



Shire of Dardanup

Corporate & Governance

Directorate

APPENDICES

Item 12.4.1 – 12.4.7

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 24th of July 2024

Commencing at 5.00pm

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.

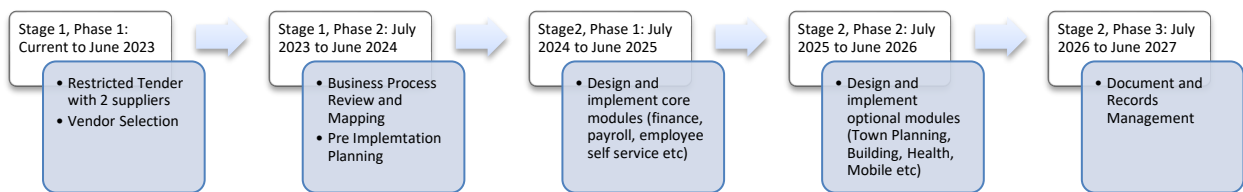
Enterprise Resource Planning Software Replacement Program April – June 2024 Quarterly Project Update

Introduction

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

Overview of Stages

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



- **STAGE 1 Phase 1 contains Procurement related activity** and included expression of interest (EOI) preparation, Request for tender (RFT) & Council report leading to the preparation of a proposed ERP Contract with Shire of Dardanup as the Principal and the selected tenderer as the Contractor. This contract was agreed with Open Office (ReadyTech) and executed on-time by the CEO in December 2023.
- **STAGE 1 Phase 2 contains preparatory works** for the ERP Program that include the Business Process Mapping Project (BPM) to document key current state business processes within the Shire.

The second element of the project establishes required project planning, governance structures and authority for the implementation phases so that the subsequent implementation phase executes upon a solid foundation.

- **STAGE 2 Phase 1, targeted to commence 01-Jul-24, contains proposed software implementation works** to establish the Software as a Service (SaaS) environment for the new ERP systems & commence implementation of the Core modules, (Core Finance, Payroll & HR, Property & Rates).
- **STAGE 2 Phase 2, targeted to commence 01-Jul-25, contains proposed software implementation works for supplementary software** to Stage 2 Phase 1 including Local Laws, Health, Town Planning, Building and Customer Service, Infringements, Events, Management, Animal Registration, Cemetery, Mobile.
- **STAGE 2 Phase 3, targeted to commence 01-Jul-26, contains proposed works to improve and/or replace existing software systems for Electronic Document and Records Management Systems (EDRMS).** It is noted that this software functionality was excluded from the RFT and so falls to be the responsibility of the Information Systems department to consider and advance. With the completion of Stage 1, Phase 1 procurement activity, staff are currently working on Stage1, Phase 2 preparatory works. With the software services implementation contract agreed, a broader set of preparatory tasks are required to be complete to activate works so as to be ready for the commencement with the Contractor in July 2024.
- **STAGE 1 Phase 1 contains Procurement related activity** included expression of interest (EOI) preparation, Request for tender (RFT) & Council report leading to the preparation of a proposed ERP Contract with Shire of Dardanup as the Principal and the selected tenderer as the Contractor.

Progress for Quarter

Staff are currently working within the Stage 1, Phase 2 Pre-Implementation phase, on Business Process Mapping works coincident with pre-implementation project planning.

A summary report of activity completed in the last 3 months, April to June 2024, is provided below:

▪ Stage 1; Phase 2 – Business Process Mapping Project (BPM)

Process mapping workshops were previously convened with the assistance of key Shire staff and external consultants from Strategic Directions with focused effort documenting the current state of priority Core Finance, Property and Rating processes. Those key processes relate to the proposed first ERP Implementation Stage 2 Phase 1 Core ERP modules for the period 1 July 2024 to 30 June 2025.

Subsequently, workshops with Infrastructure and Sustainable Development were convened related to the Stage 2 Phase 2 Core ERP modules for the period 1 July 2024 to 30 June 2025. Documented processes from the BPM workshops have been reviewed and updated with the assistance of departmental subject matter experts. Strategic Directions consultants have completed their elements and have been stood down. Minor process documentation amendments will be carried out internally going forward, as needs arise.

▪ Stage 1; Phase 2 – Pre Implementation

ERP Replacement Project Initiation

A Project Initiation Document (PID) was prepared and reviewed the Project Board. This document provides a detailed overview of the project management principles and approach to be employed by the Shire of Dardanup team to ensure strong governance and robust project management to support the timely program delivery of the ERP Replacement Project. The PID is accompanied by a draft Project Master Schedule.

The Shire of Dardanup PID and Schedule is dependent upon subsidiary ReadyTech Project Schedule and PID documents. These items are in progress and will be priority items as of the formal implementation start date 01 July. Common elements are planned to be inserted and synchronised to the Shire of Dardanup PID and Master plan once the detail tasks have been negotiated and approved.

ERP Project Board

The ERP Project Board has met regularly and with ReadyTech peers over the preceding quarter and this activity has allowed the forward planning of workshops and other concerns. i.e. preparatory discovery and task planning of non ReadyTech Shire Information system needs for Spatial GIS software upgrades, HR system assessment and Synergysoft archives.

ReadyTech Workshop Planning

The Project Manager has met with ReadyTech consultants over May and June to plan the forthcoming weekly consultant workshop schedule from the contract start date 01-July-24. Agreed items for the forthcoming quarter July to September are listed in summary below:

Workshop Heading	Month
Project Initiation	July
Data Migration	July
Chart of Accounts	July – August
GL in Detail, Budgets & Financial Reporting	July
Integrations	August

Purchases and Payables	August
Sales & Receivables - Sundry Debtors, Integrating Customers	August
BAS-Bank Rec -TPAR	September
Inventory and Resources	September
Payroll & HR- Core Modules	September
Payroll Processing, Periodic Activities, End of Year	October
Employee Self Service	October

ERP Project Team

ERP Project team preparations progressed in line with anticipated requirements of the workshop and implementation phase. Recruitment preparation for the first 2 of three (3) temporary ERP Project contract positions has been activated for advertising:

Business Analyst – an initial commitment of 12 months duration to support the ERP Project Manager from a technical perspective, providing leadership capacity and flexibility for technical project activities related to the ERP project and Business Solutions team development and transition.




Systems Accountant - a 6-month term duration with flexibility to extend to a year if required to provide specialist financial system implementation skills for the ERP project core finance modules, which will support the Manager of Financial Services and finance team in maintaining day to day project task progress, concurrently enabling flexible cover to maintain an existing level of service from existing Synergysoft applications.

Organisational Change Manager – this role is planned for activation in the last calendar quarter of 2024. The role to provide communication and engagement capacity to actively support the planned broader organisational transition to new systems, processes, policies, behaviours, and methods of working.

Budget

Nil expenditure from project budget this period

RAG Status

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

Legend: Red = Behind Schedule or significant risk Amber = Emerging possible risk
Green = On Track

End of Document.....

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

(Appendix ORD: 12.4.1B)



Corporate Performance Report

2023/24 – Quarter 4
April to June 2024

Table of Contents

EXECUTIVE SUMMARY.....	1
Council Plan Initiatives.....	1
Capital Works	1
Grants	1
COUNCIL PLAN PERFORMANCE.....	2
Council Plan Overall Performance	2
Leadership	3
Environment	3
Community	3
Prosperity	4
Amenity	4
CAPITAL & MAJOR PROJECTS	5
Roads	5
Drainage	5
Bridges	6
Pathways	6
Buildings	6
Parks and Environment	7
GRANT FUNDING PERFORMANCE	8
Attachment A - Council Plan Schedule	9
Attachment B – Capital Works Projects Schedule.....	10
Attachment C – Grants Register	11

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.”

Acknowledgement of Country

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

EXECUTIVE SUMMARY

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

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

COUNCIL PLAN INITIATIVES

Initiatives identified within the CP are undertaken mainly through in house staff time or operational budgets where external resources, contracts or materials are required. As detailed below **94%** of the initiatives are on track or completed with **97%** on budget.

CAPITAL WORKS

The Capital works contained within the Annual Budget 2023/24 amounts to just under **\$20 million** of expenditure into Roads, Bridges, Paths, Buildings and Parks (please note this includes the Shire's Administration, Library and Community Building Project). There were initially 44 projects included in the Annual Budget. In the previous quarter, **40** projects were to be progressed and completed. Three of these projects will now be carried forward to the next financial year. During this quarter **93%** are currently on track or completed and **95%** of the projects are currently on budget.

GRANTS

As detailed in the updated grants register the Shire currently has over **\$4.46 million** of approved grants and grant applications in for **over \$5.79 million**. The Shire has been unsuccessful in seeking grants to the value of **\$300,153**.

COUNCIL PLAN PERFORMANCE

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

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

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

COUNCIL PLAN OVERALL PERFORMANCE

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

	Total Initiatives	On Track & Completed		On Budget	
Leadership	14	13	93%	14	100%
Environment	9	9	100%	8	89%
Community	15	14	93%	14	93%
Prosperity	9	9	100%	9	100%
Amenity	21	19	90%	21	100%
Total	68	64	94%	66	97%

As can be noted from the table, the organisation completed or remained on track with **94%** of the initiatives within the Council Plan within the intended timeframe. Similarly **97%** of initiatives were completed within the budget. Further details with regards to the relevant initiatives under each of the objectives are provided below. Two initiatives have been cancelled as they are being addressed as part of the Advocacy Plan and Strategic Community Projects endorsed by Council in March 2024.

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

	Completed	On Track	Delayed	On Hold	Cancelled	Total
Community	53%	40%	0%	0%	7%	15
Environment	67%	33%	0%	0%	0%	9
Amenity	19%	71%	5%	0%	5%	21
Prosperity	89%	11%	0%	0%	0%	9
Leadership	57%	36%	0%	7%	0%	14
Total	50%	44%	1%	1%	3%	68

LEADERSHIP

One project under Leadership is reported as being on hold:

13.3.3 Develop an Internet of Things (IoT) Plan.

This initiative is currently on hold as it requires further funding.

All other initiatives within the Leadership objective are on track and on budget at this point.

ENVIRONMENT

The following project is reported as being over budget:

6.1.1 Partner with the Peron Naturaliste. Partnership to adopt a regional approach for climate action.

This initiative is very slightly over budget due to small increase in subscription costs.

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

COMMUNITY

The following project is reported as being over budget:

2.1.2 Advocate for a regional health campus to be constructed in Wanju.

This initiative is slightly over budget due to in person workshop and the consultant costs being higher than initially expected.

The following project is reported as being cancelled:

2.2.2 Advocate to State Government (DBCA) to develop Mt Lennard mountain bike trails.

This initiative is being addressed as part of the Advocacy Plan and Strategic Community Projects endorsed by Council in March 2024.

All other initiatives within the Community objective are on track and on budget at this point.

PROSPERITY

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

AMENITY

The following project is reported as being cancelled:

8.2.2 Advocate for Black Spot Mobile Funding to improve mobile coverage.

This initiative being addressed as part of the Advocacy Plan and Strategic Community Projects endorsed by Council in March 2024.

The following project is reported as being delayed:

9.2.1 Review the verge treatment policy and process of approval

This initiative has been delayed as there is more work to be done with Development services to achieve a coordinated result.

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

CAPITAL & MAJOR PROJECTS

This section reports on the capital works projects included in the Annual Budget. The table below sets out the projects per Asset Class, the number of projects, percentage that are on track and on budget (within a 5% variance). As can be noted from the table **93%** of capital works projects were on track or completed with **95%** of the projects within the budget (as amended where relevant):

	On Track	Completed	Delayed	On Hold	Carry Forward	Total	On Track and Completed		On Budget	
Roads	0	9	0	0	0	9	9	100%	8	89%
Drainage	0	1	0	0	0	1	1	100%	1	100%
Bridges	0	3	0	0	0	3	3	100%	2	67%
Pathways	0	3	0	0	1	4	3	75%	4	100%
Buildings	0	13	0	0	1	14	13	93%	13	93%
Parks & Enviro	0	8	0	0	1	9	8	89%	10	111%
Total	0	37	0	0	3	40	37	93%	38	95%

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

ROADS

The following Roads project has been cancelled:

- **Ferguson Road 13.56 – 19.56 SLK** - RFT closed 9/10/2023 - 3 submissions received that were all over budget. Council declined to accept any tenders and State Black Spot funds to be returned - (Council Resolution 278-23).

The following Roads project was over budget:

- **Council Drive Streetscape** - J12917 Council Drive Streetscape was budgeted at \$150,000 with actual project costs incurred of \$131,297, excluding internal Staff Design costs. Staff Design costs are not budgeted at individual project level however, a budget provision of exists within the 2023/24 Annual Budget to allocate Staff Design Wages and Overheads against general J12908 Staff Design Costs – Capital Upgrades (\$107,547) which is funded from the Road Construction and Major Maintenance reserve Account.

All other Road projects were completed on budget.

DRAINAGE

All Drainage projects were completed on budget.

BRIDGES

The following Bridge project has been added:

- **Bridge 3669** – Dowdells Line urgent works (Council Resolution 272-23)

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

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

The following Bridge project will be carried forward to 25/26 financial year:

- **Bridge 3678** - Meeting held with MRWA. Wingwall repairs to be undertaken in FY25/26. Budget in the amount of \$33K will be reallocated to Bridge 3669 for urgent repairs (Council Resolution 272-23).

All other Bridge projects were completed on budget.

PATHWAYS

The following Pathways projects were cancelled:

- **Russell Road** - Project cancelled (Council Resolution 270-23).
- **Charlotte Street** – Project cancelled (Council Resolution 270-23).

The following Pathways project will be carried forward to the 24/25 financial year:

- **Crampton Avenue** – This project is to be reviewed and re-scoped and as a result it will be carried forward.

All other Pathway projects were completed on budget.

BUILDINGS

The following Building projects have been cancelled:

- **Ferguson Bushfire Station** - Grant not received from DFES and project cancelled and will be reapplied for as part of FY23/24 (Council Resolution 270-23).
- **Wells Recreation Reserve Sporting Hard Courts** - This was cancelled following a report to Council (Resolution number 200-23).

The following Building project was over budget:

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

The following projects were divided into two projects:

- **Item 25 Dardanup Hall** – This item has become Item 25 and 26. This item was divided to enable separation between urgent repairs and scoping, design and preliminaries.
- **Item 36 Dardanup Office** – This item has become Item 37 and 38. This item was also divided to enable separation between urgent repairs and scoping, design and preliminaries.

The following Building Project is to be carried forward:

- **Dardanup Hall** – A report went to Council on 26 June 2024 to consider changes to the adopted concept plans which resulted from the Working Group Meetings.

All other Building projects were completed on budget.

PARKS AND ENVIRONMENT

The following Parks and Environment project has been added:

- **Reserve 19722 Dardanup Cemetery** – Fence Reinstatement

The following projects have been carried forward:

- **Eaton Foreshore** – Construction of new groundwater bore. Works will not be complete in the 2023-2024 financial period therefore the project is to be carried forward. Tender is closed and three submissions were received. An evaluation of the tenders has been completed and will be presented to Council at the July OCM.
- **Eaton Drive Islands and Verges** – A workshop was held with Councillors at which a Scope and Costings were decided on. An RFQ was issued for mulch and trees. The responses to RFQ received were in excess of the budget so alternative options are being explored. This project therefore will be carried forward.

All other Parks and Environmental projects were completed on budget.

GRANT FUNDING PERFORMANCE

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

Grant Register Summary Dashboard

Current Applications \$

\$
5,796,598.00

Number of Applications

7

Approved Grants \$

\$
4,466,949.00

Number of Completed Grants

22

Unsuccessful Grants \$

\$ 300,153.00

Number of Unsuccessful Grants

5

Notes:

1. Current Applications only includes current grant applications for the year 2023/24
2. Approved grants includes only grants approved in 2023/24
3. Unsuccessful grants includes only grants where the application was declined in 2023/24



Council Plan 2023/24

On Budget
Not On Budget

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

- Leadership Objective
- Environment Objective
- Community Objective
- Prosperity Objective
- Amenity Objective

Objective	Action Ref	Description	Directorate	Lead Officer	Key Milestones / Tasks	Milestones/Task Progress Updated Fourth Quarter - April - June 2024	Delivery	Start Date	End Date	Funding	Funding Source	Acc. Number	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Community	1.1.1	Review the Community Safety and Crime Prevention Plan 2018-2023.	Sustainable Development	Manager Community Development	Collect relevant data Review community feedback Conduct desktop review of current plan Draft updated plan Send to EMT and Council for comment / endorsement Publish new plan	Plan went for public comment as per Council Resolution. No public comments received, report then signed off by CEO as per delegations.	2023-2024	1-Jul-23	20/1/24	Covered by Internal Funding	Municipal	GL#0514501	\$5,000	\$0	Yes	100%	Completed
Community	1.1.4	Advocate for Western Power to conduct a lighting audit	Infrastructure	Manager Infrastructure Planning & Design	Review existing street light network	Letter sent to Western Power on 19.06.2024 to request a lighting audit as well as conversion of street lights to LED (Item 6.3.3)	2023-2024		19.06.2024	Covered by Internal Funding	Municipal	Nil	\$0	\$0	Yes	100%	Completed
Community	1.2.3	Install an animal watering station in Wells Reserve.	Infrastructure	Manager Operations	Install drinking fountain	Drinking fountain and dog watering station have been installed.	2023-2024	1.9.23	1.10.23	Additional external funding required	Municipal	J11663	\$6,330	\$5,910	Yes	100%	Completed
Community	2.1.2	Advocate for a regional health campus to be constructed in Wanju.	Executive	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Advocacy Plan and Strategic Community Projects documents endorsed by Council in March. The Advocacy Plan includes a health campus in Wanju as one of the first major projects. Officers have continued to pursue the Wanju District Structure Plan be updated to allow for such a facility to be built, and it is expected that this would be facilitated in the review process.	2023-2027			Covered by Internal Funding	Over budget expenditure funded through other savings achieved within the Sundry Consultants GL#041256.	GL#0412506	\$8,000	\$18,718	No	50%	Completed
Community	2.1.3	Advocate for high quality integrated healthcare services.	Sustainable Development	Manager Community Development	Create and promote schedule of opportunities and events for stakeholder engagement with community. Promote local services on our platforms. Create service provider/group database and promote positive stakeholder relations. Create schedule of National and local days of interest to promote causes relevant to community (i.e.: Mental Health Week, Dementia Awareness week, International day of disabled). Build Library and PACE program schedule to raise awareness and education for health related issues. Identify partnership and sponsor opportunities and relationships.	YouthFest saw the following services involved in the event: Head Space Blue Leaf Initiative Investing in Our Youth WAAC Freedom State PACE team have shared and continue to share free online training opportunities to clubs and groups (e.g.: The Heart Beat Club offered free online CPR workshops). Library promoted the relevant causes: - Refugee Week - Celebrate Diversity - Book Week - Mother's Day - Spotlight on WA Authors Displayed on Library notice board and benches-flyers and posters for not-for-profits/free training available - e.g. Dr Coulson parenting/BREC events/CWA/DBCA-school holiday activities/Eaton Toy Library/MacKillop Family Services - crisis assistance for children/Bunbury Geographe Seniors/WA seniors card directory.	2023-2027	7-Jan-23	30/6/24	Covered by Internal Funding	Nil	\$0	\$0	Yes	85%	On Track	
Community	2.1.4	Advocate with organisations to provide information to our communities.	Sustainable Development	Manager Community Development	Distribute invitations for organisations to hold stalls at events, programs and places. Online promotion and engagement. Stakeholder Relations and Database. Highlight and encourage diversity in events and programs.	Team invites clubs and groups to be involved in events (such as Spring Out and Summer Series) in an EOI process. Youth Fest showcased volunteer groups, such as Dardanup Central Fire Brigade, St John Ambulance volunteers. Manager Community Development & PACE Officer met with the CEO of Connect Groups: ConnectGroups aims to help people help each other by providing Peer Support Groups with: - Links to community networks and information. - Assistance with group development and management. - Support with community resources and services. - Individual and group skills training. Eaton Rec Centre has been used on multiple occasions as an Emergency Evacuation Centre. Comms related to this where assisted by Marketing & Promotions Officer.	2023-2027	7-Jan-23	30/6/24	Covered by Internal Funding	Nil	\$0	\$0	Yes	100%	Completed	
Community	2.2.1	Implementation of the Sport and Recreation Plan in line with the Asset Management Plans.	Sustainable Development	Manager Community Development	Activation of local Public Open Spaces. Lighting project Glen Huon Reserve. Identify and seek funding streams. Identify projects with internal teams needing additional funding. Lighting Projects for Open Spaces. Identify funding sources for capital works programs. Briefing papers for ERC expansion. Increase community engagement with clubs and groups. Marketing and promotion assistance ERC. Club development plans.	Support provided to Coastal Rowing WA in relation to their Play Our Way Grant EOI. Letter of support provided to Eaton Boomers Football Club for Play Our Way application. Support provided to Eaton Bowling Club to prepare and submit Club Night Lights Grant application (DLGSC funding body). Sharing grant opportunities received from external funding bodies to clubs and groups within the Shire.	2023-2027	1-Jul-23	30/6/24	Covered by Internal Funding Additional external funding required	Municipal	J11801 J11607			Yes	95%	On Track

Objective	Action Ref	Description	Directorate	Lead Officer	Key Milestones / Tasks	Milestones/Task Progress Updated Fourth Quarter - April - June 2024	Delivery	Start Date	End Date	Funding	Funding Source	Acc. Number	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Community	2.2.2	Advocate to State Government (DBCA) to develop Mt Lennard mountain bike trails.	Executive	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Advocacy Plan and Strategic Community Projects documents endorsed by Council in March. This action was not pursued any further as it was not included in the priority projects as part of Council's Advocacy Plan and Strategic Community Projects.	2023-2026			Covered by Internal Funding		Nil	\$0	\$0	Yes	N/A	Cancelled
Community	2.2.3	Advocate for expansion of the Eaton Recreation Centre with 6 indoor courts to remain the home of the SW Slammers and SW Jets.	Sustainable Development	Manager Recreation Centre	OCM Report drafted June 2023.	Continuing to review designs and making adjustments with Planning to ensure a more functional space.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	40%	On Track
community	3.1.1	Implementation of the Place and Community Plan 2020-2030 based on annual funding allocations	Sustainable Development	Manager Community Development	Diverse events calendar implemented. Diverse Library Programs and events. Library Delivery Program. Online Library (Hoopla etc.). Programs promotion and strategy for engaging community. Community engagement and development. Activation plans of places within Shire (New building priority). Stakeholder partnerships. Ferguson Valley Art Trail Implementation. Depot Revitalisation. Assist with facilitation of advisory groups. Public Art Installations. Community Grants Scheme (2 Rounds).	Introduction of new programs to increase accessibility for community members (e.g. - art class at ERC for mothers with young children, access to creche facilities or option to have baby in class). Outreach program continues to be popular for the Library services. Digi Connect program: intergenerational program between ECC students and seniors in the community. ANZAC Day project in conjunction with funding from Dept of Veteran Affairs. Short documentary produced with local people showcasing the history of war veterans who were part of the community. Support to community member Danny Harris (initiator of project - approached Council for assistance) to ensure WW1 & WW2 memorial rammed earth wall project completed (assist with approvals etc.). No cost to Shire but support provided for project. Community Open Day to celebrate the new building. Very well attended by community. Official opening for delegates to view new building. Well attended by those invited (approx. 45+ attending). Make It Space information sessions in June for community groups, educators etc. to be updated on the space. RAP Mural installed in the new building.	2023-2027	1-Jul-23	30/6/24	Covered by Internal Funding	Municipal	Library Jobs GL#1116012 J11913-J11919 Events & Festival Jobs GL#1119002 J11901-J11933	\$33,000 \$131,775	\$26,066 \$98,019	Yes	100%	Completed
Community	3.1.2	Review available event management system	Corporate & Governance	Manager Information Services	Collaborate with Manager of Community Development on requirements. Identify Product. Implementation of solution.	Has been determined EventBrite was already in use within Shire previous to last assessment and is suitable. No further action required.	2023-2024	1-Jul-23	8/1/2023	Covered by Internal Funding	Municipal Funds	Nil	\$0	\$0	Yes	100%	Completed
Community	3.2.1	Collaborate with Reconciliation Australia to prepare a Shire specific Reconciliation Action and Aboriginal Engagement Plan.	Sustainable Development	Manager Community Development	Conduct consultations with Aboriginal Community. Draft plan according to Reconciliation Template. Draft associated toolkit for staff. EMT and Council Comment. Endorsement and publication.	Discussions between previous Manager Community Development and PACE Team Leader re: proposed Reflect stage for RAP. Decided best to commence RAP journey from the beginning = Reflect RAP. Designs have begun for the RAP to submit to GKB and Keipa Boodja Aboriginal Corporation for feedback. Letter of Support provided to Wattle Consultancy who are preparing a grant submission on behalf of Keipa Boodja for 2 projects. Letter provided, Manager has been liaising with Keipa Boodja (Gail Hill & Annette Garlett). SoD approached by RCR Mining Technologies to be involved in their yearly NAIDOC art competition with the winning artwork design being transferred to a location in Dardanup. Liaising with Keipa Boodja has provided some considerations around the artwork. This has been provided to RCR (Neville Kelly). Locations for artwork: Dardanup Telstra Exchange Hut or other art trail identified spots.	2023-2024	1-Jul-23	30/6/24	Covered by Internal Funding	Municipal	J08719	\$15,000	\$5,040	Yes	80%	On Track
Community	4.1.1	Contribute to the development of a collaborative Greater Bunbury Youth Strategy	Sustainable Development	Manager Community Development	Attend regular local Youth Officer Network Meetings. Prepare coordinated project Plan for collaboration.	Last meeting held 20.03.2024 at Dardanup Council building to discuss plans for Youth Week and introduce new Youth Officers from Shire of Harvey. Next meeting scheduled Monday 08.07.2024 at City of Bunbury to discuss results of school holiday programs, share contacts on suppliers, mark dates for future events and introduce new City of Bunbury Youth Officer.	2023-2024	1-Jul-23	30/6/24	Covered by Internal Funding		Nil	\$0	\$0	Yes	70%	On Track
Community	4.2.2	Provide criteria and assessment for including accessible play equipment in identified areas for development and renewal in line with Asset Management Plans.	Infrastructure	Manager Infrastructure Planning & Design	Incorporate accessible play equipment into design projects.	Project has been completed, including accessible elements.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	100%	Completed
Community	4.3.1	Implement volunteering strategies identified in the Place and Community Plan.	Sustainable Development	Manager Community Development	Volunteers invited and identified for Events season. Update and develop volunteer database. YAG invited to participate as volunteers. Create process and plan for acknowledgement. RTO Stakeholder engagement (TAFE, Unis, Schools etc.) work placements etc.	Planned volunteer event that Eaton Family Centre and Volunteer SW planned to hold in May was cancelled due to lack of registration. A new date has not been confirmed. Council did grant a funding application to assist with the event. These funds will be returned should a reschedule of the event not occur. Volunteer SW was successful in receiving a QR Grant for their Volunteer evening in May. Make-It Space: exploring volunteer options for assistance.	2023-2027	1-Jul-23	30/6/24	Covered by Internal Funding	Municipal	Nil	\$0	\$0	Yes	90%	On Track

Objective	Action Ref	Description	Directorate	Lead Officer	Key Milestones / Tasks	Milestones/Task Progress Updated Fourth Quarter - April - June 2024	Delivery	Start Date	End Date	Funding	Funding Source	Acc. Number	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Environment	5.1.1	Finalise the Coastal Hazard Risk Management and Adaptation Plan (CHRMAP), including consideration for stabilisation works and suggested treatments to prevent erosion of the riverbank along Eaton Foreshore.	Sustainable Development	Manager Infrastructure Planning & Design	Finalise draft CHRMAP. Present draft CHRMAP to Council. Advertise draft CHRMAP. Assess submissions. Present final CHRMAP to Council for endorsement.	Final CHRMAP adopted by Council at the Ordinary Council Meeting held on 22 May 2024, Council Resolution 129-24.	2023-2024		22.05.2024	Covered by Internal Funding	Municipal	Nil	\$0	\$0	Yes	100%	Completed
Environment	5.2.1	Partner with adjoining Local Governments and State Government agencies to provide an integrated approach to mosquito management.	Sustainable Development	Director of Sustainable Development	Undertake the CLAG program.	Mosquito control activities are conducted under current CLAG MOU arrangement. MOU assures substantial technical and financial support and general oversight and coordination from Department of Health. Member LGs provide in-depth services in the deployment of the mosquito control program: budget and equipment management, mosquito monitoring, and control activities (including coordination of the aerial treatment program). Program is ON-TRACK for 2023-24 season: Monitoring and control was successfully conducted; activities were within budget; and annual reports and season's budget close-outs are being finalised.	2023-2027			Covered by Internal Funding	Municipal	GL#0715002	\$5,000	\$5,000	Yes	100%	Completed
Environment	6.1.1	Partner with the Peron Naturaliste Partnership to adopt a regional approach for climate action	Infrastructure	Coordinator of Environment and Waste	Finalise draft CHRMAP. Present draft CHRMAP to Council. Advertise draft CHRMAP. Assess submissions. Present final CHRMAP to Council for endorsement.	Final CHRMAP adopted by Council at the Ordinary Council Meeting held on 22 May 2024, Council Resolution 129-24.	2023-2027			Covered by Internal Funding	Municipal	GL#1016012	\$3,961	\$4,178	No	0%	Completed
Environment	6.1.3	Advocate for a research centre of excellence in sustainability to be located in the Shire of Dardanup.	Executive	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Advocacy Plan and Strategic Community Projects documents endorsed by Council in March. The project forms part of the proposed Advance Manufacturing Hub. A forum was arranged in June for relevant stakeholders to consider a precinct partnership to advance this further.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	50%	Completed
Environment	6.2.1	Review the long-term Waste Management Strategy to ensure plans are in the best interests of the local community.	Infrastructure	Coordinator of Environment and Waste	Review waste strategy.	Council Report to June OCM requesting full adoption of the Waste Management Plan and it's Confidential Appendix. This comes after an advertising period of three weeks.	2023-2024	1.12.23	26/06/2024	Covered by Internal Funding & Additional internal funding required	Municipal	Nil	\$0	\$0	Yes	90%	On Track
Environment	6.3.1	Scope opportunities to introduce green energy sources in Shire facilities	Infrastructure	Manager Assets	Consider installation of solar panels on Shire owned buildings.	Shire of Dardanup Library, Administration and Community Building (Eaton) opened March 2024 complete with 13.3kv Solar power generation system.				Covered by Internal Funding & Additional internal funding required		Nil	\$0	\$0	Yes	0%	On Track
Environment	6.3.2	Consider options to use electric or hydrogen vehicles	Corporate & Governance	Deputy Chief Executive Officer	Consider these opportunities as part of the fleet management plan.	This is noted as part of the external completion of the 2023 Fleet Management Plan, where Council endorsed at the December OCM an update to the Light Vehicle Fleet Policy to reflect the outcomes from the 2023 Review. The existing and future Light Vehicle Fleet Policy refers to the use of hybrid vehicles at the moment, with consideration of full electric vehicles in future years when the infrastructure is fully developed in WA.	2023-2027	1-Jul-23	28-Feb-24	Covered by Internal Funding	Municipal Funds. Funds allocated for vehicle purchases through the Executive & Compliance Vehicles Asset Management Plan, which is funded through Council Reserves.	Nil	\$0	\$0	Yes	100%	Completed
Environment	6.3.3	Advocate for Western Power to convert street lights to LED lights	Executive	Director Infrastructure	Develop a business case for the conversion of streetlights to LED. Seek grant funding to convert streetlights to LED and request Western Power to support this proposal.	Letter sent to Western Power on 19.06.2024 to request conversion of street lights to LED as well as a lighting audit (Item 1.1.4)	2023-2027	1-Jul-23	19/06/2024	Covered by Internal Funding & Additional internal funding required		Nil	\$0	\$0	Yes	100%	Completed
Environment	7.1.1	Review all Asset Management Plans – to minimize risks and impacts from natural disasters including future artificial intelligence systems	Infrastructure	Manager Assets	BAMP and RAMP to be reviewed by March 2024. Draft plans to be workshopped with Council in Jan-March 2024	Road and Buildings AMP's adopted by council in April 2024. Paths & Trails Asset Management Plan under development.	2023-2027			Covered by Internal Funding	Municipal	GL#1211504	\$50,000	\$39,693	Yes	60%	On Track
Amenity	8.1.1	Review the Local Planning Scheme in accordance with regulatory requirements.	Sustainable Development	Director Sustainable Development	Get consent to advertise draft LPS from the WAPC. Advertise draft LPS. Assess submissions. Present final LPS to Council for endorsement. Refer final LPS to Minister for final approval. Gazette final LPS.	Draft Local Planning Scheme No. 9 (LPS9) was referred to the Minister for approval. The Minister has required various changes which will be presented to Council at the OCM on 26 June 2024.	2023-2024			Covered by Internal Funding		Nil	\$0	\$0	Yes	80%	On Track
Amenity	8.1.3	Develop and adopt Development Contribution Plans for Wanju and Waterloo.	Sustainable Development	Director Special Projects	Work in conjunction with appointed Consultant to develop and adopt Development Contribution Plans for Wanju and Waterloo.	This item is currently on hold while both District Structure Plans are being reviewed, which will inform the infrastructure needs. The previously drafted DCPs will then be reviewed, updated and brought to Council to request permission to advertise.	2023-2024	1-Jul-23	1-Aug-24	Covered by Internal Funding	Municipal	GL#1016503	\$350,000	\$100,889	Yes	0%	On Track
Amenity	8.1.4	Review the Development Contribution Plans for Dardanup and Dardanup West.	Sustainable Development	Director Sustainable Development	Appoint consultant to update existing Development Contribution Plans for Dardanup/West and review plans.	Dardanup (amended) DCP has been drafted and is expected to be brought to Council following gazettal of LPS9, requesting permission to advertise. There is no intention to prepare a separate DCP for Dardanup West at this time. It is acknowledged however that Dardanup West is likely <i>part</i> of the broader catchment for community infrastructure in Dardanup, and as a result the Shire will contribute an equal 50% to the Dardanup DCP items to account for the broader catchment (50/50 split between SOD and developers).	2023-2024			Covered by Internal Funding		GL#1016503	\$50,000	\$32,585	Yes	70%	On Track
Amenity	8.1.5	Develop a policy for heritage buildings and places	Sustainable Development	Director Sustainable Development	Research Policy Scope Policy Draft Policy Council Process	A draft Local Planning Policy (LPP) has been prepared for heritage conservation. It is intended that a complete review of all LPPs be undertaken and brought to Council following gazettal of LPS9, which will likely be beyond the timeframe of the annual policy review (i.e. a separate item).	2023-2024			Covered by Internal Funding		Nil	\$0	\$0	Yes	40%	On Track

Objective	Action Ref	Description	Directorate	Lead Officer	Key Milestones / Tasks	Milestones/Task Progress Updated Fourth Quarter - April - June 2024	Delivery	Start Date	End Date	Funding	Funding Source	Acc. Number	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Amenity	8.2.1	Advocate for Government and service providers to provide appropriate utility infrastructure.	Executive	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Advocacy Plan and Strategic Community Projects documents endorsed by Council in March. The Advocacy plan includes water and waste water provision in Dardanup as a key project. The matter has been forwarded to the Bunbury Geographe Group of Councils as a project to be considered in the Regional Advocacy processes. Numerous meetings have been held with Watercorp and the Developers of Roselands Estate seeking a solution to the current waste water issues. Meetings also held with Aqwest regarding future Total Water Cycle Management of Wanju.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	50%	Completed
Amenity	8.2.2	Advocate for Black Spot Mobile Funding to improve mobile coverage in Dardanup, and for residents in lower Ferguson Valley on Ferguson Road	Executive	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Advocacy Plan and Strategic Community Projects documents endorsed by Council in March. The project has not been identified as a priority at this point in time as the network coverage seems to be adequate at the moment. Emergency services can call in mobile communications vehicles to assist with relaying communications if and when required.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	N/A	Cancelled
Amenity	9.2.1	Review the verge treatment policy and process of approval to encourage businesses and residents to improve the appearance, maintenance and safety of private verges.	Infrastructure	Manager Assets	Draft Policy workshoped with Council. Draft Policy Presented to Council. Draft Policy Advertised or Adopted by Council.	Verge Treatment Policy has been prepared for EMT review. More work to be done with Development services to achieve a coordinated result.	2023-2024			Covered by Internal Funding		Nil	\$0	\$0	Yes	80%	Delayed
Amenity	9.2.2	Provide streetscape enhancements in support of the Council Drive realignment.	Infrastructure	Manager Infrastructure Planning & Design	Incorporate streetscape improvements into a Concept Design for Council Drive. Final Design to be ready for RFQ in 2nd Quarter.	(i) Design for two ACROD bays, required for building occupancy permit, and also accessible crossing point of Council Drive with raised paving is complete. (ii) Design of future additional works on Council Drive in front of the new Shire Administration and Library building, including car park modification, additional parking, street lighting and raised paving, is also complete. Funds have been allocated for construction of (i) in the 2024-2025 Annual Budget.	2023-2025			To be undertaken by Internal Staff	Municipal	Nil	\$0	\$0	Yes	70%	On Track
Amenity	9.2.3	Upgrade the streetscape on Eaton Drive islands and verges.	Infrastructure	Manager Infrastructure Planning & Design	Concept supported by Councillors. Concept supported by Eaton Advisory Group meeting. Draft Concept design endorsed by Council to be included in the PRAMP review.	Workshop held with Council on 8 May 2024 and further design work being progressed. Implementation Stage 1 works have been delayed due to high market prices and rescoping of project is required.	2023-2027	1.9.23		To be undertaken by Internal Staff	Municipal	Nil	\$0	\$0	Yes	70%	On Track
Amenity	9.3.1	Construct the new Shire of Dardanup Library, Administration and Community Centre.	Infrastructure	Director Special Projects	The 100% Design documentation has been received and is being reviewed and closed out. The construction plans to be issued by the 16/12/2022. The Construction Management & Traffic Management Plans have been received. The Contractors have been given site possession and have mobilised.	Practical Completion was reached on the 11 March 2024. The building was handed over to the SoD on the 18 March and all administration staff including the library. The building was opened to the public and community members on the 21 March 2024. The close out report was presented to Council in April 2024. Payment to the contractor have been made and a withholding payment of \$10,000 will be released after the 12month defects and liability period.	2023-2024	05.01.22	31.3.24	Covered by Internal Funding	Municipal, Loan, Reserve	J14322	\$19,331,911	\$18,727,175	Yes	90%	On Track
Amenity	9.3.2	Scope requirements to renovate the Shire office in Dardanup with consideration for alternative uses.	Infrastructure	Manager Infrastructure Planning & Design	Concept supported by Councillors. Concept supported by Dardanup Advisory Group meeting. Draft Concept design to 5% plus QS Costs.	Public advertising of concept designs launched through Social Pinpoint on 5 April closing 1 May. Submissions received. Results of community survey discussed with Dardanup Working Group on 28 May 2024. Report to Council on 26 June 2024.	2023-2025			Covered by Internal Funding		J14321	\$60,000	\$33,146	Yes	80%	On Track
Amenity	9.3.3	Scope requirements to renovate Dardanup Hall.	Infrastructure	Manager Infrastructure Planning & Design	Concept supported by Councillors. Concept supported by Dardanup Advisory Group meeting. Draft Concept design to 5% plus QS Costs.	Public advertising of concept designs launched through Social Pinpoint on 5 April closing 1 May. Submissions received. Results of community survey discussed with Dardanup Working Group on 28 May 2024. Report to Council on 26 June 2024.	2023-2025			Covered by Internal Funding		J11713	\$20,321	\$13,971	Yes	80%	On Track
Amenity	9.4.2	Implement the Carramar Park Master Plan to incorporate play equipment, picnic facilities, pathways and drainage.	Infrastructure	Manager Infrastructure Planning & Design	Develop a Carramar Park Master Plan to incorporate play equipment, picnic facilities, pathways and drainage.	Public advertising of concept designs launched through Social Pinpoint on 5 April closing 1 May. Submissions received. Results of community survey discussed with Dardanup Working Group on 28 May 2024. Report to Council on 26 June 2024.	2023-2025			Covered by Internal Funding	Municipal	Nil	\$0	\$0	Yes	80%	On Track
Amenity	9.5.4	Development of Management Plan for Collie River Southern Fishing Jetty	Infrastructure	Manager Infrastructure Planning & Design	Development of Management Plan for Collie River Southern Fishing Jetty.	Repair works completed and the entire jetty has been reopened to the public. The Shire has received structural certification.	2023-2024			Additional Internal funding required	Municipal	Nil	\$40,000	\$36,531	Yes	100%	Completed
Amenity	10.1.1	Collaborate with the Department of Transport and neighbouring Local Governments to facilitate implementation of the Bunbury-Wellington 2050 Cycling Strategy.	Infrastructure	Manager Infrastructure Planning & Design	Collaborate with the Department of Transport and neighbouring Local Governments to facilitate implementation of the Bunbury-Wellington 2050 Cycling Strategy.	No update available. DoT has not been in contact.	2023-2024			Covered by Internal Funding		Nil	\$0	\$0	Yes	75%	On Track
Leadership	13.3.2	Review opportunities for online facilities booking.	Corporate & Governance	Manager Information Services	Collaboration between IS and Building Property Management Officer. Solution to be identified, market research. Procure and Implement.	New property officer has been briefed on progress and possible main options discovered to date. Meetings to be reconvened in new FY.	2023-2024	1-Jul-23	6/30/2024	Covered by Internal Funding	Municipal Funds	Nil	\$0	\$0	Yes	20%	On Track
Amenity	10.2.1	Advocate for an effective high speed rail link with Perth.	Executive	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Advocacy Plan and Strategic Community Projects documents endorsed by Council in March. This project remains a focus. A feasibility study is currently being undertaken by the State Government and Shire Officers participate on the working group when invited.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	50%	Completed
Amenity	10.2.2	Advocate for enhanced commuter passenger rail services and bus services.	Executive	Chief Executive Officer	Prepare an Advocacy Strategy and present to relevant stakeholders.	Advocacy Plan and Strategic Community Projects documents endorsed by Council in March. This project is considered as part of the high speed rail link to Perth and Officers have continued to advocate for improvements to support local and Metro Links through the South West Election Commitments sought by the Zone.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	50%	On Track

Objective	Action Ref	Description	Directorate	Lead Officer	Key Milestones / Tasks	Milestones/Task Progress Updated Fourth Quarter - April - June 2024	Delivery	Start Date	End Date	Funding	Funding Source	Acc. Number	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Amenity	10.3.1	Promote WALGA's Silver Ribbons Road Safety campaign and other road safety initiatives through the Shire's communication channels	Infrastructure	Director Infrastructure	Liaise with WALGA to support the Road Ribbon for Road Safety campaign over the Christmas/New Year holiday period.	Christmas 2024 Road Safety Campaign commences annually on the third Sunday in November.	2023-2027	16-Nov-24		Covered by Internal Funding		Nil	\$0	\$0	Yes	50%	On Track
Amenity	10.3.4	Scope requirements for new traffic treatments along Eaton Drive.	Infrastructure	Manager Infrastructure Planning & Design	Scope requirements for new traffic treatments along Eaton Drive. Council to endorse final intersection treatment plan for Council Drive.	Public consultation for proposed changes to Eaton Drive intersections in progress. Submissions close 4 July 2024.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	80%	On Track
Amenity	10.3.5	Complete renewal and upgrade road works in accordance with the Road Asset Management Plan.	Infrastructure	Manager Infrastructure Planning & Design	J12902 Eaton Drive Peninsula Lakes. J12775/J12913 Clarke St 0.22-0.45 SLK. J12594 Eaton Drive intersections. J12397/J12912 Ferguson Road 13.56-19.45 SLK. J12829/J12914 Venn Road 0.00-2.22 SLK. J12832 Pile Road 5.66-6.56 SLK J12830 Ferguson Road 0.00-0.27 SLK	J12907 Eaton Drive intersections - Design work for 2023/24. (i) Cudliss St intersection: 100% design and Road Safety Audit complete. (ii) Glenhuon Blvd traffic signals: 100% design and Road Safety Audit complete. Waiting for Stage 3 Approval by MRWA. J12397/J12915 Ferguson Road SLK 13.56-19.45 - Project cancelled. J12832 Pile Road 5.66-6.56 SLK - Clearing and resealing works complete. J12919 Ferguson Road 0.00-0.27 SLK - Works complete.	2023-2027			Covered by Internal Funding. Additional internal & external funding required	Municipal, Grants	J12907 J12397/J12915 J12919 J12832	\$617,846	\$372,621	Yes	95%	On Track
Prosperity	11.1.1	Partner with WALGA's South West Country Zone and Bunbury Geographe Economic Alliance to attract major investment in the region.	Executive	Chief Executive Officer	Support the development of a Regional Advocacy Strategy, Infrastructure Plan and Investment Prospectus.	BGEA has prepared a draft Regional Investment Prospectus. The South West Zone Councils have prepared a draft regional advocacy strategy to identify significant infrastructure and funding needs for the State and Commonwealth governments to consider. The CEO and Shire President have been involved in driving both these initiatives.	2023-2027			Covered by Internal Funding	Municipal	GL#1318004	\$14,000	\$13,970	Yes	100%	Completed
Prosperity	11.1.2	Continue membership of Bunbury Geographe Chamber of Commerce and Industry and Bunbury Geographe Economic Alliance to build strategic alliances with industry groups, local businesses and government agencies.	Executive	Chief Executive Officer	Pay membership and participate in events.	The Shire has paid both memberships to the BGCCI and BGEA - certificates related to this were included in the Councillor information bulletin. The CEO and Shire President continues to participate in relevant events from / by these associations.	2023-2027			Covered by Internal Funding	Municipal	GL#1318004	\$16,000	\$15,970	Yes	100%	Completed
Prosperity	11.1.3	Develop a prospectus for local industrial areas to attract new and emerging industries.	Executive	Chief Executive Officer	Develop information in relation to the proposed Waterloo Industrial Park.	Information pertaining to the Waterloo Industrial Park has been included on the Invest South West website coordinated by RDA South West. This is available at the following link: Waterloo Industrial Park Infrastructure Invest South West	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	100%	Completed
Prosperity	11.1.6	Provide a MakerSpace innovation hub within the new administration building.	Corporate & Governance	Manager Information Services; Manager Community Development	Develop project plan and associated documents for funding applications. Approach relevant funders and grant streams. Complete concept plan for space. Complete Pitch documents. Draft proposed schedule. Procurement of items when funded.	TPG have been engaged to commission dedicated internet service to space. Regular meetings with responsible officer have been occurring. IS involvement has been delineated. Draft specification for computers received.	2023-2024	1-Jul-23	6/30/2024	Covered by Internal Funding. Additional internal & external funding required	Municipal Funds used as part of the new Administration building project for base setup - J14322 \$39,000. Additional external funds required for additional setup products and facilities. Wespine Sponsorship provided which will require Council endorsement and new job for additional items purchased.	J14322	\$198,581	\$47,702	Yes	25%	On Track
Prosperity	11.2.2	Facilitate opportunities for youth work experience and employment at the Shire of Dardanup	Corporate & Governance	Manager HR	Scope and timing to be determined.	The Shire continues to run a robust work experience program, receiving and accepting applications from universities and schools both within and outside our local government area. Areas of interest include Library Services, Recreation, Administration and Environmental Health. This quarter, we have hosted two work experience students at Eaton Recreation Centre, one from Eaton Community College, and one from Our Lady of Mercy College. Our IDS Trainee commenced on 17 June 2024 for a 12-month period. On track to complete Certificate III in Business - Records and Information Management stream within this period.	2023-2027	1-Jul-23	30-Jun-24	Covered by Internal Funding		Nil	\$0	\$0	Yes	100%	Completed
Prosperity	12.1.1	Fund the Bunbury Geographe Tourism Partnership to promote the region and attract visitors to the Shire of Dardanup.	Executive	Chief Executive Officer	Pay membership and participate in events.	Invoice from BGTP has been paid. The MOU is to be reviewed this financial year with consideration to be given on how this will proceed following June 2024.	2023-2026			Covered by Internal Funding	Municipal	GL#1312501	\$20,000	\$20,000	Yes	100%	Completed
Prosperity	12.1.2	Fund Ferguson Valley Marketing Inc. to operate the Ferguson Valley Visitor Centre and undertake visitor servicing.	Executive	Chief Executive Officer	Pay membership and participate in events.	The Ferguson Valley Marketing funding was paid. The contribution to Ahoy Management for the 2023 Lost and Found event was also paid. FVM allocation along with an allocation for the 2024 Lost and Found event has been included in the 2024 /2025 budget.	2023-2026			Covered by Internal Funding	Municipal	GL#1312501	\$23,500	\$23,500	Yes	100%	Completed
Prosperity	12.1.3	Develop a prospectus that encourages tourism investment within the Shire.	Executive	Chief Executive Officer	Develop information in relation to the potential tourism development in Ferguson Valley.	Information pertaining to investment opportunities in the Ferguson Valley have been included in the Invest South West website coordinated by RDA South West. This is available at the following link: Ferguson Valley Tourism Invest South West . Additional external funding required.	2023-2027			Additional External Funding required		Nil	\$0	\$0	Yes	100%	Completed
Prosperity	12.1.7	Partner with DBCA to promote existing and future mountain bike, bushwalking, and art trails within the Wellington National Park and Ferguson Valley through the Collie Wambenger Trails App.	Executive	Chief Executive Officer	Meeting with DBCA and Ferguson Valley Marketing to discuss opportunities.	No further action on this proposal has been undertaken at this point in time as the proposal remains with FVM to consider how they may wish to proceed with the Trail hub proposal developed by the Timber Hub.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	25%	Completed
Leadership	13.1.1	Conduct a major review of the Strategic Community Plan once every four years, and a minor review once every two years.	Corporate & Governance	Deputy Chief Executive Officer	Next Minor Internal Review due in 2024.	Completed and adopted by Council in April.	2023-2024	1-Jan-24	30-Jun-24	Covered by Internal Funding	Municipal Funds	GL#0412506	\$2,000	\$0	Yes	100%	Completed
Leadership	13.1.2	Conduct an annual review of the Council Plan (Corporate Business Plan elements).	Corporate & Governance	Deputy Chief Executive Officer	Incorporated into the annual review of the LTFP associated with the budget production.	Completed and adopted by Council in May.	2023-2024	1-Jan-24	30-Jun-24	Covered by Internal Funding	Municipal Funds	Nil	\$0	\$0	Yes	100%	Completed
Leadership	13.1.3	Conduct an annual review of Council's Long Term Financial Plan (including Asset Management Plans, Workforce Plan and other strategic plans).	Corporate & Governance	Deputy Chief Executive Officer	Incorporated into the annual review of the LTFP associated with the budget production.	Completed and adopted by Council in April.	2023-2024	1-Jan-24	30-Jun-24	Covered by Internal Funding	Municipal Funds	Nil	\$0	\$0	Yes	100%	Completed

Objective	Action Ref	Description	Directorate	Lead Officer	Key Milestones / Tasks	Milestones/Task Progress Updated Fourth Quarter - April - June 2024	Delivery	Start Date	End Date	Funding	Funding Source	Acc. Number	Budget	YTD Expenditure	On Budget	Progress %	Progress Status
Leadership	13.2.3	Develop an Organisational Development Plan and Training Register for all staff	Corporate & Governance	Manager HR	1. Educate Managers on New Training Budget process. 2. Update Training & Development Forms. 3. Create FAQ for staff on training and Development. 4. Identify Organisational Development Training. 5. Develop Training Register with relevant budget allocations for each area. 6. Identify individual Training Needs as an outcome of annual performance review. 7. Source group training as a result of training needs analysis. 8. Analyse budget requirements for 2024/25 inclusive of addition of Organisational Development budget line.	Training Application Form 239 continues to work well and provide and effective and efficient application and approval process for training. It also allows for more transparency around training costs as it includes travel and accommodation expenses. The Manager HR maintains a live training register and tracks costs against each GL for training. HR to review the Development Needs identified during the November 2023 Annual Performance Reviews and remind supervisors to discuss any outstanding requests with their team members.	2023-2024	1-Jul-23	30-Jun-24	Covered by Internal Funding		Nil	\$0	\$0	Yes	75%	On Track
Leadership	13.3.1	Scope opportunities for cloud migration of targeted applications.	Corporate & Governance	Manager Information Services	Assess current on premises infrastructure. Determine transition out of lease arrangement. Determine feasibility and opportunities in potential order. Determine transition plan for potential migrations.	New building activities are still consuming ICT resources final state not yet reached. Many live issues. ERP system may need full implementation to make final assessment of residual systems.	2023-2027	7-Jan-23	30/06/2027	Covered by Internal Funding	Reserve funded, lease allocations transitioned to hardware purchases in IT AMP	Nil	\$0	\$0	Yes	10%	On Track
Amenity	10.1.3	Complete renewal and upgrade pathway works in accordance with the Pathway Asset Management Plan.	Infrastructure	Manager Operations	Pathway install as per asset management plans.	Millars Creek path reseal completed from traffic bridge for approximately 150m. A new Pathway Asset Management plan will be developed similar to that of the Roads and Buildings. This plan will provide a clear works program for path maintenance, renewal and upgrade for the future.	2023-2026	1.11.23	30.6.23	Additional internal & external funding required	Municipal	J12921 J12922 J12923 J12924 J12687 J12689	\$219,554	\$18,598	Yes	100%	Completed
Leadership	13.3.3	Develop an Internet of Things (IoT) Plan.	Corporate & Governance	Manager Information Services; Manager Information Services	Market Research. Determine Use Cases for SoD. Develop Plan including funding requirements.	Air quality device remains in-situ and collecting data. No further progress, pending funding and business direction.	2023-2027	7-Jan-21	31/12/2027	Additional internal funding required	No identified funding	Nil	\$0	\$0	Yes	0%	On Hold
Leadership	13.3.4	Implement a contemporary enterprise resource planning (ERP) system to manage and integrate day-to-day business activities such as accounting, procurement, project management, risk management and compliance.	Corporate & Governance	Manager Information Services; ERP Project Manager; Deputy Chief Executive Officer	-Feasibility Study -Expression of Interest -Request for Tender -Phase 1 - Business Process Mapping -Phase 2 - Core Modules Implementation -Phase 3 - Residual Modules Implementation -Phase 4 - EDRMS (subject to approval)	Vendor meetings have commenced. Some planning documents worked up, project board has requested some changes. Project to kick off properly from 1st of July 2024 as per contract.	2023-2027	31-Jul-23	31/12/2027	Covered by Internal Funding & Additional internal funding required	Municipal Funds, future Loan funds	GL#1432003	\$2,809,857	\$30,000	Yes	10%	On Track
Leadership	13.4.1	Participate in regional initiatives through the Bunbury Geographe Group of Councils to address emerging, overlapping and interconnected issues and initiatives.	Executive	Chief Executive Officer	Attend and participate in Bunbury Geographe Group of Councils' meetings	BGGoc will be meeting in July to consider the reviewed MOU of the Group and options for collaboration. Shire of Dardanup CEO has prepared a Request for Quotation to prepare a Regional Sport and Recreation Strategy on behalf of the group that will consider regional level facilities and specialised facility provision.	2023-2027			Covered by Internal Funding	Municipal Funds	GL#1318004	\$500	\$0	Yes	75%	Completed
Leadership	13.4.2	Participate in the WALGA South West Zone.	Executive	Chief Executive Officer	Attend and participate in SWALGA meetings.	The CEO and Shire President attended the meeting held in Donnybrook on 19 April 2024 and hosted the meeting at the Shire on 21 June 2024.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	75%	Completed
Leadership	14.1.1	Communicate the Shire's vision and communicate the progress towards achieving the vision.	Executive	Communications Officer	Regular articles published to various communication channels are linked back to the Shire 2050 Vision, Council Plan and Community Satisfaction Survey. Publish article on progress towards 2050 Vision, two years following launch. Due February, 2023.	2050 vision is referenced in many of our communications about the new Library and Admin Building. 2050 vision is referenced regularly in communications on websites and social media. Progress is often referenced within communications about Wanju and other economic development initiatives. Further 2050 related communications will be undertaken as part of the 2024/25 budget process.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	75%	Completed
Leadership	14.1.3	Share information with members of Council Advisory Groups.	Executive	Communications Officer	Email monthly Community Newsletter.	Council in November 2023 decided not to re-establish advisory groups. Nonetheless ongoing communications with the community and the working groups regarding Burekup and Dardanup Concept plans have been undertaken.	2023-2027			Covered by Internal Funding		Nil	\$0	\$0	Yes	75%	Completed
Leadership	14.2.1	Engage the Youth Advisory Group in the planning, design and activation of local spaces and places.	Sustainable Development	Manager Community Development	Facilitate YAG Meetings. Provide opportunities for specific consultation with YAG on projects and plans. Plan and Facilitate Youth Programs/events. Facilitate opportunities for Youth community engagement and volunteering. Identify and communicate development opportunities for YAG.	YAG Meetings - scheduled fortnightly with PACE officer and YAG members. YAG members planned and assisted with the delivery of Youth Fest. Age of members ranged from 12-18 with a total of 8 members contributing. Planning of 2 x school holiday events: quiz night and movie night.	2023-2027	1-Jul-23	30/6/24	Covered by Internal Funding	Municipal	J08712 J08713	\$10,880 \$4,500	\$10,272 \$4,188	Yes	100%	Completed
Leadership	14.2.2	Build relationships with Aboriginal and Torres Strait Islander peoples, communities and organisations within the local area.	Sustainable Development	Manager Community Development	Elder's Group Meetings. RAP Plan write and publish. Register and identify places of significance within Shire. Public acknowledgement plans. Plan to integrate events / program around National Days of Significance (NAIDOC, Reconciliation Week, MABO) to events schedule. Employment plans (Aboriginal). Cultural awareness training for staff.	Discussions between previous Manager Community Development and PACE Team Leader re: proposed Reflect stage for RAP. Decided best to commence RAP journey from the beginning = Reflect RAP. Designs have begun for the RAP to submit to GKB and Keipa Boodja Aboriginal Corporation for feedback. Letter of Support provided to Wattle Consultancy who are preparing a grant submission on behalf of Keipa Boodja for 2 projects. Letter provided, Manager has been liaising with Keipa Boodja (Gail Hill & Annette Garlett). SoD approached by RCR Mining Technologies to be involved in their yearly NAIDOC art competition with the winning artwork design being transferred to a location in Dardanup. Liaising with Keipa Boodja has provided some considerations around the artwork. This has been provided to RCR (Neville Kelly). Locations for artwork: Dardanup Telstra Exchange Hut or other art trail identified spots.	2023-2027	1-Jul-23	30/6/24	Covered by Internal Funding		Nil	\$0	\$0	Yes	70%	On Track

Attachment B

(Appendix ORD: 12.4.2A)

PIF Ref.	Job	CFWD 22/23	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)		% Budget Expend		% Project Progress	Summarised comments
Grand Total - Capital Works					26,848,196	4,163,247	19,778,071	14,900,752	1,163,718	16,064,470	3,713,602	On Budget	81%			
ROADS																
1	J12915		Ferguson Road 13.56 - 19.56 SLK (SBS) (MRWA ref 30000341)	Widen formation and seal shoulders, clearing and drainage.	1,190,000	-1,190,000	0	0	0	0	0	On Budget	1%	Cancelled	5%	RFT closed 9/10/2023 - 3 submissions received that were all over budget. Council declined to accept any tenders and SBS funds to be returned - (Council Resolution 278-23). Funds received to date to be returned to RRG.
2	J12397	CFWD	Ferguson Road 13.56 - 19.56 SLK (RRG)	Design for the widening, formation and sealing of shoulders along Ferguson Road Land acquisition and fencing Clearing Permit	38,301	0	38,301	30,023	0	30,023	8,278	On Budget	78%	Completed	100%	Detailed Design complete. Significant revegetation and/or offset planting is required. Aboriginal Consultation complete. Application for Regulation 7 and 10 lodged with DPLH, approved. Site monitoring required. Land acquisitions (5 off) - final settlements complete. Design Safety Audit site inspection complete, final report complete. Clearing Permit completed and lodged with DWER. Awaiting DWER approval - valid for 5 years once approved.
3	J12832	CFWD	Pile Road 5.66 - 6.56 SLK	Widen, reconstruct and seal.	309,545	0	309,545	71,683	0	71,683	237,862	On Budget	23%	Completed	100%	Second aggregate seal completed in March, line marking done, project complete.
4	J12916		Pile Road 6.56 - 8.02 SLK (MRWA ref 30002582)	Pre-works including drainage, clearing.	60,000	0	60,000	1,453	1,114	2,567	57,433	On Budget	4%	Completed	100%	All works have been completed.
5	J12917		Council Drive Streetscape	Design and construct streetscape, interphasing with new Admin and Library, Eaton Fair and Glen Huon Oval.	150,000	0	150,000	161,704	0	161,704	-11,704	Over Budget	108%	Completed	100%	All works have been completed.
6	J12907		Project Preliminaries - Eaton Drive Intersections	Glen Huon Boulevard Modify Intersection TCS - Design only	100,000	50,000	150,000	146,049	4,420	150,468	-468	On Budget	100%	Completed	100%	Council has endorsed the proposed new Cudliss St intersection at the February OCM. 100% design of Cudliss St and Ann St intersections received, internal review complete. 100% design of signalised intersection complete, internal review complete. TSAP Stage 3 application submitted to MRWA. Road Safety Audits carried out on 30 May 2024 based on the designs that has been completed. Awaiting MRWA final approval.
7	J12904	CFWD	Eaton Bowling Club - Car parks	Car parks and Drop Off/Pick Up Bay on Pratt Road - design and construct.	465,163	0	465,163	303,798	3,182	306,980	158,183	On Budget	66%	Completed	100%	OCM May 2023 Res. 102-23. New project 2023-24. Design of car parks and drop off/pick up bay. Refer to OCM Jun2 2023 for lighting request and resolution. Carpark lighting design is complete. Planning approval required for car park works, presented to Council Jan 2024. Project is substantially completed with earthworks, pavement and asphalt, kerbing, footpaths and stairs (Foster street) as well as installation of bollards completed. Installation of car park light posts and fittings completed and activated. Line marking and installation of bollards installed and project completed. Workshop and Report to Council in July 2024 presenting options regarding the drop off bay, parking and pedestrian crossing on Pratt Road, which is scheduled in 2024/25.
8	J12919		Ferguson Road 0 - 0.27 SLK (MRWA ref 30002581)	Design, reconstruct and seal of uneven pavement in Dardanup.	450,000	-330,000	120,000	118,922	0	118,922	1,078	On Budget	99%	Completed	100%	Project completed.
9	J12920		Hayward Street - Bus Bay	Box out, reconstructed pavement and seal	73,850	0	73,850	66,453	10,390	76,843	-2,993	On Budget	104%	Completed	100%	Project completed.
10	J12831		BORR - Local Roads	Various - Rural Reseal, repair edge break, shoulder rehabilitation, drainage.	50,000	810,167	860,167	228,857	302,120	530,977	329,190	On Budget	62%	Completed	100%	Dowdells Line reseal. Works on Damiani Italiano Rd, Railway Rd, Recreation Road to be managed this year funding dependant. Dowdells Line edge and reseal works - completed. Additional funding contributions received and committed from SWGA and MRWA. OCM 270-23 November 2023 Council resolution to receive contribution. SWGA completed work along Waterloo RAB that took longer and pushed out the dates for work on Dowdells Line. Widening completed. Shoulder widening primer sealing completed. From Ferguson Rd full width reseal done all the way to Edwards Rd, which now completes the project.
Subtotal: Roads - Program					2,886,859	-659,833	2,227,026	1,128,942	321,225	1,450,167	776,859		65%			
DRAINAGE																
11	J12918		Brett Place	Stormwater drainage re-routing.	50,430	0	50,430	29,089	0	29,089	21,341	On Budget	58%	Completed	100%	Works completed.
Subtotal: Drainage - Program					50,430	0	50,430	29,089	0	29,089	21,341		58%			

Attachment B

(Appendix ORD: 12.4.2A)

PIF Ref.	Job	CFWD 22/23	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)		% Budget Expend		% Project Progress	Summarised comments
BRIDGES																
12	J12454		Waterloo Road Bridge	Treatment and banding per MRWA	50,000	0	50,000	0	0	0	50,000	On Budget	0%	Cancelled	0%	MRWA advised that the design has been deferred to next financial year - FY24/25.
13	J12304	CFWD	Bridge 3660	Hynes Road Sub-structure repairs	324,000	0	324,000	324,000	0	324,000	0	On Budget	100%	Completed	100%	MRWA confirmed that all bridge works have been completed in January 2024.
14	J12300	CFWD	Bridge 3665A	Recreation Road, Dardanup Sub-structure repairs	254,000	-254,000	0	0	0	0	0	On Budget	100%	Completed	100%	Project was completed and paid for in 2022/23.
15	J12306	CFWD	Bridge 3678	Pile Road Urgent Repairs	39,000	-33,000	6,000	0	0	0	6,000	Cancelled	0%	Cancelled	0%	Meeting held with MRWA. Wingwall repairs to be undertaken in FY25/26. Budget in the amount of \$33K will be reallocated to Bridge 3669 for urgent repairs (Council Resolution 272-23).
16	J12311	CFWD	Bridge 3669	Dowdells Line bridge 3669 urgent works	39,000	-6,000	33,000	3,261	0	3,261	29,739	On Budget	0%	Completed	100%	Urgent works completed.
Subtotal: Bridge - Program					706,000	-293,000	413,000	327,261	0	327,261	85,739		79%			
PATHWAYS																
17	J12921		Crampton Avenue	Renewal Millard Street - Sanford Way	51,500	0	51,500	2,231	0	2,231	49,269	On Budget	4%	Carry Forward	50%	Project to be reviewed and rescope and carried forward to the 2024/25 financial year.
18	J12922		Millars Creek	Renewal Millbridge Blvd - Hunter Park	50,000	0	50,000	37,581	6,097	43,678	6,322	On Budget	87%	Completed	100%	The first section of the path has been sealed in February. Additional works to the 3 timber decks to be done as a higher priority than the retaining walls awaiting quotations. Dead tree removal PO sent to remove and use for habitat at second wooden deck. Remove and replace of decking came in over budget. ongoing works provided in 24/25 budget - Investigating possible deck maintenance options.
19	J12689	CFWD	Millars Creek	Design rehabilitation Millbridge Blvd - Hunter Park	15,000	-7,562	7,438	7,559	0	7,559	-121	On Budget	102%	Completed	100%	Report complete on three timber structures which includes scope of work for remedial works.
20	J12923		Russell Road	Widen Burekup Hall - School Path	44,312	-44,312	0	1,291	0	1,291	-1,291	On Budget		Cancelled	5%	Project cancelled (Council Resolution 270-23).
21	J12924		Charlotte Street	Renewal Hayward St - Doolan St	26,304	-26,304	0	235	0	235	-235	On Budget		Cancelled	50%	Project cancelled (Council Resolution 270-23).
22	J12687	CFWD	Collie River Fishing Platform	Repairs	40,000	0	40,000	36,532	629	37,160	2,840	On Budget	93%	Completed	100%	Structural Report received advising that it's safe to relocate the fence and partially open the fishing platform. The report outlines various items that need to be maintained by the Shire over the coming years. Request has been sent to a contractor requesting to carry out the recommended works. A full assessment and detailed design will be required in future to upgrade the entire structure. Contractor has spent 2.5 days on site and completed several items on list. Contractor completed the works on 6/05/2024 and the Structural Engineer has confirmed that the entire structure can now be opened. Report and recommendation on future works to follow.
Subtotal: Pathways - Program					227,116	-78,178	148,938	85,429	6,725	92,154	56,784		62%			
BUILDINGS & STRUCTURES																
23	J05024		Burekup Bushfire Station	Replace dividing fence.	9,262	0	9,262	11,406	0	11,406	-2,144	Over Budget	123%	Completed	100%	In addition to the fence that came in on budget, some shrubs and small tree pruning was required along the fence line. This resulted in an over expenditure of the budget. Colourbond fence installed. Fencing completed.
24	J05009		Ferguson Bushfire Station	Minor repairs & replacements	20,528	-20,528	0	0	0	0	0	On Budget	0%	Cancelled	10%	Grant not received from DFES and project cancelled and will be reapplied for as part of FY23/24 (Council Resolution 270-23).
25	J11708		Dardanup Hall	\$102,622 Urgent repairs identified in structural engineers report	102,622	30,000	132,622	22,922	2,750	25,672	106,950	On Budget	19%	Carry Forward	70%	Negotiating with contractor based on geotech report. New RFQ undertaken and Resicom Builders appointed to undertake the works. Certified building application permit has been approved for stump replacement for stage area. Roof repairs quotation outstanding. Other internal repairs are currently in progress.

Attachment B

(Appendix ORD: 12.4.2A)

PIF Ref.	Job	CFWD 22/23	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)		% Budget Expend		% Project Progress	Summarised comments
26	J11708		Dardanup Hall	\$30,000 scoping, design and preliminaries	30,000	0	30,000	6,476	15,960	22,436	7,564	On Budget	75%	Completed	100%	Council Report OCM February OCM [27-24] approved drawings for Working Group input in April 2024. Council endorsement of final concept design end of June 2024. The first Dardanup Working Group meeting held on the 23 April 2024. Public advertising of concept designs launched through Social Pinpoint on 5 April 2024 and closed 1 May 2024. Results of community survey discussed with Dardanup Working Group on 28 May 2024. Report to Council on 26 June 2024 to consider changes to the adopted concept plans resulting from the Working Group Meetings.
27	J11713		Dardanup Community Centre	Urgent repairs identified in structural engineers report	20,321	0	20,321	8,064	5,907	13,971	6,350	On Budget	69%	Completed	100%	Repairs have been completed.
28	J11712		Ferguson Hall	Restumping of building and minor drainage work	20,321	0	20,321	17,008	0	17,008	3,313	On Budget	84%	Completed	100%	Project completed.
29	J11714		CWA Hall - Eaton	Roof replacement	45,971	0	45,971	38,451	0	38,451	7,520	On Budget	84%	Completed	100%	Project completed.
30	J11619		Burekup Sporting Hard Courts	Investigation - End of Life Hardcourt Surface	5,080	0	5,080	4,650	0	4,650	430	On Budget	92%	Completed	100%	Discussed with Burekup tennis club. Geotechnical investigation completed. Final report from consultant received, which completes this project.
31	J11621		Wells Recreation Reserve Sporting Hard Courts	\$154,858 Renew Court Pavement \$31,434 Renew Fencing \$26,943 Renew Tennis Courts Surfaces \$47,151 Renew Basketball Courts Surfaces \$4,042 Renew Tennis Accessories \$6,736 Renew Basketball Accessories \$2,245 Court Surface Renovation Works	273,409	-273,409	0	0	0	0	0	On Budget	0%	Cancelled	0%	Project cancelled and consider this project as part of the BAMP review in March 2024 (Council Resolution 200-23).
32	J11607	CFWD	Eaton Oval Clubrooms R&J Fishwick Pavilion	Construct new Clubrooms	2,100,000	-626,713	2,100,000	1,465,778	10,552	1,476,330	623,671	On Budget	95%	Completed	100%	Project completed and official opening of the facility held on the 17 Feb 2024.
33	J11639		Wells Recreation Reserve Clubrooms	Urgent Repairs based upon structural engineers report	22,353	0	22,353	1,313	65	1,378	20,975	On Budget	6%	Completed	100%	Project completed.
34	J11648		Burekup Pavilion	Prepare Concept Design for Integration of Hall, Public Toilets & Change Rooms	30,000	0	30,000	22,165	7,400	29,565	435	On Budget	99%	Completed	100%	Council Report OCM February OCM [27-24] approved drawings for Working Group input in April 2024. Council endorsement of final concept design end of June 2024. The first Burekup Working Group meeting held on the 22 April 2024. Public advertising of concept designs launched through Social Pinpoint on 5 April closed 1 May. Results of community survey discussed with Burekup Working Group on 27 May 2024. Report to Council on 26 June 2024 to consider changes to the adopted concept plans resulting from the Working Group Meetings.
35	J11801		Eaton Recreation Centre	Stage 2 - Centre Renovation and Expansion Construction Works (100K from CSRFF small grants secured and accepted by Council)	300,000	124,866	424,866	7,561	0	7,561	417,306	On Budget	2%	Completed	100%	Council Resolution 198-23 - Project approved for application to CSRFF. Once grant agreement is signed an extension of time will be requested to October 2024. RFT closed and only 1 tender received that is over the budget. Evaluation report and recommendation to be submitted to Council in July 2024. This project to be considered for delivery in 2024/25 with the scope to be redefined.
36	J14322		Eaton Administration Building/Library Project	Construct new building	18,931,579	5,930,042	13,001,536	11,524,580	758,143	12,282,723	718,813	On Budget	98%	Completed	100%	Project completed with close-out report presented to Council at the OCM April 2024 (Res 106-24)
37	J14321		Dardanup Office	\$30,000 Urgent repairs identified in structural engineers report	30,000	30,000	60,000	15,700	11,150	26,850	33,150	On Budget	45%	Completed	100%	Repairs have been completed.
38	J14321		Dardanup Office	\$30,000 scoping, design and preliminaries	30,000	0	30,000	6,476	15,960	22,436	7,564	On Budget	75%	Completed	100%	Council Report OCM February OCM [27-24] approved drawings for Working Group input in April 2024. Council endorsement of final concept design end of June 2024. The first Dardanup Working Group meeting held on the 23 April 2024. Public advertising of concept designs launched through Social Pinpoint on 5 April 2024 and closed 1 May 2024. Results of community survey discussed with Dardanup Working Group on 28 May 2024. Report to Council on 26 June 2024 to consider changes to the adopted concept plans resulting from the Working Group Meetings.
Subtotal: Buildings and Structures - Program					21,971,446	5,194,258	15,932,332	13,152,548	827,887	13,980,436	1,951,897		88%			

Attachment B

(Appendix ORD: 12.4.2A)

PIF Ref.	Job	CFWD 22/23	Project	Scope	Original Budget	Budget Variations	Current Budget	YTD Actual	YTD Committed	YTD Total	Budget Balance (Budget less Total)		% Budget Expend		% Project Progress	Summarised comments
PARKS & ENVIRONMENT																
<u>39</u>	J11665		Eaton Foreshore	Construction of new groundwater bore	527,500	0	527,500	0	0	0	527,500	On Budget	0%	Carry Forward	20%	Works will not be completed 2023-24 therefore this is flagged as a "Carry Forward" project. Tender closed, three submissions received, one not compliant. Evaluation of tenders has been completed and will be presented to Council at the July OCM.
<u>40</u>	J11661	CFWD	Eaton Foreshore Bore & Landscaping Improvements	Design/Investigation of new bore on Eaton Foreshore to Yarragadee.	67,893	0	67,893	27,189	75	27,264	40,629	On Budget	40%	Completed	100%	Reticulation investigation works complete by Contractor to determine most cost effective solution: new bore to Leederville at Garry Engel Park or connection from East Millbridge bore. Draft report received for internal review. Significant discrepancy between estimated project cost and allocated budget. 6/12/23 - construction licence received from DWER. Amended construction licence with revised bore location edge of Eaton Oval received with same conditions as previous construction licence.
<u>41</u>	J11662		Eaton Drive Islands & Verges	Upgrade and renewal	47,475	0	47,475	3,020	0	3,020	44,455	On Budget	6%	Carried Forward	70%	Workshop with Councillors held on the 8 May 2024. Decision regarding scope for implementation FY 2023/24 required. Final proposed scope and costings for immediate works near completion. RFQ issued for mulch and trees between Forrest Hwy and Blue Wren Drive, two responses received, significantly more than the allocated budget. Alternative treatment discussed with DI for consideration.
<u>42</u>	J11659		Glen Huon Oval (Fencing Reinstatement)	Reinstate SWFL Ticket Fence in new location together with J12917 Council Dr streetscaping works.	105,500	0	105,500	64,594	4,592	69,186	36,314	On Budget	66%	Completed	100%	Fencing installation, ticket box relocation, concrete path and associate works completed. Savings from the project has been carried forward for installation of behind goal netting and/or tiered seating, depending on pricing of the works. As these items are additional to the original project, works are scheduled in the 24/25 financial year.
<u>43</u>	J11663		Wells Reserve - Drinking Fountains	New drinking fountain with dog bowl	6,330	0	6,330	5,910	0	5,910	420	On Budget	93%	Completed	100%	Fountain installed
<u>44</u>	J11511		Various Park Renewals	Renewals - At the foreshore and Watsons reserve	52,750	0	52,750	38,386	0	38,386	14,364	On Budget	73%	Completed	100%	Softfall replacement concluded. Refurbishment of the gazebo completed.
<u>45</u>	J11627		Planting Renewals	Renewals - Hunter park and Sindhi Park planting	9,495	0	9,495	5,669	3,213	8,882	613	On Budget	94%	Completed	100%	Hunter park and Sindhi park, plants have been ordered and planting commenced on 17/06/24 at Hunter Park, then foreshore, then Sindhi Park.
<u>46</u>	J11650	CFWD	East Millbridge POS - Stage 1	Playground	163,466	0	163,466	8,838	0	8,838	154,628	On Budget	5%	Completed	100%	Project complete and Karrak Park sign installed.
<u>47</u>	J11521	CFWD	Carramar Park	Park Bench and Picnic Set installation.	14,936	0	14,936	13,581	0	13,581	1,355	On Budget	91%	Completed	100%	Project complete.
<u>48</u>	J11666	CFWD	Reserve 19722 Dardanup Cemetery - Fence Reinstatement	Fence reinstatement	11,000	0	11,000	10,295	0	10,295	705	On Budget	94%	Completed	100%	Project complete.
Subtotal: Parks - Program					1,006,345	0	1,006,345	177,482	7,880	185,362	820,983		18%			

Applications					
Date of Application	Funding Body	Project	Grant Amount Applied For	Year of Project	Tardis
29/05/2023	Department of Fire and Emergency Services	Shire of Dardanup Alternative Power Supply in Emergencies	\$ 63,998.00	23/24	Natural Disaster Risk Reduction 2023-24 - GENSET Grant
13/11/2023	National Emergency Management Agency - EOI ONLY	Dardanup Hall Evacuation Centre Upgrade	\$ 1,960,000.00	23/24	Disaster Ready Fund - Dardanup Hall and Dardanup Admin Centre
19/03/2024	CSRFF	Pratt Road Bore	\$ 200,000.00	24/25	CSRFF - New Bore at Eaton Foreshore
7/02/2024	Department of Fire and Emergency Services	LGGS 24-25	\$ 245,500.00	24/25	Local Government Grants Scheme LGGS - 2024-2025 DFES Bushfire Grant
26/04/2024	Department of Infrastructure, Transport, Regional Development, Communications and the Arts - Housing Support Program	New city in the South West - Wanju - Developer Contribution Plan	\$ 300,000.00	24/25	Housing Support Program - Wanju DCP
26/04/2024	Department of Health and Aged Care	New Burekup Sports Pavilion	\$ 3,000,000.00	24/25	Play Our Way - Burekup
30/05/2024	Department of Local Government, Sport and Cultural Industries	Symphony & Cinema	\$ 27,100.00	24/25	Final - Grant Application Export for GA01009182
Total			\$ 5,796,598.00		

Approved Grants					
Date of Application	Funding Body	Project	Grant Amount Approved	Year of Project	Tardis
13/07/2023	Department of Communities	Age-friendly Community Connectivity Grant	\$ 7,800.00	23/24	2023 - Age Friendly Communities
28/03/2023	Department of Water and Environmental Regulation	Sustainable E-waste Management and Improvement Plan - Dardanup	\$ 21,749.00	23/24	E-waste Infrastructure Grants
	Roads To Recovery		\$ 316,017.00	23/24	Roads to Recovery
	Regional Road Group		\$ 663,764.00	23/24	2023-2024 Regional Road Group Claims and Projections
	General Financial Assistance Grant		\$ 1,050,392.00	23/24	WA Local Government Grants Commission LGGC 2023-2024
	Local Roads Financial Assistance Grant		\$ 877,460.00	23/24	WA Local Government Grants Commission LGGC 2023-2024
	MRD Direct Grant		\$ 162,436.00	23/24	2023-2024 Regional Road Group Claims and Projections
	Annual ESL Grant		\$ 201,508.00	23/24	Local Government Grants Scheme LGGS - 2023-2024 DFES Bushfire Grant
	LRCI Phase 4		\$ 556,356.00	23/24	Land Transport Infrastructure Investment Program -LRCI Phase 4
27/09/2023	Council on the Ageing (WA) Inc	Seniors Week - Coffee and Cake Celebration for Seniors	\$ 1,000.00	23/24	WA Seniors Week Community Grants Program - Department of Communities - COTA
8/06/2023	Saluting their service Commemorative Grants Program 23-24	The Poppy Project	\$ 5,675.00	23/24	2023 Saluting Their Service Commemorative Grant
26/09/2023	State Library WA	Better Beginnings	\$ 11,184.00	23/24	Better Beginning Literacy Grants - Round 3 - 2023
10/10/2023	Department of Water and Environmental Regulation	Better Bins Plus	\$ 10,028.00	23/24	Better Bins Plus - DWER
30/08/2023	Department of Local Government, Sport and Cultural Industries	The ERC Bathroom Upgrade	\$ 124,866.00	23/24	DDLGSC - CSRFF - Eaton Recreation Center - ECC - Bathroom Upgrade
	South West RRG	Dowdells Line/ Busher Moore Intersection repairs	\$ 172,000.00	23/24	2023-2024 Regional Road Group Claims and Projections
	Regional Road Group	Additional Eaton Drive works	\$ 33,333.00	23/24	2023-2024 Regional Road Group Claims and Projections
24/10/2023	National Australia Day Grant	Australia Day 24	\$ 10,000.00	23/24	2024 - Australia Day Grant NADC
	Wespine	Make it Space	\$ 47,000.00	23/24	Make-It Space - Wespine
13/11/2023	Lotterywest	Make-It Space	\$ 151,581.00	23/24	Lotterywest - Grassroots Community-Led Grants - Make-It Space
25/08/2023	Department of Communities	Youth Week 2023-2024	\$ 1,500.00	23/24	2024 Youth Week Grant
2/02/2024	Regional Training Program 23-24	Trainee IDS officer	\$ 38,000.00	23/24	Regional Traineeship Grant - IDS Officer
6/02/2024	Kalgulup Regional Park Community Advisory	Coir Logs for stabilisation	\$ 3,300.00	23/24	Kalgulup Regional Park Community Advisory Committee (CAC) Funding
Total			\$ 4,466,949.00		
Unsuccessful Grants					
Date of Application	Funding Body	Project	Grant Amount Applied For	Year of Project	Tardis
7/06/2023	Foundation for Rural Regional Renewal	Make-It Space – Media Equipment	\$ 9,609.00	23/24	FRRR - ABC Haywire Youth Innovation Grants Program - Make-It Space
1/05/2023	Department of Primary Industries and Regional Development	Waston's Reserve/Kalgulup Regional Park - Boardwalk Replacement and Signage Project	\$ 194,046.00	23/24	Community Stewardship Grants 2023 - Watson Reserve - Boardwalk Replacement
13/09/2023	RAC	Council Drive realignment	\$ 25,000.00	23/24	RAC Connected Community Grant – Council Drive
29/05/2023	Department of Fire and Emergency Services	Shire of Dardanup Alternative Power Supply in Emergencies	\$ 63,998.00	23/24	Natural Disaster Risk Reduction 2023-24 - GENSET Grant
21/11/2023	Southern Ports	Youth Week 2023 -2024	\$ 7,500.00	23-24	2024 Youth Week Grant
Total			\$ 300,153.00		

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Quarterly Corporate Performance Report for the quarter ended 30 June 2024 RISK THEME PROFILE: 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 4 - Document Management Processes RISK ASSESSMENT CONTEXT: Strategic								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	No risk event identified for this category.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire not achieving against the Corporate Plan could jeopardise the Shire's brand.	Moderate (3)	Rare (1)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Determine Tender RFT-F0361160 – Refurbishment of Eaton Recreation Centre Accessible Toilets and Change Rooms RISK THEME PROFILE: 2 - Business and Community Disruption 13 - Project Management RISK ASSESSMENT CONTEXT: Project								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	By not upgrading Currently no 24hr access to UAT changerooms.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Potential loss of CRSFF Grant Funding if works not carried out.	Moderate (3)	Almost Certain (5)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	By public not having access to changerooms and toilets during refurbishment	Moderate (3)	Likely (4)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	The potential of legal action against the Shire should a contract be entered into without available funds to complete the project.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The potential of not having access to 24hr UAT changerooms to the public.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	Damage to property by contractor.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL

OVERALL RISK EVENT: RFT-F0345938 New Yarragadee Bore Eaton Foreshore TENDER

RISK THEME PROFILE:

13 - Project Management
15 - Purchasing and Supply

RISK ASSESSMENT CONTEXT: Project

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	There is potential for the overall project cost to exceed budget.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	If the Shire Officer acts in breach of a contract between a supplier of goods and services and the Shire of Dardanup.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	The Shire is not appointing specialist hydrogeological services to assist the Shire in technical advice during construction and/or construction supervision. It is proposed to supervise the bore construction works entirely with inhouse staff, none of whom have ever been involved in a project of this nature. This introduces risks to the organization	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.

Appendix ORD: 12.4.4)

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	and has reputational and financial implications.							
REPUTATIONAL	Once the new production bore is drilled and commissioned, the Shire does not have sufficient surplus Yarragadee water allocation to connect the new bore into the existing system and irrigation Eaton Oval and the Eaton Foreshore. At present, there is around 20,000 kL per annum remaining under GWL 171479 whereas 90,000 kL per annum is required to irrigation Eaton Oval and the Eaton Foreshore.	Moderate (3)	Almost Certain (5)	High (12 - 19)	<p>There are options available: (1) irrigating West Millbridge using the existing bore located in East Millbridge. Estimated additional cost \$250,000-\$300,000. (2) Reduce irrigation from the Yarragadee at Garry Engel Park and drill a new bore to the Leederville to supplement. Cost not known, but likely less than Option 1. (3) Purchase a Yarragadee water allocation from another organisation, possibly also by water trading. Cost unknown.</p> <p>This Tender does not contemplate headworks to the new bore nor connection into the existing irrigation infrastructure, which may be approximately \$50,000. There is insufficient money currently allocated in the 2023-2024 budget to both (i) drill the new bore at the Eaton Foreshore and (ii) make changes in West Millbridge; and (iii) headworks to the new bore and connection into existing irrigation infrastructure.</p> <p>Since there is no mitigation in place, the risk to the Shire's reputation remains High.</p>	Moderate (3)	Almost Certain (5)	High (12 - 19)
ENVIRONMENT	Operations could negatively affect the environment in the projects immediate vicinity. For example; fuel spillage, drilling	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.

CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
	fluids, excess dust, noise pollution, excess vibrations etc.							
PROPERTY	The potential damage to Shire property by contractor	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Eaton Recreation Centre Hire Agreement for Use by Department of Education RISK THEME PROFILE: 10 - Management of Facilities, Venues and Events 15 - Supplier and Contract Management RISK ASSESSMENT CONTEXT: Operational								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	If a new cost agreement is not entered into, the DoE will refuse to pay for the use of the ERC or cost increases may apply.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	If a new cost agreement is not entered into, use of the ERC or access may be restricted.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	The current agreement is no longer reflective of the services utilised and requires updating.	Minor (2)	Likely (4)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
REPUTATIONAL	Council would be seen in a negative light if Council failed to reach an agreement with the DoE.	Moderate (3)	Possible (3)	N/A	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.5)

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: <i>Cats Amendment Local Law 2024</i> RISK THEME PROFILE: 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) 4 - Document Management Processes RISK ASSESSMENT CONTEXT: Operational								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
FINANCIAL IMPACT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Council has a statutory obligation to make laws which are clear and effective	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Council will be viewed in a negative light if it fails to discharge its statutory obligation.	Moderate (3)	Possible (3)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.

(Appendix ORD: 12.4.6A)

**LOCAL GOVERNMENT ACT 1995
CAT ACT 2011**

**SHIRE OF DARDANUP
CATS LOCAL LAW 2023**

**LOCAL GOVERNMENT ACT 1995
CAT ACT 2011**

SHIRE OF DARDANUP

CATS LOCAL LAW 2023

CONTENTS

PART 1—PRELIMINARY

- 1.1 Citation
- 1.2 Commencement
- 1.3 Application
- 1.4 Repeal
- 1.5 Interpretation

PART 2—CONTROL OF CATS

- 2.1 Cats in public places
- 2.2 Cats in other places
- 2.3 Cat in prohibited areas
- 2.4 Direction to abate the nuisance of a cat

PART 3—CAT PROHIBITED AREAS

- 3.1 Designation of Cat Prohibited Areas

PART 4—PERMITS FOR KEEPING CATS

- 4.1 Interpretation
- 4.2 Cats for which a permit is required
- 4.3 Transitional provisions
- 4.4 Application for permit
- 4.5 Refusal to determine application
- 4.6 Factors relevant to determination of application
- 4.7 Decision on application
- 4.8 Conditions
- 4.9 Duration of permit
- 4.10 Revocation
- 4.11 Permit not transferable

PART 5—IMPOUNDING OF CATS

- 5.1 Cat management facility
- 5.2 Impounding register
- 5.3 Charges and costs
- 5.4 Release of impounded cats

PART 6—MISCELLANEOUS

- 6.1 Giving of a notice
- 6.2 Content of a notice

PART 7—OBJECTIONS AND REVIEW

- 7.1 Objections and review

PART 8—OFFENCES AND PENALTIES

- 8.1 Offences
- 8.2 Prescribed offences
- 8.3 Forms

SCHEDULE 1—ADDITIONAL CONDITIONS APPLICABLE TO PARTICULAR PERMITS

SCHEDULE 2—MODIFIED PENALTIES

SCHEDULE 3—AREAS WHERE CATS ARE PROHIBITED ABSOLUTELY

LOCAL GOVERNMENT ACT 1995
CAT ACT 2011

SHIRE OF DARDANUP

CATS LOCAL LAW 2023

Under the powers conferred by the Cat Act 2011, the Local Government Act 1995 and all other powers enabling it, the Council of the Shire of Dardanup hereby records having resolved on the 22nd of November 2023 to adopt the following local law.

PART 1—PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Dardanup Cats Local Law 2023*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

The Shire of Dardanup Keeping and Control of Cats Local Law 2014 as published in the *Government Gazette* on 22 August 2014 is hereby repealed.

1.5 Interpretation

In this local law unless the context otherwise requires—

Act means the *Cat Act 2011*;

animal welfare organisation means a non-government, not-for-profit organisation with the welfare of animals as their reason for existence;

applicant means the occupier of the premises who makes an application for a permit under this local law;

approved cat breeder has the meaning given to it in the Act;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

cat means an animal of the species *felis catus* or a hybrid of that species;

cat management facility has the meaning given to it in the Act;

cattery means any premises where 3 or more cats are boarded, housed or trained temporarily, usually for profit, and where the occupier of the premises is not the ordinary owner of the cats;

CEO means the Chief Executive Officer of the local government;

Council means the Council of the local government;

district means the district of the local government;

effective control in relation to a cat means any of the following methods—

- (a) held by a person who is capable of controlling the cat;
- (b) secured in a cage; or
- (c) any other means of preventing escape;

(Appendix ORD: 12.4.6B)

group dwelling (commonly referred to as a duplexes, villas or townhouses) means a dwelling that is 1 of a group of 2 or more dwellings on the same lot such that no dwelling is placed wholly or partly vertically above the other, except where special conditions of landscape or topography dictate otherwise, and includes a dwelling on a survey strata with common property;

local government means the Shire of Dardanup;

multiple dwelling (often called flats, apartments or units) meaning a dwelling in a group of more than 1 dwelling on a lot where any part of a dwelling is vertically above part of any other but—

- (a) does not include a group dwelling; and
- (b) includes any dwellings above the ground floor in a mixed use development;

nuisance means—

- (a) an activity or condition which is harmful or annoying and which gives rise to legal liability in the tort of public or private nuisance at law;
- (b) an unreasonable interference with the use and enjoyment of a person of his or her ownership or occupation of land;
- (c) interference which causes material damage to land or other property on the land affected by the interference;

owner has the meaning given to it in the Act;

permit means a permit issued by the local government under clause 4.7;

permit holder means a person who holds a valid permit issued under clause 4.7;

pet shop means a shop or place used for the conduct of a business, in the course of which an animal is kept for the purposes of sale;

premises has the meaning given to it in the Act;

public place has the meaning given to it in the Act;

RSPCA means the Royal Society for the Prevention of Cruelty to Animals (Inc) of Western Australia;

Schedule means a Schedule to this local law;

scheme means a town planning scheme of the local government made by it under the *Planning and Development Act 2005* and its antecedents;

single dwelling means a house that stands alone on its own parcel of land;

veterinary hospital means any premises at which veterinary surgery is practised at which animals receive treatment, nursing care, and other services required for the reception, treatment and care of animals suffering from disease or injury or in need of surgical or medical treatment or assistance;

veterinary clinic means any premises at which veterinary surgery is practised, but at which animals are not retained overnight;

veterinary surgery means the art and science of veterinary surgery and veterinary medicine, and, without limiting the generality of the foregoing, includes —

- (a) the examination of any animal for the purpose of the diagnosis of disease in, or injury to, that animal, or the conduct of tests, whether physiological or pathological, on any animal for diagnostic purposes; and
- (b) the provision of advice based upon diagnosis of disease of, or injury to, any animal; and
- (c) the surgical or medical treatment of any animal;
- (d) the giving of any anaesthetic to, or the performance of surgical operations on, any animal; and
- (e) the doing or performing of any act, matter, procedure, or thing that is prescribed pursuant to section 31 as forming part of the practice of veterinary surgery.

PART 2—CONTROL OF CATS

2.1 Cats in public places

- (1) A cat shall not be permitted in a public place if the cat is causing a nuisance.
- (2) If a cat is at any time in a public place in contravention of subclause (1)—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

2.2 Cats in other places

- (1) A cat shall not be in any place that is not a public place if—
 - (a) consent to it being there has not been given by the occupier, or a person authorised to consent on behalf of the occupier; and/or
 - (b) the cat is causing a nuisance.
- (2) If a cat is at any time in a place in contravention of subclause (1)—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

2.3 Cat in prohibited areas

- (1) A cat shall not be in any Cat Prohibited Area as identified in Schedule 3.
- (2) If a cat is at any time in a place in contravention of subclause (1)—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

2.4 Direction to abate the nuisance of a cat

- (1) The owner of a cat, or any other person responsible for a cat, shall not allow the cat to create a nuisance.
- (2) Where a cat is creating a nuisance, the local government may give written notice to the owner of the cat or any other person apparently in control of the cat, requiring that person to abate the nuisance.
- (3) When a nuisance has occurred and a notice to abate the nuisance is given, the notice remains in force for the period specified by the local government on the notice which shall not exceed 28 days.
- (4) A person given a notice to abate the nuisance shall comply with the notice within the period specified in the notice.
- (5) If the owner fails to comply—
 - (a) the owner of the cat commits an offence; and
 - (b) an authorised person may seize and impound the cat and deal with the cat pursuant to the Act.

PART 3—CAT PROHIBITED AREAS

3.1 Designation of Cat Prohibited Areas

- (1) The Local Government may designate land as a Cat Prohibited Area by stating a description of the land in Schedule 3 after following the process for amending a local law pursuant to the Local Government Act.
- (2) The Local Government shall make available to the public the list of lands designated as Cat Prohibited Areas after consideration of any submissions received under subclause 3.1(4).
- (3) In designating land for the purpose of section 3.1 the Local Government shall have regard to clause 2.1.

(4) The Local Government shall not designate a place or area to be a Cat Prohibited Area without first giving Local Public Notice of its intention to designate a place or area as a Cat Prohibited Area and considering any submissions received in response the Local Public Notice.

(5) The Local Government shall publish an up to date list of lands or areas specified as Cat Prohibited Areas in a Local Public Notice after the consideration of any submissions received.

PART 4—PERMITS FOR KEEPING CATS

4.1 Interpretation

In this Part, and for the purposes of applying the definition of “cattery” in Part 4, a cat does not include a cat less than 6 months old.

4.2 Cats for which a permit is required

- (1) Subject to subclause (2) a person is required to have a permit—
 - (a) to keep 3 or more cats on any premises;
 - (b) to use any premises as a cattery; or
 - (c) to be an approved cat breeder.
- (2) A permit is not required under subclause (1) if the premises concerned are—
 - (a) a refuge of the RSPCA or any other animal welfare organisation;
 - (b) a cat management facility which has been established by and is maintained by the local government for the impounding of cats;
 - (c) a veterinary hospital;
 - (d) a veterinary surgery;
 - (e) a veterinary clinic; or
 - (f) a pet shop.

4.3 Transitional provisions

Where an owner has 3 or more cats on their premises prior to this local law coming into operation they are not required to have a permit; however they will not substitute or replace any cat (in excess of 2 cats) once that cat—

- (a) dies; or
- (b) is permanently removed from the premises.

4.4 Application for permit

An application for a permit under clause 4.2 shall be—

- (a) made in writing by an occupier of either a single or multiple dwelling or premises in relation to that single or multiple dwelling or premises;
- (b) in a form approved by the local government, describing and specifying the number of cats to be kept at the single or multiple dwelling or on the premises;
- (c) accompanied by the plans of the single or multiple dwelling or premises to which the application relates, to the specification and satisfaction of the local government;
- (d) accompanied by the consent in writing of the owner of the single or multiple dwelling or premises, where the occupier is not the owner of the single or multiple dwelling or premises to which the application relates;
- (e) accompanied by the application fee for the permit determined by the local government from time to time; and

- (f) accompanied by written evidence that either the applicant or another person who will have charge of the cats, will reside at the single or multiple dwelling or on the premises or, in the opinion of the local government, sufficiently close to the single or multiple dwelling or premises so as to maintain effective control of the cats and ensure their health and welfare.

4.5 Refusal to determine application

The local government may refuse to determine an application for a permit if it is not made in accordance with clause 4.4.

4.6 Factors relevant to determination of application

- (1) In determining an application for a permit the local government may have regard to—
 - (a) the physical suitability of the premises for the proposed use;
 - (b) the suitability of the zoning of the premises under any scheme which applies to the premises for the use;
 - (c) the environmental sensitivity and general nature of the location surrounding the premises for the proposed use;
 - (d) the structural suitability of any enclosure in which any cat is to be kept;
 - (e) the likelihood of a cat causing a nuisance, inconvenience or annoyance to the occupiers of adjoining land;
 - (f) the likely effect on the amenity of the surrounding area of the proposed use;
 - (g) the likely effect on the local environment, including any pollution or other environmental damage which may be caused by the use;
 - (h) any submissions received under subclause (2) within the time specified in subclause (2); and
 - (i) such other factors which the local government may consider to be relevant in the circumstances of the particular case.
- (2) Where an application is received pursuant to clause 4.4 the local government shall—
 - (a) consult with adjoining occupiers and landowners; and
 - (b) advise the adjoining occupiers and landowners that they may make submissions to the local government on the application for the permit within 14 days of receiving that advice, before determining the application for the permit.

4.7 Decision on application

- (1) The local government may—
 - (a) approve an application for a permit, in which case it shall approve it subject to the conditions in clause 4.8, and may approve it subject to any other conditions it considers fit; or
 - (b) refuse to approve an application for a permit.
- (2) If the local government approves an application under subclause (1), then it shall issue to the applicant a permit in the form determined by the CEO.
- (3) If the local government refuses to approve an application under subclause (1), then it is to advise the applicant accordingly in writing.

4.8 Conditions

- (1) Every permit is issued subject to the following conditions—
 - (a) each cat kept on the premises to be kept so as not to create a nuisance;
 - (b) the permit holder will provide adequate space for the exercise of the cats;

(Appendix ORD: 12.4.6B)

- (c) the single or multiple dwelling or premises shall be maintained in good order and in a clean and sanitary condition;
 - (d) the written consent to the application for a permit of the adjoining multiple dwellings has been obtained;
 - (e) the written consent to the application from the owner of the premises, if not the applicant, has been obtained;
 - (f) without the consent of the local government, the permit holder will not substitute or replace any cat once that cat—
 - (i) dies; or
 - (ii) is permanently removed from the premises.
 - (g) those conditions contained in Schedule 1.
- (2) In addition to the conditions subject to which a permit is to be issued under this clause, a permit may be issued subject to other conditions, as the local government considers appropriate.
- (3) A permit holder who fails to comply with a condition of a permit commits an offence.

4.9 Duration of permit

Unless otherwise specified, in a condition on a permit, a permit commences on the date of issue and until any cat either—

- (a) dies;
- (b) is permanently removed from the premises; or
- (c) the permit holder ceases to reside at the dwelling or premises to which the permit relates.

4.10 Revocation

The local government may revoke a permit if the permit holder fails to observe any provision of this local law or a condition of a permit.

4.11 Permit not transferable

A permit is not transferable in relation to either the permit holder or the dwelling or premises.

PART 5—IMPOUNDING OF CATS

5.1 Cat management facility

- (1) The local government may establish and maintain a cat management facility or facilities, managed by an authorised person for the impounding of cats and the subsequent management of those cats under this local law.
- (2) The local government may determine from time to time—
- (a) the times when a cat management facility will be open for the reception and release of cats; and
 - (b) times for the sale of cats from the facility.
- (3) An authorised person, referred to in subclause (1), is to be in attendance at the facility for the release of impounded cats at the times and on the days of the week as are determined by the CEO.

5.2 Impounding register

- (1) The local government is to keep a proper record of impounded cats (the “Impounding Register”).
- (2) The Impounding Register is to contain the following information about each impounded cat—
- (a) if known, the breed and sex of the cat;

- (b) the colour, distinguishing markings and features of the cat;
 - (c) if known, the name and address of the owner;
 - (d) the date, time and location of seizure and impounding;
 - (e) the name and address of the authorised person who impounded the cat and, if applicable, the person who delivered a cat for impounding;
 - (f) the reason for the impounding;
 - (g) a note of any direction made by an authorised person under clause 2.4 relating to the cat; and
 - (h) the date of the sale, release or destruction of the cat.
- (3) The Impounding Register is to be available for inspection by the public.

5.3 Charges and costs

The following are to be imposed and determined by the local government under sections 6.16 to 6.19 of the *Local Government Act 1995*—

- (1) the charges to be levied under section 31 of the Act relating to the seizure, impounding, caring, microchipping, sterilisation or destruction/disposal of a cat; and
- (2) the additional fee payable under section 31 of the Act where a cat is released or sold at a time or on a day other than those determined under clause 5.1(2).

5.4 Release of impounded cats

- (1) A claim for the release of a cat seized and impounded is to be made to the authorised person referred to in clause 5.1(1) or in the absence of that person, to the CEO.
- (2) The authorised person referred to in clause 5.1(1) is not to release a cat seized and impounded to any person unless that person has produced, to their satisfaction, evidence—
 - (a) of his or her ownership of the cat or of his or her authority to take delivery of it;
 - (b) that he or she is the person identified as the owner on a microchip implanted in the cat;
 - (c) of proof of registration of the cat in accordance with the Act;
 - (d) if a permit under Part 4 is required, proof of obtaining the permit.

PART 6—MISCELLANEOUS

6.1 Giving of a notice

A notice given under this local law may be given to a person—

- (a) personally;
- (b) by mail addressed to the person; or
- (c) by leaving it for the person at her or his address.

6.2 Content of a notice

The contents of a notice given under section 6.1 can be—

- (a) ascertained from the person directly;
- (b) recorded by the local government under the Act; or
- (c) ascertained from enquiries made by the local government.

PART 7—OBJECTIONS AND REVIEW

7.1 Objections and review

Any person who is aggrieved by the conditions imposed in relation to a permit, the revocation of a permit, or by the refusal of the local government to grant a permit may object to the decision under Division 1 of Part 9 of the *Local Government Act 1995*.

PART 8—OFFENCES AND PENALTIES

8.1 Offences

- (1) Any person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) Any person who commits an offence under this local law is liable, on conviction, to a penalty not exceeding \$5000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

8.2 Prescribed offences

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 84 of the Act.
- (2) The amount appearing directly opposite each such offence is the modified penalty in relation to that offence.

8.3 Forms

- (1) The issue of infringement notices, their withdrawal and the payment of modified penalties are dealt with in Division 4 of Part 4 of the Act.
- (2) An infringement notice given under section 62 of the Act is to be in the form of Form 6 of Schedule 1 of the *Cat Regulations 2012*.
- (3) A notice sent under section 65 of the Act withdrawing an infringement notice is to be in the form of Form 7 of Schedule 1 of the *Cat Regulations 2012*.

SCHEDULE 1—ADDITIONAL CONDITIONS APPLICABLE TO PARTICULAR PERMITS

[Clause 4.8]

A. Permit to use premises as a cattery

Additional conditions

- (1) All building enclosures must be structurally sound, have impervious flooring, be well lit and ventilated and otherwise comply with all legislative requirements;
- (2) There is to be a feed room, wash area, isolation cages and maternity section;
- (3) Materials used in structures are to be approved by the local government;
- (4) The internal surfaces of walls are, where possible, to be smooth, free from cracks, crevices and other defects;
- (5) All fixtures, fittings and appliances are to be capable of being easily cleaned, resistant to corrosion and constructed to prevent the harbourage of vermin;
- (6) Wash basin with the minimum of cold water to be available to the satisfaction of the Local Government;
- (7) The maximum number of cats to be kept on the premises stated on the permit is not to be exceeded;
- (8) A register is to be kept recording in respect of each cat the—
 - (a) date of admission;
 - (b) date of departure;
 - (c) breed, age, colour and sex; and
 - (d) the name and residential address of the owner;
- (9) The register is to be made available for inspection on the request of an authorised person;
- (10) Enclosures are to be thoroughly cleaned each day and disinfected at least once a week to minimise disease;
- (11) Any sick or ailing cat is to be removed from the premises or transferred to an isolation cage separated from other cats on the premises; and
- (12) Any other matter which in the opinion of the local government is deemed necessary for the health and wellbeing of any cat, or person, or adjoining premises or the amenity of the area (or any part thereof).

B. Permit for Approved Cat Breeder

Additional conditions

- (1) Required to keep records of all purchases and or transfers of cat/s for a period of 2 years, including but not limited to the purchasers' name and address, and the cat/s microchip number; and
 - (2) Premises may be inspected annually.
-

SCHEDULE 2—MODIFIED PENALTIES

[Clause 8.2]

Item No.	Clause	Nature of offence	Modified Penalty \$
1	2.1(2)(a)	Cat in a public place causing a nuisance	\$200
2	2.2(2)(a)	Cat in a place that is not a public place without consent and/or is causing a nuisance	\$200
3	2.3(1)	Cat in any prohibited area	\$200
4	2.4(5)(a)	Failure to abate the nuisance	\$200
5	4.2(1)	Failure to obtain the proper permit for the keeping of 3 or more cats	\$200
6	4.8(3)	Failure to comply with the conditions of a permit	\$200

(Appendix ORD: 12.4.6B)**SCHEDULE 3—AREAS WHERE CATS ARE PROHIBITED ABSOLUTELY**

[Clause 2.2]

Lot Number	Reserve Number	Common Name	Locality
6203	47036	Shier Rise Park	Burekup
647; 2011; 2012 and 2061 646 501 2010 644 and 645 2009 15; 121; 122; 443; 444; 2001; 2002; 2003; 2005; 2006 and 2023 2060 16 14	48979 48802 43939 52264 48829 52942 47537 49458 49457 47825	Millars Creek	Eaton Drive, Millbridge
641	48801	Hunter Park	Hunter Circle, Millbridge
90 and 123	48003	Cadell Park	Swan Avenue, Millbridge
5679	43641	Leicester Ramble Wetlands (including the possum sanctuary)	Eaton Drive, Eaton
874	48933	Peninsula Lakes Park	Holstein Drive, Millbridge
5536	25417	Watson Park (including the wetland area)	Pratt Road, Eaton
500; 501 and 4847	25417 and 24359	Collie River Foreshore (including the Western Ring Tail Possum area)	Pratt Road, Eaton
510	27516	Eaton Bowling Club	Eagle Crescent, Eaton
4880	25775	Duck Pond	Hamilton Road, Eaton
1; 2; 5 and 5680	42368	Lofthouse Park	Pecan Lane, Eaton
6	45537	Cottonwood Gardens	Cottonwood Gardens, Eaton
6097	46512	Hale Street Park	Hale Street, Eaton

Dated **22nd November 2023**

The Common Seal of the Shire of Dardanup was
affixed under the authority of a resolution of
Council in the presence of –



CR TYRRELL GUY GARDINER, Shire President

MR ANDRIES STEFANUS SCHÖNFELDT, Chief Executive Officer

PUBLIC NOTICE

SHIRE OF DARDANUP CATS AMENDMENT LOCAL LAW 2024

The Shire of Dardanup has resolved to make a local law 'Cats Amendment Local Law 2024'.

The purpose and effect of the law is:

Purpose of the local law:

The purpose of the local law is to amend the Shire of Dardanup Cats Local Law 2023 to provide additional controls and management of matters relating to cats that are not specified in the *Cat Act 2011*.

Effect of the local law:

The effect of this local law is to amend the Shire of Dardanup Cats Local Law 2023 to ensure that the control of cats is in accordance with Cat Act 2011 and to provide authority to enforce the laws and administer fines.

A copy of the proposed law may be inspected at or obtained from the Shire of Dardanup – Administration Centre & Library Eaton, 1 Council Drive, Eaton and Dardanup Office/Library located at 3 Little Street, Dardanup; between the hours of 9am and 4.30pm, Monday to Friday. The proposed local law is also available online at www.dardanup.wa.gov.au. A copy can be emailed to you upon request by contacting governance@dardanup.wa.gov.au.

Submissions about the proposed law may be made in writing to the Shire of Dardanup via email records@dardanup.wa.gov.au by 12th September 2024.

MR ANDRÉ SCHÖNFELDT
Chief Executive Officer



Monthly Financial Report

For the Period

1 July 2023 to 30 June 2024

TABLE OF CONTENTS

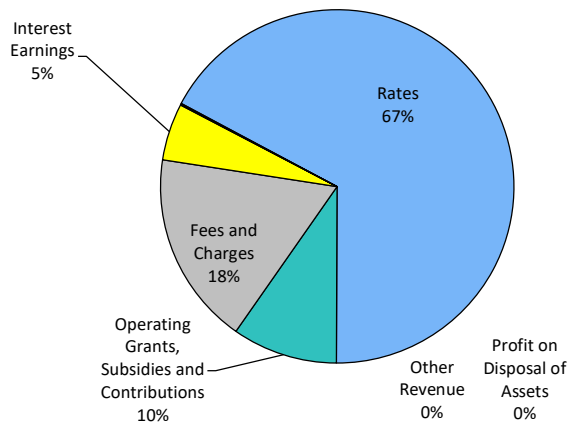
	Page
Information Summary Graphs	2
Statement of Financial Activity by Nature	3
Net Current Assets	4
Statement of Comprehensive Income by Program	5
Statement of Financial Position	6
Note 1 Nature Classifications	7
Note 2 Explanation of Material Variances in the Statement of Financial Activity	8
Note 3 Trust Fund	11
Note 4 Reserve Accounts	11
Note 5 Municipal Liabilities	12
Note 6 Statement of Investments	13
Note 7 Accounts Receivable - Rates and Sundry Debtors	15
Note 8 Salaries and Wages	15
Note 9 Rating Information	16
Note 10 Information on Borrowings	17
Note 11 Budget Amendments	18



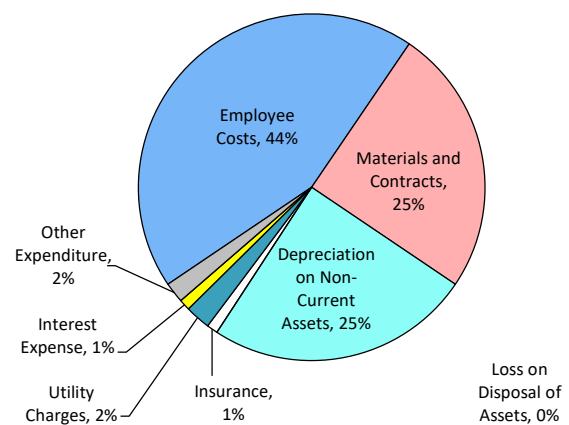
**Monthly Financial Report
For the Period Ended 30 June 2024**

SUMMARY GRAPHS

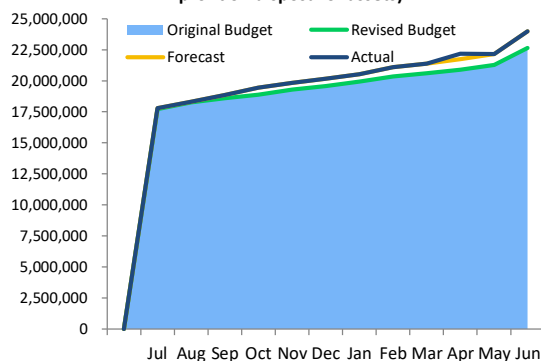
OPERATING REVENUE - ACTUAL YTD



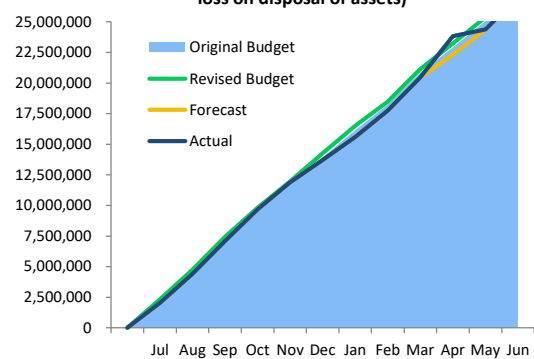
OPERATING EXPENSES - ACTUAL YTD



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



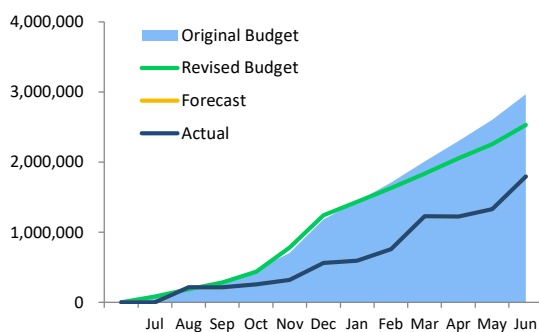
Total Operating Expenses - Budget - v Actual (excludes loss on disposal of assets)



CAPITAL REVENUE

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

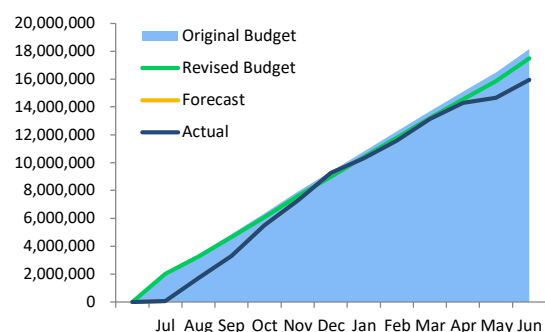
Capital Revenue - Budget - v - Actual



CAPITAL EXPENSES

(Acquisition of assets)

Capital Expenses - Budget - v - Actual



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

(Appendix ORD: 12.4.7A)



Statement of Financial Activity by Nature For the Period Ended 30 June 2024 (Covering 12 months or 100% of the year)

	2023/24	2023/24	2023/24	2023/24	Variance Y-T-D		2023/24	2022/23
	Adopted	Revised	Y-T-D	Y-T-D	Actual to	Actual to		Last Year
	Budget	Budget	Revised	Actual	Revised	Revised	Forecast	Actual
	\$	\$	\$	\$	\$	%	\$	\$
OPERATING ACTIVITIES								
Operating revenue								
Rates	16,060,454	16,060,454	16,060,454	16,132,310	71,856	0.4%	16,141,081	15,037,329
Grants, subsidies & contributions (other than capital grants, subsidies and contributions)	2,177,958	2,370,333	2,370,333	2,313,296	(57,037)	(2.4%)	2,616,134	2,893,101
Fees and charges	3,726,548	3,726,548	3,726,548	4,241,089	514,541	13.8% ▲	4,004,132	3,876,080
Interest earnings	626,059	1,038,073	1,038,073	1,252,102	214,029	20.6% ▲	1,334,750	871,363
Other revenue	24,711	24,711	24,711	13,626	(11,085)	(44.9%)	15,700	25,045
Profit on asset disposal	0	0	0	22,418	22,418	100.0%	0	27,742
Total Operating Revenue	22,615,730	23,220,119	23,220,119	23,974,841	754,722	3.3%	24,111,797	22,730,659
Operating expenses								
Employee costs	(12,116,943)	(12,242,020)	(12,242,020)	(11,776,574)	465,446	3.8%	(11,853,753)	(11,561,261)
Materials and contracts	(6,262,173)	(6,643,332)	(6,643,332)	(6,683,444)	(40,112)	(0.6%)	(6,458,656)	(5,802,137)
Utility charges	(584,007)	(584,007)	(584,007)	(638,465)	(54,459)	(9.3%)	(610,373)	(627,520)
Depreciation on non-current assets	(7,624,365)	(7,624,365)	(7,624,365)	(6,639,482)	984,883	12.9% ▲	(6,953,130)	(7,454,510)
Finance costs	(463,401)	(463,401)	(463,401)	(418,066)	45,335	9.8%	(488,610)	(181,652)
Insurance expenses	(368,081)	(368,081)	(368,081)	(380,356)	(12,275)	(3.3%)	(385,768)	(355,267)
Other expenses	(407,551)	(545,606)	(545,606)	(515,184)	30,422	5.6%	(545,768)	(499,001)
Loss on asset disposals	0	0	0	0	0	0.0%	0	(2,980)
Total operating expenditure	(27,826,521)	(28,470,811)	(28,470,811)	(27,051,571)	1,419,240	5.0%	(27,296,058)	(26,484,327)
Adjustments of non cash items								
(Profit)/Loss on Asset Disposals	0	0	0	(22,418)	(22,418)	(100.0%)	0	(24,762)
Movement in non-current assets and liabilities	0	0	0	(28,020)	(28,020)	(100.0%)	(7,294)	73,965
Movement in contract liabilities held in Reserves	0	0	0	(261,660)	(261,660)	(100.0%) ▼	0	(72,665)
Depreciation on Assets	7,624,365	7,624,365	7,624,365	6,639,482	(984,883)	(12.9%) ▼	6,953,130	7,454,510
Non-cash amounts excluded from operating activities	7,624,365	7,624,365	7,624,365	6,327,384	(1,296,981)	(17.0%)	6,945,836	7,431,048
Adjusted net operating activities	2,413,574	2,373,672	2,373,672	3,250,653	876,981	36.9%	3,761,575	3,677,380
INVESTING ACTIVITIES								
Capital grants, subsidies & contributions	2,655,672	2,808,525	2,808,525	1,680,844	(1,127,681)	(40.2%) ▼	2,567,112	2,787,022
Proceeds from disposal of assets	314,667	314,667	314,667	114,684	(199,983)	(63.6%) ▼	314,667	5,107,353
Payments for land and buildings	(12,040,302)	(11,956,200)	(11,956,200)	(13,258,950)	(1,302,750)	(10.9%) ▼	(11,969,200)	(8,002,462)
Payments for transport infrastructure	(3,989,299)	(2,869,500)	(2,869,500)	(1,981,247)	888,253	31.0% ▲	(2,869,500)	(2,080,667)
Payments for parks and reserves infrastructure	(1,015,345)	(1,026,345)	(1,026,345)	(214,760)	811,585	79.1% ▲	(1,026,345)	(814,690)
Payments for motor vehicles	(859,098)	(859,098)	(859,098)	(359,244)	499,854	58.2% ▲	(859,098)	(579,139)
Payments for plant & equipment	(10,000)	(10,000)	(10,000)	(11,079)	(1,079)	(10.8%)	(10,000)	(5,215)
Payments for furniture & fittings	(238,019)	(292,937)	(292,937)	(130,064)	162,873	55.6% ▲	(375,600)	(98,066)
Amount attributable to investing activities	(15,181,724)	(13,890,888)	(13,890,888)	(14,159,816)	(268,928)	(1.9%)	(14,227,964)	(3,685,865)
Non-cash amounts excluded from investing activities								
Movement in non-operating grants and contributions associated with restricted cash	0	0	0	(197,593)	(197,593)	100.0% ▼	0	(460,870)
Adjusted amount attributable to investing activities	(15,181,724)	(13,890,888)	(13,890,888)	(14,357,409)	(466,521)	(3.4%)	(14,227,964)	(4,146,735)
FINANCING ACTIVITIES								
Proceeds from new debentures	1,500,000	1,500,000	1,500,000	1,500,000	0	0.0%	1,500,000	6,700,000
Transfers from reserves	16,341,090	15,692,756	15,692,756	13,647,464	(2,045,292)	(13.0%) ▼	15,677,865	7,491,066
Repayment of debentures	(478,810)	(478,810)	(478,810)	(456,556)	22,254	4.6%	(456,556)	(392,533)
Principal portion of lease liabilities	(177,784)	(177,784)	(177,784)	(156,283)	21,501	12.1%	(177,784)	(191,514)
Transfers to reserves	(4,569,168)	(5,193,588)	(5,193,588)	(3,062,276)	2,131,313	41.0% ▲	(5,702,386)	(13,034,989)
Amount attributable to financing activities	12,615,328	11,342,573	11,342,573	11,472,349	129,776	1.1%	10,841,138	572,030
FUNDING SOURCES								
Surplus/(Deficit) July 1 B/Fwd	332,558	278,067	278,067	278,067	0	0.0%	278,067	175,393
CLOSING FUNDS (A+B+C+D)	179,736	103,425	103,424	643,661	540,237	522.4%	652,817	278,067

KEY INFORMATION

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

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

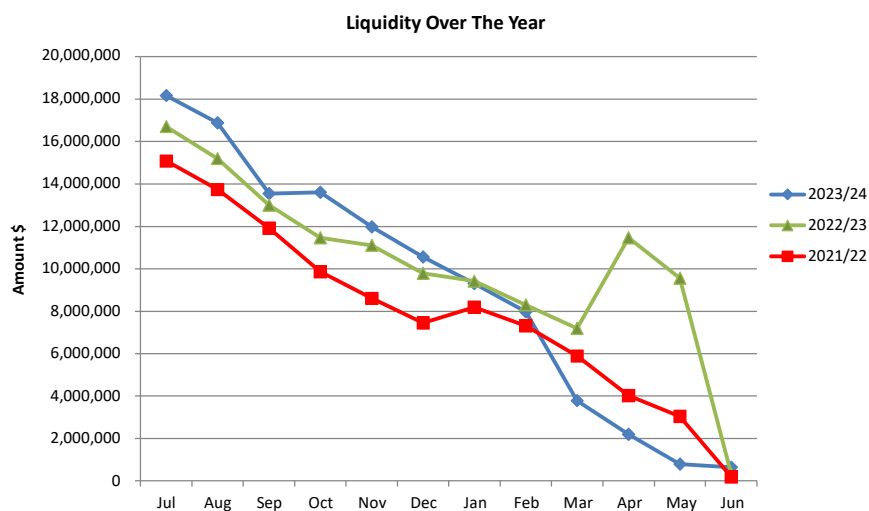
Refer to Note 2 for an explanation of the reasons for the variance.

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



**Statement of Financial Activity by Nature
For the Period Ended 30 June 2024
NET CURRENT ASSETS**

Note	Year to Date Actual 30-Jun-2024 \$	Same Time Last Year Actual 30-Jun-2023	Last Year Closing 30-Jun-2023 \$
Represented By:			
CURRENT ASSETS			
Cash and Cash Equivalents	18,240,561	29,585,676	29,585,676
Rates Debtors Outstanding	393,561	420,195	420,195
Pensioner Rates Rebate	29,319	32,471	32,471
Sundry Debtors	205,859	96,144	96,144
Accrued Revenue	63,361	265,500	265,500
Prepaid Expenses	176,567	68,997	68,997
Goods & Services Tax / BAS Refund	411,707	136,305	136,305
Other Receivables	0	0	0
Inventories - Land Held for Resale	0	0	0
Inventories - Materials	32,002	32,002	32,002
Inventories- Trading Stock - Recreation Centre	6,781	6,781	6,781
Current Assets	19,559,717	30,644,071	30,644,071
LESS CURRENT LIABILITIES			
Payables:			
Sundry Creditors	(420,755)	(1,624,075)	(1,624,075)
Goods & Services Tax / BAS Payable	0	0	0
Other Payables	(4,954)	177	177
Municipal Bonded Liabilities	5 (357,730)	(539,156)	(539,156)
Contract Liabilities	(1,336,121)	(1,105,675)	(1,105,675)
Prepaid Revenue - Rates / PPL	(1,067,491)	(972,312)	(972,312)
Accrued Interest on Debentures	(101,879)	(101,879)	(101,879)
Accrued Salaries & Wages	(238,712)	(218,644)	(218,644)
Other Accrued Expenses	0	0	0
Borrowings - Debentures	0	(456,556)	(456,556)
Provisions:			
Staff Leave Provisions	(1,636,034)	(1,664,462)	(1,664,462)
Current Liabilities	(5,163,675)	(6,682,582)	(6,682,582)
Net Current Assets	14,396,042	23,961,489	23,961,489
Less: Restricted Assets / Reserve Funds	4 (14,010,828)	(24,596,016)	(24,596,016)
Add: Current - Borrowings	0	456,556	456,556
Add: Current - Contract Liabilities held in Reserve accounts	117,177	314,769	314,769
Add: Current - Contract Liabilities - Leases	141,270	141,270	141,270
CLOSING FUNDS / NET CURRENT ASSETS	643,661	278,068	278,067



(Appendix ORD: 12.4.7A)



Statement of Comprehensive Income by Program For the Period Ended 30 June 2024 (Covering 12 months or 100% of the year)

	2023/24 Adopted Budget \$	2023/24 Revised Budget \$	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance Y-T-D		2023/24 Forecast \$	2022/23 Last Year Actual \$
					Actual to Revised Budget \$	Actual to Revised Budget %		
Revenue								
General Purpose Funding	18,013,025	18,425,039	18,425,039	18,649,274	224,235	1.2%	18,962,712	17,787,502
Governance	800	800	800	1,645	845	105.6%	1,800	41,722
Law, Order, Public Safety	331,524	331,524	331,524	494,394	162,870	49.1%	511,416	374,650
Health	28,050	28,050	28,050	28,667	617	2.2%	30,870	28,297
Education and Welfare	1,000	149,163	149,163	16,859	(132,304)	88.7%	71,764	5,700
Community Amenities	1,891,587	1,923,364	1,901,615	1,991,655	90,040	4.7%	1,966,136	1,969,753
Recreation and Culture	1,743,125	2,308,023	1,754,309	2,093,608	339,299	19.3%	1,938,736	1,969,575
Transport	179,169	(292,831)	179,169	195,586	16,417	9.2%	195,736	176,491
Economic Services	171,250	171,250	171,250	159,460	(11,790)	(6.9%)	155,000	148,014
Other Property and Services	256,200	294,200	294,200	321,276	27,076	9.2%	292,627	290,930
	22,615,730	23,338,582	23,235,119	23,952,423	717,304	3.1%	24,126,797	22,792,634
Expenses								
General Purpose Funding	(435,535)	(435,535)	(435,535)	(423,156)	12,378	2.8%	(452,285)	(398,878)
Governance	(1,492,019)	(1,492,019)	(1,492,019)	(1,389,964)	102,055	6.8%	(1,476,152)	(1,277,790)
Law, Order, Public Safety	(2,251,874)	(2,251,874)	(2,251,874)	(2,060,744)	191,130	8.5%	(2,124,093)	(1,738,457)
Health	(626,229)	(626,229)	(626,229)	(617,653)	8,576	1.4%	(634,815)	(521,372)
Education and Welfare	(1,038,158)	(1,189,321)	(1,107,658)	(990,493)	117,164	10.6%	(1,052,405)	(814,988)
Community Amenities	(3,923,862)	(3,988,890)	(3,988,890)	(3,740,903)	247,987	6.2%	(3,698,047)	(3,632,355)
Recreation & Culture	(9,626,353)	(9,634,537)	(9,634,537)	(9,344,565)	289,972	3.0%	(9,385,037)	(9,514,736)
Transport	(7,617,933)	(7,999,849)	(7,999,849)	(7,577,754)	422,095	5.3%	(7,608,159)	(7,301,857)
Economic Services	(545,028)	(545,028)	(545,028)	(540,469)	4,559	0.8%	(552,503)	(562,641)
Other Property and Services	(269,529)	(307,529)	(307,529)	(365,869)	(58,340)	(19.0%)	(312,562)	(495,072)
	(27,826,520)	(28,470,811)	(28,389,148)	(27,051,571)	1,337,577	4.7%	(27,296,057)	(26,258,146)
Operational Surplus / (Deficit)	(5,210,791)	(5,132,230)	(5,154,030)	(3,099,149)	2,054,881	39.9%	(3,169,260)	(3,465,512)
Grants & Contributions for the Development of Assets	2,655,672	2,808,525	2,808,525	1,680,844	(1,127,681)	(40.2%)	2,567,112	2,729,874
Profit on Asset Disposals	0	0	0	22,418	22,418	(100.0%)	0	59,645
Loss on Asset Disposals	0	0	0	0	0	0.0%	0	(2,980)
	2,655,672	2,808,525	2,808,525	1,703,262	(1,105,263)	39.4%	2,567,112	2,786,539
NET RESULT	(2,555,119)	(2,323,705)	(2,345,505)	(1,395,887)	949,618	(40.5%)	(602,148)	(678,973)
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
TOTAL COMPREHENSIVE INCOME	(2,555,119)	(2,323,705)	(2,345,505)	(1,395,887)	949,618	40.5%	(602,148)	(678,973)

(Appendix ORD: 12.4.7A)



Statement of Financial Position as at 30 June 2024

	This Year \$	30 June 2023 \$
CURRENT ASSETS		
Cash and cash equivalents	18,240,560	29,585,676
Trade and other receivables	1,040,446	715,261
Other financial assets	0	0
Inventories	38,783	38,783
Other assets	239,928	334,497
TOTAL CURRENT ASSETS	19,559,716	30,674,217
NON-CURRENT ASSETS		
Trade and other receivables	139,769	139,769
Other financial assets	83,171	81,490
Property, plant and equipment	48,814,218	50,025,332
Infrastructure	212,072,264	217,130,036
Right-of-use assets	230,740	230,739
TOTAL NON-CURRENT ASSETS	261,340,161	267,607,366
TOTAL ASSETS	280,899,878	298,281,583
CURRENT LIABILITIES		
Trade and other payables	2,191,520	3,486,035
Other liabilities	1,194,852	964,271
Lease liabilities	141,270	141,270
Borrowings	0	456,556
Employee related provisions	1,636,034	1,664,462
Other provisions	0	0
TOTAL CURRENT LIABILITIES	5,163,675	6,712,594
NON-CURRENT LIABILITIES		
Other Liabilities	0	261,660
Lease liabilities	96,117	96,117
Borrowings	8,299,934	8,299,934
Employee related provisions	215,923	242,262
Other provisions	186,910	186,910
TOTAL NON-CURRENT LIABILITIES	8,798,883	9,086,883
TOTAL LIABILITIES	13,962,559	15,799,477
NET ASSETS	266,937,319	282,482,106
EQUITY		
Retained surplus	52,724,916	57,684,519
Reserve accounts	14,010,828	24,596,016
Revaluation surplus	200,201,575	200,201,571
TOTAL EQUITY	266,937,319	282,482,106



Notes to the Statement of Financial Activity For the Period Ended 30 June 2024

1. NATURE CLASSIFICATIONS

REVENUE

Rates

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Excludes administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

Grants, subsidies & contributions (other than capital grants, subsidies and contributions)

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

Capital grants, subsidies & contributions

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

Revenue from Contracts with Customers

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

Fees and Charges

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, and other fees and charges.

Service Charges

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity, water and neighbourhood surveillance services. Exclude rubbish removal charges.

Interest on Earnings

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

Other Revenue / Income

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates, reimbursements etc.

Profit on Asset Disposal

Excess of assets received over the net book value for assets on their disposal.

EXPENSES

Employee Costs

All costs associated with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

Materials and Contracts

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

Utilities (Gas, Electricity, Water)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

Insurance

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

Loss on Asset Disposal

Shortfall between the value of assets received over the net book value for assets on their disposal.

Depreciation on Non-Current Assets

Depreciation expense raised on all classes of assets. Excluding Land.

Finance Cost

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation, leasing and refinancing expenses.

Other Expenditure

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.



**Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024**

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

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

	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
OPERATING ACTIVITIES						
Revenue						
Rates	16,060,454	16,132,310	71,856	0.4%		
Grants, subsidies & contributions (other than capital grants, subsidies and contributions)	2,370,333	2,313,296	(57,037)	(2.4%)		
 Fees and charges	 3,726,548	 4,241,089	 514,541	 13.8%	 ▲ Permanent/ Timing	 Permanent : Revenue from various fees and charges are higher than expected including \$48,000 refuse site fees, \$60,000 Admin O/H fees, \$41,000 Engineering Supervision fees. \$48,000 higher Education Dept use of Eaton Recreation Centre/ Glen Houn Oval. Timing: Increased fees & charges received to date - \$278,000 Recreation Centre Membership, cafe & activities, vac/creche and Court hire.
Interest earnings	1,038,073	1,252,102	214,029	20.6%	▲ Permanent	Increase in interest received on bank accounts and term deposit investments due to higher than expected interest rates.
Other revenue	24,711	13,626	(11,085)	(44.9%)		
Profit on asset disposal	0	22,418	22,418	100.0%		
Total Operating Revenue	23,220,119	23,974,841	754,722	3.3%		
Operating Expenses						
Employee costs	(12,242,020)	(11,776,574)	465,446	3.8%		
Materials and contracts	(6,643,332)	(6,683,444)	(40,112)	(0.6%)		
Utility charges	(584,007)	(638,465)	(54,459)	(9.3%)		
 Depreciation on non-current assets	 (7,624,365)	 (6,639,482)	 984,883	 12.9%	 ▲ Permanent / Timing	 Permanent: Difference is due mainly to reduction in fencing & buildings asset valuations and annual depreciation that occurred after the budget was adopted. Timing: Right of use asset depreciation is recognised at end of year while the budget is evenly spread over the year.
Finance costs	(463,401)	(418,066)	45,335	9.8%		
Insurance expenses	(368,081)	(380,356)	(12,275)	(3.3%)		
Other expenses	(545,606)	(515,184)	30,422	5.6%		
Loss on asset disposals	0	0	0	0.0%		
Total Operating Expenditure	(28,470,811)	(27,051,571)	1,419,240	(5.0%)		
Net Operating Activities	(5,250,693)	(3,076,731)	2,173,962	(41.4%)		

(continued next page)



**Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024**

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

	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
ADJUSTMENTS OF NON CASH ITEMS						
(Profit)/Loss on Asset Disposals	0	(22,418)	(22,418)	(100.0%)		
Fair value adjustment to financial assets	0	(28,020)	(28,020)	(100.0%)		
Depreciation on non-current assets	7,624,365	6,639,482	(984,883)	(12.9%)	▼ Permanent / Timing	Permanent: Difference is due mainly to reduction in fencing & buildings asset valuations and annual depreciation that occurred after the budget was adopted. Timing: Right of use asset depreciation will be recognised at end of year where as the budget was for an even spread.
Adjusted Net Operating Activities	2,373,672	3,250,653	876,981	36.9%		
INVESTING ACTIVITIES						
Revenue						
Capital grants, subsidies & contributions	2,808,525	1,680,844	(1,127,681)	(40.2%)	▼ Timing	Grants & Contributions are not yet received but included in the year to date budget: \$293,000 DFES Grant for Bush Fire Brigade Vehicles replacement, \$245,000 Public Halls, \$75,000 Parks & Reserves grant, \$249,000 RRG grants, \$44,000 deferred NDRP Grant for Emergency back up generator and \$125,000 Grant Revenue- Recreation Centre.
Proceeds from disposal of assets	314,667	114,684	(199,983)	(63.6%)	▼ Timing	Relates to delays experienced in obtaining suitable replacement vehicles.
Payments for land and buildings	(11,956,200)	(13,258,950)	(1,302,750)	(10.9%)	▼ Timing	Unfavorable variance mainly due to final payments of the Administration/Library Building Project completed this year which is attributable to the approved Budget figure from previous year.
Payments for transport infrastructure assets	(2,869,500)	(1,981,247)	888,253	31.0%	▲ Timing	Ferguson and Pile Road renewals, pathways renewals and Eaton Bowling Club car parking are at preliminary construction stage. Bridge renewals are dependent on Main Roads WA works schedule.
Payments for parks infrastructure assets	(1,026,345)	(214,760)	811,585	79.1%	▲ Timing	Mainly design and preliminary works carried out to date on most major Parks and Reserves projects including Eaton Foreshore bore replacement, East Millbridge POS, Eaton verges and Glen Huon Oval fencing.
Payments for motor vehicles	(859,098)	(359,244)	499,854	58.2%	▲ Timing	The new car market remains impacted by delays and unavailability of some models.
Payments for furniture & fittings	(292,937)	(130,064)	162,873	55.6%	▲ Timing	Recreation centre gym and court equipment, administration centre IT equipment not yet purchased on the current year.
Net investing activities	(13,890,888)	(14,159,816)	(268,928)	(1.9%)		
Non-cash amounts excluded from investing activities						
Movement in non-operating grants and contributions associated with restricted cash	0	(197,593)	(197,593)	100.0%	▼ Timing	\$459,000 less Non-operating grants and contributions for acquisition of assets are held as contract liabilities specific for JTPS Reserves is refunded to the major developers/contributors. \$261,000 is transferred from Contract liability Contributions - Non current (JTPS Reserves) to Contract liability Contributions Current (JTPS Reserves).
Adjusted net investing activities	(13,890,888)	(14,357,409)	(466,521)	(3.4%)		

(continued next page)



**Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024**

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

	2023/24 Y-T-D Revised Budget \$	2023/24 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	
FINANCING ACTIVITIES						
Revenue						
Proceeds from new debentures	1,500,000	1,500,000	0	(100.0%)	▼	Timing
Transfers from reserves	15,692,756	13,647,464	(2,045,292)	(13.0%)		Less Reserve funds required to date for various acquisition and construction including major projects for the Administration/Library building.
Repayment of debentures	(478,810)	(456,556)	22,254	4.6%		
Principal portion of lease liabilities	(177,784)	(156,283)	21,501	12.1%		
Transfers to Reserves	(5,193,588)	(3,062,276)	2,131,313	41.0%	▲	Permanent / Timing
						Permanent: \$648,000 less attributed to increase interest earned on Reserve Fund cash investments. Timing: \$184,000 less Unspent Grants from LGGC advance payment for FY 2024/25. Reserve expenditures included in the year to date budget but not yet utilised or transferred: \$356,000 Information Technology, \$833,000 Building Maintenance, \$251,000 Parks and Garden, \$659,000 Road and \$811,000 Carried forward projects.
Total financing activities	11,342,573	11,472,349	129,776	1.1%		
FUNDING SOURCES						
Surplus/(Deficit) July 1 B/Fwd	278,067	278,067	0	0.0%		
CLOSING FUNDS (A+B+C+D)	103,424	643,661	540,237	522.4%		



**Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024**

3. TRUST FUNDS

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

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Ross & Deborah Bevan	40,982.27	0.00	0.00	0.00	0.00	40,982.27
Public Open Space	524,694.82	0.00	0.00	0.00	0.00	524,694.82
Dept Communities Grant - Auspicing for Goodstart Eaton Child Care Centre	25,611.86	0.00	0.00	(21,903.66)	0.00	3,708.20
Accrued Interest	0.00	0.00	24,379.62	0.00	0.00	24,379.62
Plus: Outstanding Creditors	0.00	0.00	0.00	0.00	0.00	0.00
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	591,288.95	0.00	24,379.62	(21,903.66)	0.00	593,764.91

4. RESERVES - CASH BACKED

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

NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
<i>Council Restricted</i>						
Executive & Compliance Vehicles Reserve	369,043.87	120,000.00	0.00	(144,247.00)	0.00	344,796.87
Plant & Engineering Equipment Reserve	661,288.11	250,000.00	0.00	(115,234.00)	0.00	796,054.11
Eaton Recreation Centre - Equipment Reserve	327,026.39	100,000.00	0.00	(105,021.00)	0.00	322,005.39
Building Maintenance Reserve	9,920,894.73		0.00	(8,535,417.65)	0.00	1,385,477.08
Employee Relief Reserve	274,028.27	5,000.00	0.00	0.00	0.00	279,028.27
Employee Leave Entitlements Reserve	49,880.09	500.00	0.00	0.00	0.00	50,380.09
Refuse Site Environmental Works Reserve	188,411.09	0.00	0.00	0.00	0.00	188,411.09
Information Technology Reserve	701,084.97	0.00	0.00	(235,193.00)	0.00	465,891.97
Roadwork Construction & Major Maintenance Reserve	1,338,699.53		0.00	(416,460.02)	0.00	922,239.51
Accrued Salaries Reserve	512,081.47	5,000.00	0.00	0.00	0.00	517,081.47
Tourism Reserve	11,928.18	0.00	0.00	0.00	0.00	11,928.18
Recycling Education Reserve	54,777.60	25,000.00	0.00	0.00	0.00	79,777.60
Road Safety Programs Reserve	27,121.72	5,400.00	0.00	0.00	0.00	32,521.72
Council Land Development Reserve	32,971.53	0.00	0.00	(5,000.00)	0.00	27,971.53
Carried Forward Projects Reserve	2,432,628.40	0.00	0.00	(726,936.73)	0.00	1,705,691.67
Election Expenses Reserve	36,799.94	50,000.00	0.00	(52,174.58)	0.00	34,625.36
Town Planning Consultancy Reserve	31,431.95	50,000.00	0.00	(20,000.00)	0.00	61,431.95
Parks & Reserves Upgrades Reserve	157,786.03		0.00	(138,077.67)	0.00	19,708.36
Strategic Planning Studies Reserve	108,410.24	0.00	0.00	(2,000.00)	0.00	106,410.24
Pathways Reserve	199,213.14	100,000.00	0.00	(50,853.28)	0.00	248,359.86
Asset / Rates Revaluation Reserve	219,030.88	70,000.00	0.00	(23,701.00)	0.00	265,329.88
Refuse & Recycling Bin Replacement Reserve	65,687.38	5,000.00	0.00	0.00	0.00	70,687.38
Sale of Land Reserve	1,371,661.71	0.00	0.00	0.00	0.00	1,371,661.71
Storm Water Reserve	153,957.49	25,000.00	0.00	(29,089.48)	0.00	149,868.01
	19,245,844.71	810,900.00	0.00	(10,599,405.41)	0.00	9,457,339.30
<i>Statute Restricted</i>						
Contribution to Works Reserve	935,141.79	9,858.59	0.00	0.00	0.00	945,000.38
Eaton Drive - Access Construction Reserve	144,007.71	0.00	0.00	(107,648.82)	0.00	36,358.89
Eaton Drive - Scheme Construction Reserve	248,624.80	0.00	0.00	(199,223.80)	0.00	49,401.00
Fire Control Reserve	11,742.04	0.00	0.00	0.00	0.00	11,742.04
Collie River (Eaton Drive) Bridge Construction Reserve	183,796.45	0.00	0.00	(152,380.03)	0.00	31,416.42
Unspent Grants Reserve	2,116,661.73	1,371,614.00	0.00	(1,857,154.00)	0.00	1,631,121.73
Swimming Pool Inspection Reserve	4,568.36	0.00	0.00	0.00	0.00	4,568.36
Burekup - Public Open Space	73,581.90	0.00	0.00	0.00	0.00	73,581.90
Unspent Specified Area Rate - Bulk Waste Collection Reserve	73,384.21	0.00	0.00	0.00	0.00	73,384.21
Unspent Specified Area Rate - Eaton Landscaping Reserve	344,350.33	100,000.00	0.00	0.00	0.00	444,350.33
Unspent Loans Reserve	1,214,311.84	0.00	0.00	(731,651.58)	0.00	482,660.26
Dardanup Expansion Developer Contribution Plan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	5,350,171.16	1,481,472.59	0.00	(3,048,058.23)	0.00	3,783,585.52
Interest	0.00	769,902.99	0.00	0.00	0.00	769,902.99
Less: Outstanding Debtors	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	24,596,015.87	3,062,275.58	0.00	(13,647,463.64)	0.00	14,010,827.81



**Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024**

5. MUNICIPAL LIABILITIES

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

	BALANCE 1 JULY 2023	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Retention Bonds						
Parkridge Group	19,854.41	0.00	0.00	(17,677.51)	0.00	2,176.90
Winterfall Nominees Pty Ltd	36,007.60	0.00	0.00	(36,007.60)	0.00	0.00
Holland Loop Pty Ltd	2,540.00	0.00	0.00	(2,540.00)	0.00	0.00
T J Coman	8,384.63	0.00	0.00	0.00	0.00	8,384.63
Thompson Surveying Consultants	21,993.00	0.00	0.00	(21,993.00)	0.00	0.00
Anstee Earthmoving Pty Ltd	2,408.00	0.00	0.00	(2,408.00)	0.00	0.00
Ability Support 6 Pty Ltd	34,470.15	0.00	0.00	0.00	0.00	34,470.15
Bethanie Group Inc	77,058.26	0.00	0.00	(77,058.26)	0.00	0.00
Allesac Pty Ltd		143,699.61		(65,821.63)		77,877.98
Total - Retention Bonds	202,716.05	143,699.61	0.00	(223,506.00)	0.00	122,909.66
Construction Contract Retention						
Kalamunda Electrics	11,569.30	0.00	0.00	(11,569.30)	0.00	0.00
LD Total (Sanpoint Pty Ltd)	8,739.33	0.00	0.00	(8,739.33)	0.00	0.00
Carbone Bros	6,007.10	0.00	0.00	(6,007.10)	0.00	0.00
	26,315.73	0.00	0.00	(26,315.73)	0.00	0.00
Extractive Industry Rehabilitation Bonds						
L G Davidson	1,290.20	0.00	0.00	0.00	0.00	1,290.20
M Denholm	845.24	0.00	0.00	0.00	0.00	845.24
S Catalano	1,340.36	0.00	0.00	0.00	0.00	1,340.36
Bunbury Agricultural Society	2,387.88	0.00	0.00	0.00	0.00	2,387.88
D Busher	1,282.84	0.00	0.00	0.00	0.00	1,282.84
Valli & Co	2,600.14	0.00	0.00	0.00	0.00	2,600.14
Charles Hull Contracting	7,603.41	0.00	0.00	0.00	0.00	7,603.41
J & P Group	135,809.01	0.00	0.00	0.00	0.00	135,809.01
Total - Extractive Industries Bonds	153,159.08	0.00	0.00	0.00	0.00	153,159.08
Sundry Deposits						
Unclaimed Monies	1,829.65	0.00	0.00	0.00	0.00	1,829.65
Bunbury Wellington Group of Councils (BunGeo Group of Councils - BGGC)	53,532.31	3,000.00	0.00	0.00	0.00	56,532.31
Youth Advisory Group Donation from Youth Fest		252.90		(252.90)		0.00
Total - Sundry Deposits	55,361.96	3,252.90	0.00	(252.90)	0.00	58,361.96
Election Deposits	0.00	700.00	0.00	(700.00)	0.00	0.00
Key Bonds	642.68	1,080.00	0.00	(1,102.68)	0.00	620.00
Hire Bonds	2,400.00	11,339.50	0.00	(11,650.00)	0.00	2,089.50
Kerb Bonds	75,041.91	0.00	0.00	(70,073.66)	0.00	4,968.25
Construction Training Fund	7,314.65	14,352.83	0.00	(18,745.53)	0.00	2,921.95
Building Services Levy	16,204.42	45,525.88	0.00	(49,031.17)	0.00	12,699.13
Development Assessment Panel	0.00	9,268.00	0.00	(9,268.00)	0.00	0.00
Less Outstanding Debtors	0.00		0.00	0.00	0.00	0.00
TOTAL	539,156.48	229,218.72	0.00	(410,645.67)	0.00	357,729.53

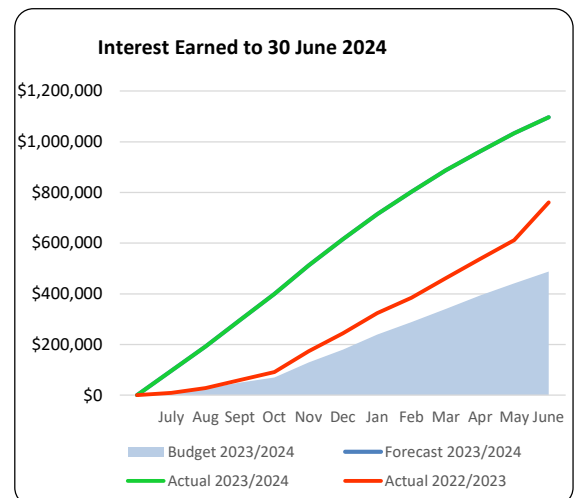
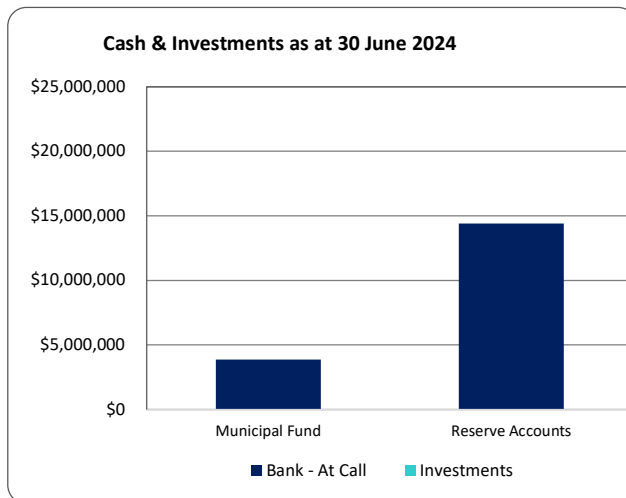
(Appendix ORD: 12.4.7A)



Notes to the Statement of Financial Activity For the Period Ended 30 June 2024

6. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	COMMENCE	MATURITY	ESTIMATED INTEREST	INTEREST CREDITED 2023-2024
MUNICIPAL FUND								
CBA	Municipal Fund Bank Account	\$ 2,881,470.97	4.15%					\$109,903.13
CBA	Municipal - Business Online Saver	\$ 965,230.95	4.35%					\$139,776.70
	Interest received on matured deposits							\$92,179.80
		<u>\$ 3,846,701.92</u>					<u>\$0.00</u>	<u>\$341,859.63</u>
TRUST FUND								
CBA	Trust Fund Bank Account	\$ 593,764.91	4.15%					\$24,379.62
		<u>\$ 593,764.91</u>					<u>\$0.00</u>	<u>\$24,379.62</u>
RESERVE ACCOUNTS								
CBA	Reserve Bank Account	\$ 2,283,985.98	4.15%					\$148,563.84
CBA	Reserve - Business Online Saver	\$ 12,106,411.83	4.35%					\$309,844.04
	Interest received on matured deposits							\$311,495.11
		<u>\$ 14,390,397.81</u>					<u>\$0.00</u>	<u>\$769,902.99</u>
Total Interest Received								<u>\$1,136,142.24</u>





Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024

6. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	0
Trust Fund Investment Portfolio	0
Reserve Fund Investment Portfolio	0

Investment Policy - Portfolio Risk Exposure

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

Portfolio - Terms of Maturity

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

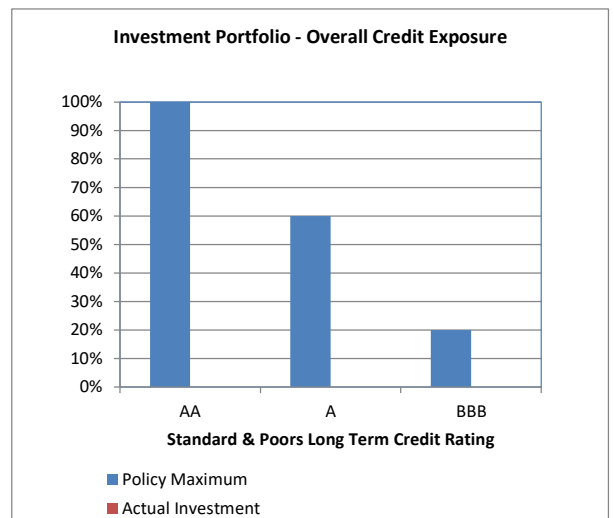
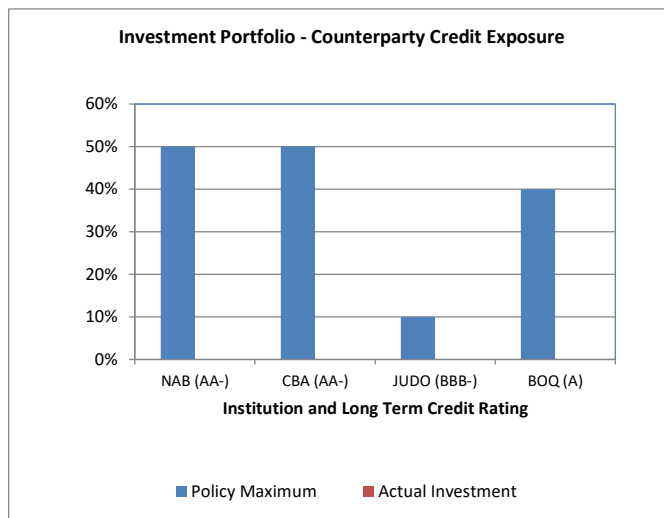
Counterparty Credit Exposure

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

Overall Credit Exposure

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

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





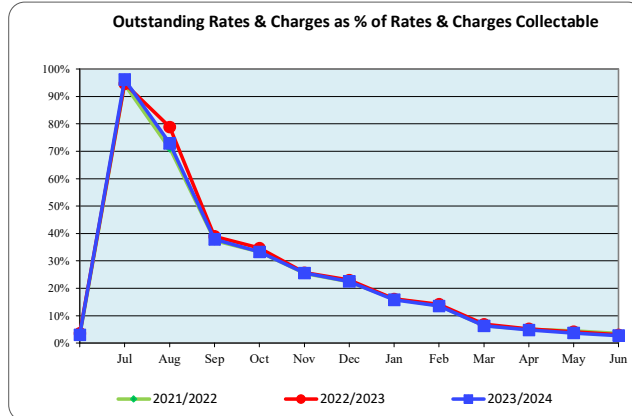
Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024

7. Accounts Receivable as at 30 June 2024

Rates and Charges Outstanding

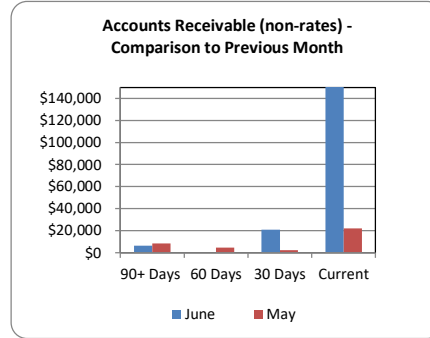
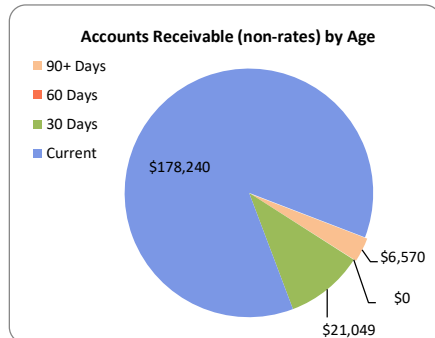
2023/24 annual rates were raised on 28 July 2023 and were due by 13 September 2023 for payment in full or for the first of four instalments. The final instalment was due 20 March 2024.

As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$533,330. This equates to 2.76% of rates and charges collectable and is at an improved position to previous years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.



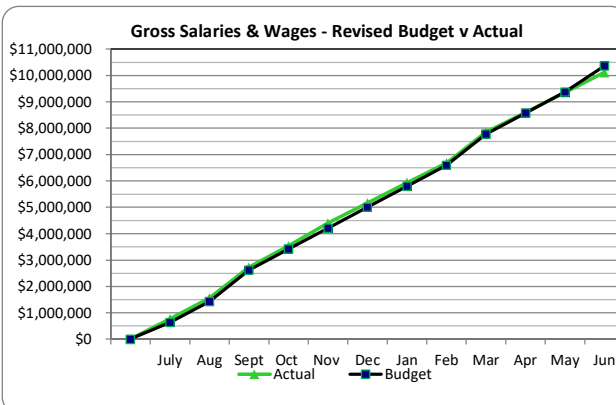
Sundry Debtors Outstanding (non-rates)

As at the reporting date, the total outstanding Sundry Debtors amount to \$205,859. There are no significant outstanding debts.



8. Salaries and Wages to 30 June 2024

At the reporting date, total salaries and wages expenditure is \$10,114,248 (97.58%) of the annual budget of \$10,365,399 for the 2023/24 financial year.





Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024

9. RATING INFORMATION

RATE TYPE	Rate in	Number of properties	Rateable value	2023/24 Budget rate revenue	2023/24 Budget interim rates	2023/24 Budget back rates	2023/24 Budget total revenue	2023/24 Actual total revenue	2022/23 Actual total revenue	2022/23 Budget total revenue
	\$		\$	\$	\$	\$	\$		\$	\$
Differential general rate or general rate										
Gross rental valuations										
General Rates - GRV: Residential	0.109420	4,429	80,548,292	8,813,594	0	0	8,813,594	8,813,594		
General Rates - GRV: Commercial	0.109420	62	14,851,106	1,625,008	0	0	1,625,008	1,625,008		
General Rates - GRV: Industrial	0.109420	71	9,441,902	1,033,133	0	0	1,033,133	1,033,133		
General Rates - GRV: Small Holding	0.109420	387	9,064,228	991,808	0	0	991,808	991,808		
General Rates - GRV: Interim and Back Rates	0.109420	0	0	0	100,359	0	100,359	216,394		
Unimproved valuations										
General Rates - UV: Broad Acre Rural	0.005974	493	315,390,099	1,884,140	0	0	1,884,140	1,884,140		
General Rates - UV: Mining	0.005974	0	0	0	0	0	0	0		
General Rates - UV: Interim and Back Rates	0.005974	0	0	0	0	0	0	0		
Sub-Totals		5,442	429,295,627	14,347,683	100,359	0	14,448,042	14,564,077	0	0
Minimum										
Minimum payment	\$									
Gross rental valuations										
General Rates - GRV: Residential	1,547.50	523	5,242,378	809,343	0	0	809,343	809,343		
General Rates - GRV: Commercial	1,547.50	9	67,360	13,928	0	0	13,928	13,928		
General Rates - GRV: Industrial	1,547.50	43	425,600	66,543	0	0	66,543	66,543		
General Rates - GRV: Small Holding	1,547.50	76	553,300	117,610	0	0	117,610	117,610		
General Rates - GRV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0		
Unimproved valuations										
General Rates - UV: Broad Acre Rural	1,547.50	121	20,079,023	198,482	0	0	198,482	198,482		
General Rates - UV: Mining	1,547.50	16	267,980	26,246	0	0	26,246	26,246		
General Rates - UV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0		
Sub-Totals		788	26,635,641	1,232,152	0	0	1,232,152	1,232,150	0	0
		6,230	455,931,268	15,579,835	100,359	0	15,680,194	15,796,227.00	0	0
Concession on general rates							(8,531)	(44,813)		
Rates write-off								(1,485)		
Total amount raised from general rates							15,671,663	15,749,929	0	0
Specified area rates - bulk waste collection			84,123,610	112,447			112,447	111,741		
Specified area rates - Eaton landscaping			91,394,796	276,345			276,345	270,640		
Total specified area and ex gratia rates							388,792	382,381	0	0
Total rates							16,060,455	16,132,309	0	0



**Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024**

10. INFORMATION ON BORROWINGS

Debenture Repayments

		Principal Opening Balance 01 July 2023	New Loans 2023/24		Principal Repayments 2023/24		Interest Repayments 2023/24		Principal Outstanding 30 June 2024	
Particulars	Loan No.		Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget	Actual	Adopted Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
Community Amenities										
Wanju/Waterloo Industrial Park										
Developer Contribution Plans	70	608,486	0	0	(72,295)	(72,295)	(12,610)	(12,680)	536,190	536,191
Waste Bins (3 Bin System)	71	276,850	0	0	(43,978)	(43,978)	(6,819)	(6,660)	232,873	232,872
Recreation and Culture										
Glen Huon Oval Club Rooms	69	837,097	0	0	(46,151)	(46,151)	(37,347)	(37,347)	790,946	790,946
Eaton Oval Club Rooms	72	700,000	0	0	(21,826)	(21,826)	(37,154)	(36,822)	678,174	678,174
Transport										
Depot Land	66	319,890	0	0	(66,161)	(66,161)	(14,511)	(14,511)	253,729	253,729
Economic Services										
Gravel Pit Land - Panizza Road	61	14,167	0	0	(14,167)	(14,167)	(471)	(471)	0	0
Other Property and Services										
Library / Adminstration Centre (#1)	73	6,000,000	0	0	(191,978)	(191,978)	(304,276)	(304,276)	5,808,022	5,808,022
Library / Adminstration Centre (#2)	74	0	1,500,000	1,500,000	0	(22,254)	(719)	(42,756)	1,500,000	1,477,746
		8,756,490	1,500,000	1,500,000	(456,556)	(478,810)	(413,909)	(455,523)	9,799,934	9,777,680

All debenture repayments are financed by general purpose revenue.



Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024

11. BUDGET AMENDMENTS

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Revised Budget Running Balance \$
	Budget Adoption						
	Permanent Changes						
		Opening Surplus (Budgeted)					179,736
J14322	Increase Job J14322 Eaton Admin Expenditure by \$387,333.15	26/07/23 - 189-23	Asset Acquisition			(387,333)	(207,597)
J141001	Increase Transfer from Building Maintenance Reserve Account	26/07/23 - 189-23	Transfer from Reserve		387,333		179,736
J11666	Reserve 19722 Dardanup Cemetery - Reinstatement Boundary Fence	26/07/23 - 191-23	Asset Acquisition			(11,000)	168,736
J11621	Cancelled Dardanup Hard Courts Upgrade Project from 23/24 Budget	23/08/23 - 200-23	Asset Acquisition		273,409		442,145
J141001	Decrease Transfer from Building Maintenance Reserve Account	23/08/23 - 200-23	Transfer from Reserve			(273,409)	168,736
0817504	Minor Assets Memorial at Palmer Park (Dardanup Heritage Collective)	27/09/23 - 226-23	Operating Expense			(4,500)	164,236
0827502	Donation/Contribution from Dardanup Heritage Collective	27/09/23 - 226-23	Operating Revenue		4,500		168,736
J12907	Project Preliminaries - Eaton Drive Intersections	22/11/23 - 270-23	Asset Acquisition			(50,000)	118,736
J241002	Transfer from Road Construction Reserve	22/11/23 - 270-23	Transfer from Reserve		16,667		135,403
J221503	Grant Revenue Transport - Regional Road Group	22/11/23 - 270-23	Non-operating Revenue		33,333		168,736
J12831	BORR Impacted Roads - Dowdells Line	22/11/23 - 270-23	Asset Acquisition			(364,787)	(196,051)
J221503	Grant Revenue Transport - Regional Road Group	22/11/23 - 270-23	Non-operating Revenue		143,000		(53,051)
J221504	Grant Revenue Transport - Special Projects - LRCI Phase 4	22/11/23 - 270-23	Non-operating Revenue		71,787		18,736
J221510	Infrastructure Developers - Transport - Capital	22/11/23 - 270-23	Non-operating Revenue		150,000		168,736
J12925	Moore Road / Busher Road Intersection Upgrade	22/11/23 - 270-23	Asset Acquisition			(43,650)	125,086
J221503	Grant Revenue Transport - Regional Road Group	22/11/23 - 270-23	Non-operating Revenue		29,000		154,086
J221504	Grant Revenue Transport - Special Projects - LRCI Phase 4	22/11/23 - 270-23	Non-operating Revenue		14,650		168,736
J12923	Russell Road (Burekup Hall - School) Pathway - cancelled	22/11/23 - 270-23	Asset Acquisition		44,312		213,048
J241006	Transfer from Reserve - Pathways Reserve	22/11/23 - 270-23	Transfer from Reserve			(44,312)	168,736
J12924	Charlotte Street (Hatward Street - Doolan Street) Path - cancelled	22/11/23 - 270-23	Asset Acquisition		26,304		195,040
J241006	Transfer from Reserve - Pathways Reserve	22/11/23 - 270-23	Transfer from Reserve			(26,304)	168,736
J05009	Ferguson Bush Fire Station Works - cancelled	22/11/23 - 270-23	Asset Acquisition		20,528		189,264
0522501	ESL Grant Revenue - Capital	22/11/23 - 270-23	Non-operating Revenue			(20,528)	168,736
J12311	Bridge 3669 - Dowdells Line repairs	22/11/23 - 270-23	Asset Acquisition			(33,000)	135,736
J12306	Bridge 3678 - Pile Road bridge renewal	22/11/23 - 270-23	Asset Acquisition		33,000		168,736
J12915	Ferguson Road Upgrade	22/11/23 - 270-23	Asset Acquisition		1,190,000		1,358,737
J221503	Grant Revenue - Regional Road Group - State Black Spot	22/11/23 - 270-23	Non-operating Revenue			(793,333)	565,404
J221505	Grant Revenue - Roads to Recovery	22/11/23 - 270-23	Non-operating Revenue			(92,167)	473,237
J241002	Transfer from Reserve - Road Construction & Major Maintenance	22/11/23 - 270-23	Transfer from Reserve			(304,500)	168,737
J211001	Road Maintenance (labour and plant reallocated from Ferguson Road	22/11/23 - 270-23	Operating Expense			(246,861)	(78,124)
J11925	Community Projects - Community and Club Capacity Building Workshops & Activities	13/12/23 - 295-23	Operating Expenditure		3,000		(75,124)
0817010	Community Donations - Culture & Community Services	13/12/23 - 295-23	Operating Expenditure			(3,000)	(78,124)

(continued next page)



**Notes to the Statement of Financial Activity
For the Period Ended 30 June 2024**

11. BUDGET AMENDMENTS (continued)

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

GL/JOB Code	Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Revised Budget Running Balance \$
							(78,124)
1021501.48	Grant Revenue Waste Management	31/01/24 - 06-24	Non-operating Revenue		21,749		(56,375)
J10101	Building- E-waste Storage Shed	31/01/24 - 06-24	Asset Acquisition			(21,749)	(78,124)
1021501.47	Grant Revenue Waste Management	31/01/24 - 06-24	Non-operating Revenue		10,028		(68,096)
1011005	Waste Education Expense - FOGO	31/01/24 - 06-24	Operating Expenditure			(10,028)	(78,124)
0812004	Make It Space Operating Expenditure - Other Education MUN	31/01/24 - 06-24	Operating Expenditure			(1,500)	(79,624)
0812501	Minor Assets < \$5,000 - Make It Space MUN	31/01/24 - 06-24	Asset Acquisition			(30,500)	(110,124)
0832001	Furniture & Fittings - Education MUN	31/01/24 - 06-24	Asset Acquisition			(15,000)	(125,124)
0822503	Contributions / Donations MUN	31/01/24 - 06-24	Non-operating Revenue		47,000		(78,124)
1116505	Minor Assets < \$5,000 - Eaton Comm Library MUN	31/01/24 - 06-24	Asset Acquisition			(11,184)	(89,308)
1126502	Grants GST Free - ECL MUN	31/01/24 - 06-24	Non-operating Revenue		11,184		(78,124)
1124503	Grant Revenue - Rec Ctr MUN	28/02/24 - 20-24	Non-operating Revenue		124,866		46,742
J11801	Construction - Recreation Centre	28/02/24 - 20-24	Asset Acquisition			(124,866)	(78,124)
1241002	Transfer from Reserve - Road Construction & Major Mtce	28/02/24 - 21-24	Transfer from Reserve		135,055		56,931
1211509	Other Expenses - Transport	28/02/24 - 21-24	Operating Expenditure			(135,055)	(78,124)
J12831	BORR - Impacted Local Roads - Urban Resurfacing	28/02/24 - 30-24	Asset Acquisition			(80,380)	(158,504)
1221505	Roads to Recovery - Increase back to total \$316,017	28/02/24 - 30-24	Non-operating Revenue		92,167		(66,337)
1221504	LRCI Funding - reduce down by \$71,787 (J12831)+ \$14,650 (J12925)	28/02/24 - 30-24	Non-operating Revenue			(86,437)	(152,774)
1241002	Transfer from Reserve - Road Construction & Major Mtce	28/02/24 - 30-24	Transfer from Reserve		74,650		(78,124)
1422501	Grants - Admin Taxable MUN	28/02/24 - 32-24	Operating Revenue		38,000		(40,124)
1412001	Salaries & Wages - Admin O/H MUN	28/02/24 - 32-24	Operating Expenditure			(38,000)	(78,124)
0832001	Furniture & Fittings - Education - Make It Space Grant Funded Expenditure	28/02/24 - 39-24	Non-operating Revenue			(151,581)	(229,705)
0822501.47/4	Grant Revenue	28/02/24 - 39-24	Non-operating Expenditure		151,581		(78,124)
	Brought Forward Surplus Budget to Actual	Mid Year Budget Review - OCM 27.03.24 CR 63-24				(54,491)	(132,615)
0321006	Increase Municipal Fund Interest Revenue	27/03/24 - 63-24	Operating Revenue		170,065		37,450
0321007	Increase Reserve Fund Interest Revenue	27/03/24 - 63-24	Operating Revenue		241,948		279,398
0331001	Transfer 50% Interest Revenue to Reserve Accounts	27/03/24 - 63-24	Transfer to Reserve			(120,974)	158,424
	Adopted \$189,026 + Forecast \$98,474 = \$287,500; to increase to \$310,000 (= Fore	27/03/24 - 63-24					158,424
1016017	Legal Expenses - Town Planning	27/03/24 - 63-24	Operating Expenditure			(55,000)	103,424
J12315	Clifton Road Bridge 3677	27/03/24 - 63-24	Asset Acquisition			(186,000)	(82,576)
1221504	Grant Revenue - Special Projects	27/03/24 - 63-24	Non-operating Revenue		186,000		103,424
J12300	Recreation Road Bridge 3665A (Removal of project)	27/03/24 - 63-24	Asset Acquisition		254,000		357,424
0341003	Transfer from Unspent Grants Reserve	27/03/24 - 63-24	Transfer from Reserve			(254,000)	103,424
J12919	Ferguson Road 0 to 0.27 Reconstruction and Seal	27/03/24 - 63-24	Asset Acquisition		330,000		433,424
1241002	Transfer from Road Construction Reserve	27/03/24 - 63-24	Transfer from Reserve			(110,000)	323,424
1221503	RRG Grant Funding	27/03/24 - 63-24	Non-operating Revenue			(220,000)	103,424
J11607	Eaton Oval Club Rooms (R&J Fishwick Pavilion)	27/03/24 - 63-24	Asset Acquisition			(179,333)	(75,909)
1121501.48	Grant Revenue	27/03/24 - 63-24	Non-operating Revenue		428,848		352,939
1241010	Transfer from Carried Forward Projects Reserve	27/03/24 - 63-24	Transfer from Reserve			(69,045)	283,894
1442013	Transfer from Unspent Loan Reserve	27/03/24 - 63-24	Transfer from Reserve			(180,470)	103,425
J14322	Decrease Job J14322 Eaton Admin Expenditure by \$503,446 (estimated carryforward)	24/04/2024 - 106-24	Non-operating Expenditure		503,446		606,871
1231016	Increase Transfer to Reserve by \$503,446 for J14322 Eaton Admin/Library	24/04/2024 - 106-24	Transfer to Reserve			(503,446)	103,425
0812501	Minor Assets < \$5,000 - Make It Space (Reallocation of Grant/Expenditure)	22/05/2024 - 127-24	Asset Acquisition			(81,663)	21,762
0812004	Make It Space Operating Expenditure - Other Education MUN	22/05/2024 - 127-24	Asset Acquisition			(15,000)	6,762
0832001	Furniture & Fittings - Education MUN	22/05/2024 - 127-24	Asset Acquisition			(54,918)	(48,156)
0822501.47/4	Contributions / Donations MUN	22/05/2024 - 127-24	Non-operating Revenue		151,581		103,425
0812004	Make It Space Operating Expenditure - Other Education MUN	22/05/2024 - 127-24	Asset Acquisition			(47,000)	56,425
0822503.50/5	Contributions / Donations MUN	22/05/2024 - 127-24	Non-operating Revenue		47,000		103,425
					5,459,991	(5,536,304)	103,425

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Monthly Statement of Financial Activity for the Period Ended on the 30 st of June 2024 RISK THEME PROFILE: 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) RISK ASSESSMENT CONTEXT: Operational								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATEMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Insignificant (1)	N/A	N/A	Not required	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required. (Not required.	Not required.	Not required.

RISK ASSESSMENT TOOL								
OVERALL RISK EVENT: Schedule of Paid Accounts as at the 30 th of June 2024 RISK THEME PROFILE: 3 - Failure to Fulfil Compliance Requirements (Statutory, Regulatory) RISK ASSESSMENT CONTEXT: Operational								
CONSEQUENCE CATEGORY	RISK EVENT	PRIOR TO TREATMENT OR CONTROL			RISK ACTION PLAN (Treatment or controls proposed)	AFTER TREATMENT OR CONTROL		
		CONSEQUENCE	LIKELIHOOD	INHERENT RISK RATING		CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
HEALTH	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required	Not required.	Not required.	Not required.
FINANCIAL IMPACT	Not monitoring ongoing financial performance would increase the risk of a negative impact on the financial position.	Moderate (3)	Unlikely (2)	Moderate (5 - 11)	Not required.	Not required.	Not required.	Not required.
SERVICE INTERRUPTION	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.
LEGAL AND COMPLIANCE	Non-compliance with the legislative requirements that results in a qualified audit.	Minor (2)	Unlikely (2)	Low (1 - 4)	Not required	Not required.	Not required.	Not required.
REPUTATIONAL	Non-compliance that results in a qualified audit can lead stakeholders to question the Council's ability to manage finances effectively.	Insignificant (1)	Unlikely (2)	Low (1 - 4)	Not required.	Not required.	Not required.	Not required.
ENVIRONMENT	No risk event identified for this category.	Insignificant (1)	N/A	N/A	Not required	Not required.	Not required.	Not required.
PROPERTY	No risk event identified for this category.	Not Required - No Risk Identified	N/A	N/A	Not required.	Not required.	Not required.	Not required.