocation for this position.

- *Conclusion*

The OAG report review process will continue to be applied to future reports and guides released by the Auditor General. The analysis of these reports provides Council with a greater level of confidence in internal control practices and processes throughout Council operations.

Appendix ORD: 12.5.3**9. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

None.

10. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

10.1 *Title: Vacant Position – Audit & Risk Committee*

Discussion:

The Presiding Member tabled a discussion on the current vacancy on the Audit & Risk Committee created by the resignation from Council by Cr Janice Down. The Committee agreed that subject to the membership conditions of the Audit & Risk Committee Terms of Reference the position be filled by a Councillor.

AUDIT & RISK COMMITTEE RESOLUTION

AAR 06-23 MOVED - Cr. Michael Bennett SECONDED - Cr Patricia Perks

THAT the Audit and Risk Committee requests that Council nominate another Councillor to the Audit and Risk Committee Meeting to replace Cr Janice Dow on the Committee.

*CARRIED
4/0*

[Appendix ORD: 12.5.3]

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING

The date of the next Audit & Risk Committee Meeting will be Wednesday, 14th of June 2023.

There being no further business the Chairperson declared the meeting closed at 2.27pm .