

The logo for the Shire of Dardanup features a stylized, flowing line in shades of green and blue, resembling a mountain range or a landscape feature.

Shire of Dardanup

APPENDICES

ORDINARY MEETING

To Be Held

Wednesday, 25 September 2019
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.



(Appendix ORD:12.1A)

**APPLICATION FOR
DEVELOPMENT APPROVAL**
Town Planning Scheme No. 3

FORM 110

Date stamp

Part 1 Owner Details

Full Name

Super King SMSF

ABN (if applicable)

76181607890

Postal Address

Po Box 587

Australind WA 6233

Phone

Mobile

Contact person for correspondence

Paul King

Signature

Date

27/07/2019

Signature

Date

The signature of the owner(s) is required on all applications. This application will not proceed without that signature. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2).

Part 2 Applicant Details (if different from owner)

Full Name

Postal Address

Phone

Mobile

Phone A/H

Fax

Email

Contact person for correspondence

Signature

Date

Part 3 Property Details

(Appendix ORD:12.1A)

Lot No 227	Street No 52	Street Name Eaton Drive
Suburb Eaton WA		Post Code 6232
Nearest street intersection Hamilton Road and Eaton Drive		
Plan or Diagram Number Register no. 227/P13804	Certificate of Title - Vol/Fol Vol: 1613 Fol: 513	
Title encumbrances (e.g. easements, restrictive covenants)		

Part 4 Proposed Development

Nature of development: Works Use Works and Use

Is an exemption from approval claimed for part of the development? Yes No

If yes, is the exemption for: Works Use

Description of proposed works and/or land use
Mental Health Medical Clinic with one consulting room, 2 staff at any given time (doctor/counsellor + admin/reception)

Operation hours: 8am - 5.30pm Monday to Friday

Description of exemption claimed (if relevant)

Nature of existing buildings and/or land use
Residential

Approximate cost of proposed development: \$50,000

Estimated time of completion: December 2019

Part 5 OFFICE USE ONLY

Acceptance Officer's initials: _____

Date received: _____

Local Government Reference No: _____

Part 6 Return form to

Shire of Dardanup
 Planning Department
 1 Council Drive/PO Box 7016
 EATON WA 6232

Phone: (08) 9724 0300 Fax: (08) 9724 0091
 Email: records@dardanup.wa.gov.au





**SUPPLEMENTARY FORM (Appendix ORD:12.1A)
ADVERTISING SIGNAGE APPLICATION**

To be used in conjunction with:
Form 110 Application for Development Approval

FORM 110B

Date stamp

Part 1 Property Details

Description of property on which advertisement is to be displayed including full details of its proposed position within that property

1) Outdoor metal A-Frame sign with 'Intego Health' logo 600 x 900mm (see attached diagram + logo). This sign will be placed on the verge only during opening hours.

2) 'Intego Health' logo window decal to 'waiting room' window of building. (see attached logo)



Part 2 Details of Proposed Sign

Type of structure on which advertisement is to be erected (i.e. freestanding, wall mounted, other)

Window

Height

2000mm

Width

3000mm

Depth

n/a

Colours to be used

Blue, white, green

Height above ground level to top of advertisement

2300mm

Height above ground level to underside

300mm

Materials to be used

Window Decal

Illuminated?

Yes

No

If Yes, state whether steady, moving, flashing, alternating, digital, animated or scintillating and state intensity of light source

Planning Department

Suzanne Occhipinti

Shire of Dardanup

Po Box 7016

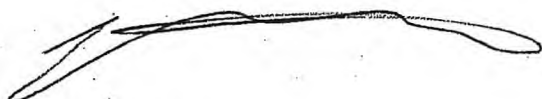
Eaton WA 6232

29th July 2019

Dear Suzanne,

We confirm that the proposed development of the property at 52 Eaton Drive, Eaton WA 6232 is solely for business use and will not be used in any way for residential/dwelling purposes.

Yours sincerely,



Paul and Carli King

On behalf of Super King SMSF

Po Box 587

Australind WA 6230






REVISION			
REV.	DESCRIPTION	DATE	BY
A	FIRST REVISION - FOR CLIENT FEEDBACK	4/04/19	JB
B	REVISION FOR ASSESSMENT	16/4/19	JB
C	REDESIGNED ACCESS AND PARKING	06/05/19	JB
D	REDESIGNED INTERNAL ACCESS & DETAIL	22/05/19	JB
E	INTERNAL ACCESS & PARKING	29/05/19	JB
F	ADDITIONAL INFORMATION	25/07/19	JB

INDEX	
PAGE	LAYOUT NAME
1	COVER PAGE
2	SITE PLAN
3	FLOOR PLAN
4	PLANT SCHEDULE
5	ELEVATIONS
6	AS 1428.1

NOTES

CONSTRUCTION

1. PROPOSED RESIDENCE TO BE REPURPOSED AS MEDICAL CENTRE. ALL EXTERNAL DOUBLE CLAY BRICK WALLS TO REMAIN AS IS.
2. RELOCATED INTERNAL WALLS TO BE 90 STUD WITH 10 GYPROCK AND INTERNAL SOUND INSULATION.
3. RECEPTION DESK AND OFFICE DETAILING TO COMPLY WITH A.S. 1428. SEE RELEVANT TABLES ON PAGE 5.

DRAWINGS AND STANDARDS

1. CHECK ALL DIMENSIONS ON SITE.
2. ALL REFERENCED STANDARDS TO BE THE CURRENT VERSION AT THE TIME OF CONSTRUCTION
3. ALL MATERIALS AND WORKMANSHIP SHALL CONFORM TO AUSTRALIAN STANDARDS, BUILDING CODES, LOCAL AUTHORITY AND STATUTORY REGULATIONS AND MANUFACTURERS RECOMMENDATIONS.
4. ALL PLUMBING FITTINGS AND FIXTURES TO BE WELLS 4 STAR RATED.
5. ALL DIMENSIONS ARE IN MILLIMETERS UNLESS OTHERWISE NOTED.
6. THE DOCUMENT IS TO THE SCALES NOTED WHEN PRINTED ON A3 SHEET SIZE.

NOTES

PARKING

PARKING PAVEMENT GRADES TO BE BETWEEN 0.7% AND 5%. OR BETWEEN 1% AND 2.5% FOR ACROD PARKING.
 ADDITIONAL CROSS OVER TO BE IN ACCORDANCE WITH COUNCIL SPECIFICATIONS.
 PAVEMENT MARKINGS ARE TO BE IN YELLOW (AS A52890.1)
 PARKING SPACES TO BE OUTLINED WITH UNBROKEN LINES 80 TO 100 WIDE ON SIDES
 ACCESSIBLE PARKING BAY TO BE IDENTIFIED IN ACCORDANCE WITH AS 1428.1
 TRANSFER BAY TO BE MARKED WITH 150-200 WIDE DIAGONAL STRIPES 200-300 APART AND INSIDE A 80-100 WIDE BORDER USING YELLOW PAINT.
 VERANDAH PAVING TO BE RELAYED WITH FALL AWAY FROM WALLS AND FLUSH WITH DOOR STEP.

SOAK WELLS

WELLS SURROUNDED BY BLUE METAL AND CRUSHED LIMESTONE
 SLOTTED SIDES AND OPEN BASE SOAK
 ALL SOAK WELLS TO BE PROVIDED WITH TRAFFICABLE LIDS AND MADE ACCESSIBLE FOR MAINTENANCE PURPOSES.
 SOAK WELLS TO BE NO CLOSER THAN 1.8m TO A FOOTING OR PROPERTY BOUNDARY.

USAGE & STAFFING

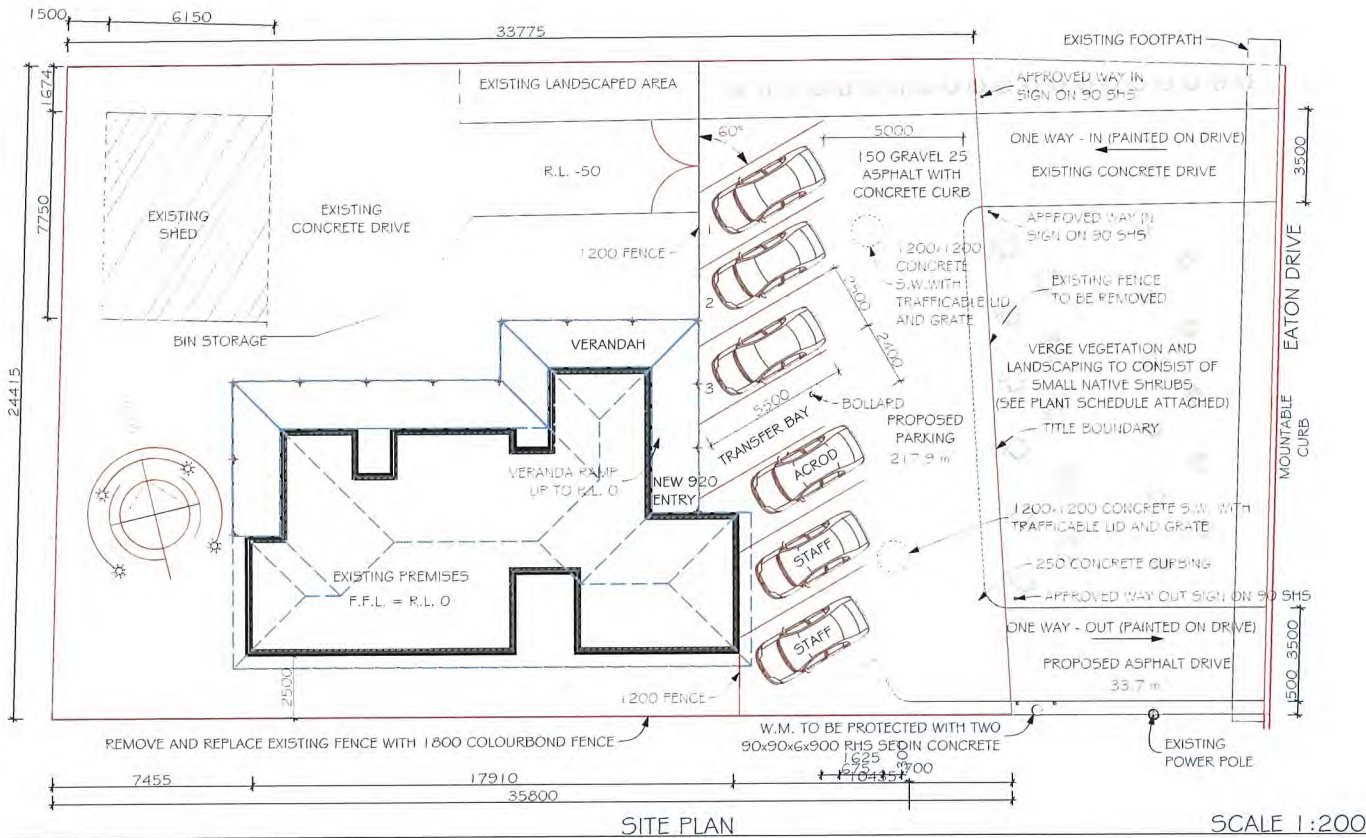
ONE CONSULTING ROOM
 STAFF.

WITH ONE CONSULTANT AND ONE ADMIN

STORM WATER CALCULATION

PAVING AREA 218m²
 S.W. 1200dia X 1200 HIGH = 111m³
 TWO S.W. REQUIRED = 222m³.

EXISTING WATER METER TO BE MOVED
 BY WATER CORPORATION TO NEW
 LOCATION EITHER SIDE OF
 PROPOSED DRIVE (EXIT) AS DEEMED
 APPROPRIATE BY WATER CORP.



PLANT SCHEDULE

ALL LANDSCAPED AREAS TO BE EXCAVATED TO 300 AND FILLED WITH NATIVE SOIL MIX. 75 JARRAH MULCH.

A MIX OF NATIVE (ENDEMIC) BUSH AND GROUND COVER SPECIES LISTED BELOW SHOULD BE USED AS A GUIDE TO PLANTING AT RECOMMENDED SPACING'S.

WESTRINGIA FRUTICOSA ZENA
 SCAEVOLA ALBIDA MAUVE CLUSTERS

PLANT SCHEDULE

3 Carey St, Bunbury WA 6230
 Ph: 0419 967 709
 design@birchdesign.com.au
 www.birchdesign.com.au

PROPOSED RENOVATION FOR CARLI KING SITE PLAN

52 EATON DRIVE EATON WA

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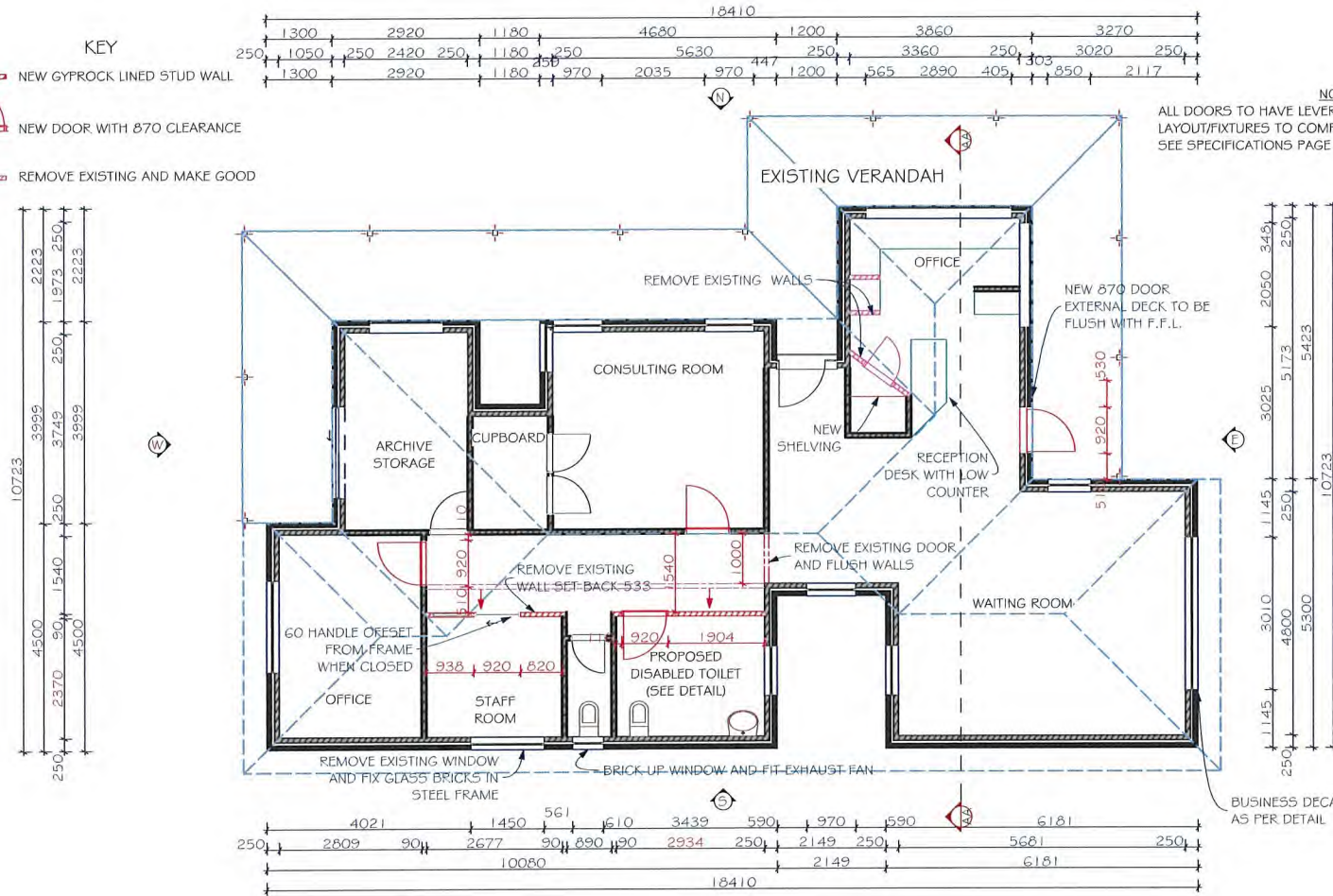
Drawn: Jon Birch	Checked: AKB	Issued: 29/07/2019	Revision: F	Sheet: 2 of 3
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Appendix ORD-12-1A

- KEY**
-  NEW GYPROCK LINED STUD WALL
 -  NEW DOOR WITH 870 CLEARANCE
 -  REMOVE EXISTING AND MAKE GOOD

NOTES
 ALL DOORS TO HAVE LEVER TYPE HANDLE SET, UAT
 LAYOUT/FIXTURES TO COMPLY WITH AS 1428.1-2009.
 SEE SPECIFICATIONS PAGE 5.



FLOOR PLAN

SCALE 1:100

3 Carey St, Bunbury WA 6230
 Ph: 0419 967 709
 design@birchdesign.com.au
 www.birchdesign.com.au

PROPOSED RENOVATION FOR CARLI KING FLOOR PLAN

52 EATON DRIVE EATON WA

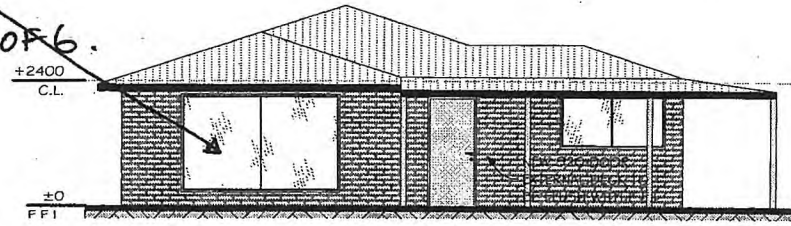
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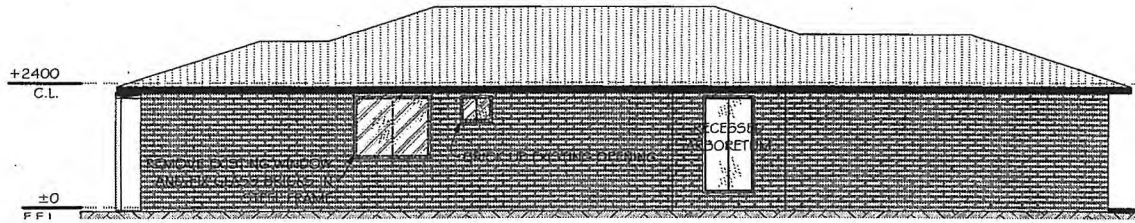
Appendix ORD: 321A

EMC 100257174

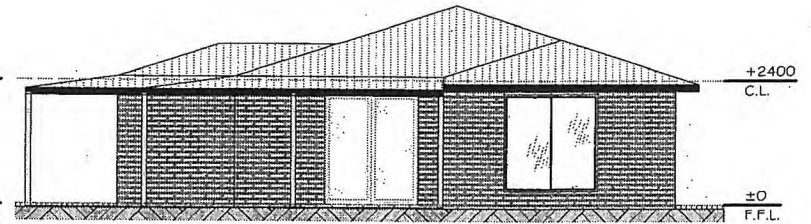
WINDOW PLACEMENT
OF LOGO SIGNAGE.
SIGN AS SHOWN ON
SIGN DETAIL, SHEET 3 OF 6.



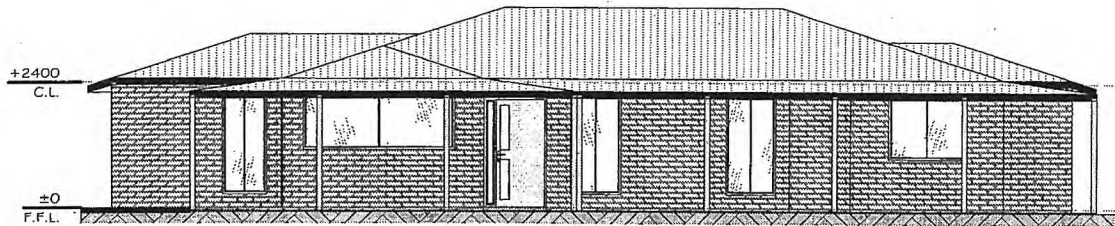
E ELEVATION SCALE 1:100



S ELEVATION SCALE 1:100



W ELEVATION SCALE 1:100



N ELEVATION SCALE 1:100

3 Carey St, Bunbury WA 6230
Ph: 0419 967 709
design@birchdesign.com.au
www.birchdesign.com.au

PROPOSED RENOVATION FOR CARLI KING ELEVATIONS

52 EATON DRIVE EATON WA

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Drawn: Jon Birch	Checked: AKB	Issued: 29/07/2019	Revision: F	Sheet: 5 of 6
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Appendix ORD:12-1A

(Appendix ORD:12.1B)

From: ashley sambell
Sent: Wednesday, 7 August 2019 5:22 PM
To: submissions@dardanup.wa.giv.au
Cc: Suzanne Occhipinti
Subject: Proposed medical centre mental health clinic at 52 eaton drive

To who it msy concern

I am emailing regarding the proposal to redevelop 52 eaton drive into a mental health medical clinic.

My property is 16 fowler court. Directly behind 52 eaton drive "backs onto proposed property". I am 100% against this development. I bought my property as it was residential and a lovely neighbourhood to raise a family and as a father of a small child and frequently have other families here with other small children. It poses a grave security risk having a mental health clinic behind my property. Further more it will greatly decrease the value of my property which i will not stand for. My child's safety and my safety and well being are my number one priority. And strongly strongly urge this to not be approved. I bought in residential housing where we have neighbours of similar values and situations and I will fight this situation changing at any cost be it legal. Social media. Newspaper or television. I was opposed to the change in zoning changes when they went thru. now my worst fear has popped up. A mental health clinic..... not stereotyping all with mental health issues but certain individuals that will visit the clinic will be less than desirable and they will be parking right outside my back fence where my family and friends play. and any danger or incidents that may occur will 100% be on dardanup shires back if this is allowed to happen. Please feel free to contact me in regards to this matter as I wish for a peaceful resolve to this matter.

Ashley sambell

16 fowler court

Eaton



INTEGROHEALTH

Feel well. Think well. Live well.

A 1F U3/8 Cassowary Bend, Eaton WA 6232
Po Box 587, Australind WA 6233
P 9787 9072
F 9716 7372
E admin@integrohealth.com.au
W www.integrohealth.com.au

Shire of Dardanup Council

C/o – Suzanné Occhipinti

Senior Planning Officer

Po Box 7016

Eaton WA 6232

19th August 2019

Dear Council,

Thank you for the opportunity to respond to the objections of our proposed mental health clinic at 52 Eaton Drive, Eaton.

We have included two appendices to this letter for your consideration: a response to the main objections as outlined in the letter from Ashley Sambell of 16 Fowler Court, Eaton, and a extract from the Healthy WA website which aims to confront some of the stigma experienced by mental health sufferers.

Integro Health is committed to the wellbeing of the community of Eaton and its surrounds. We hope that our reasonable response to objections and our planning application will be favourably received by the Shire of Dardanup for the benefit of all residents of Eaton.

With sincere regards,

Dr Paul King

MBBS FRACGP

Principal – Integro Health



Appendix 1 – Response to Objections

Quote from Letter	Response
<i>It poses a grave security risk having a mental health clinic behind my property.</i>	The back of the property is fenced in. There is no access to the rear of the property by the general public- it is only for staff use.
<i>...it will greatly decrease the value of my property...</i>	We would argue that increased access to facilities and services can only serve to increase the value and desirability of one’s home.
<i>I bought in residential housing where we have neighbours of similar values and situations...</i>	<p>Integro Health is a locally owned and operated business. We already operate in Eaton less than 350m from the proposed location. The owner has worked in Eaton for over 12 years.</p> <p>We value the Eaton community and our goal is to benefit the Eaton Community through our services. We offer counselling and mental health care for children, youth, adults, parents, grandparents and couples.</p> <p>We currently have 134 clients who live in the suburb of Eaton, which is 30% of our clientele. Chances are we are treating one of their neighbours.</p>
<i>Certain individuals that will visit the clinic will be less than desirable...</i>	<p>We are unsure what the objector deems a ‘less than desirable’ person. It is an unfortunate reality that 3 out of 4 people with mental illness in Western Australia have experienced stigma.</p> <p>Please see this report (Appendix 2) from The Department of Health - Healthy WA that aims to challenge the stigma that mental health sufferers experience in our state.</p> <p>But to alleviate some of the objector’s concerns, we can offer the following:</p> <ul style="list-style-type: none"> - We are not an emergency or acute mental health clinic. We operate with appointments only. - We provide counselling and long-term support for people. - We are not an overnight stay clinic and do not provide residential care. - We are not an addiction specific treatment clinic. We do not dispense drugs. - We are a private clinic with a strict behavior policy. We do not tolerate any antisocial behavior on our premises. - Working in private practice for over 12 years we have not experienced antisocial behavior. - We have a no-smoking on site policy



INTEGROHEALTH

Feel well. Think well. Live well.

(Appendix ORD:12.1C)

A 1F U3/8 C
Po Box
P 9787 9072
F 9716 7372
E admin@integrohealth.com.au
W www.integrohealth.com.au

	<p>Almost 60% of our clients live in Eaton and Australind, a further 21% in Bunbury. These are people that live and work in the same area as the objector. Our clientele includes schoolteachers, doctors, nurses, local business owners and many other community members and their families.</p>
<p><i>...they will be parking right outside my back fence....</i></p>	<p>As shown on the plan submitted to council, there will be no parking for clients at the back of the property. Parking for clients are at the front of the property with access in and out of Eaton Drive. The rear of the property will be gated off and inaccessible from the parking area at the front. We have designed the carpark specifically to minimize the impact on neighbours.</p>

Stigma

Three out of 4 people with a mental illness report that they have experienced stigma. Stigma is a mark of disgrace that sets a person apart. When a person is labelled by their illness they are seen as part of a stereotyped group. Negative attitudes create prejudice which leads to negative actions and discrimination.

Stigma brings experiences and feelings of:

- > shame
- > blame
- > hopelessness
- > distress
- > misrepresentation in the media
- > reluctance to seek and/or accept necessary help.

Families are also affected by stigma, leading to a lack of support. For mental health professionals, stigma means that they themselves are seen as abnormal, corrupt or evil, and psychiatric treatments are often viewed with suspicion and horror.

A 2006 Australian study found that:

- > nearly 1 in 4 people felt depression was a sign of personal weakness and would not employ a person with depression
- > around a third would not vote for a politician with depression
- > 42 per cent thought people with depression were unpredictable
- > one in 5 said that if they had depression they would not tell anyone
- > nearly 2 in 3 people surveyed thought people with schizophrenia were unpredictable and a quarter felt that they were dangerous.

Some groups are subjected to multiple types of stigma and discrimination at the same time, such as people with an intellectual disability or those from a cultural or ethnic minority.

How can we challenge stigma?

We all have a role in creating a mentally healthy community that supports recovery and social inclusion and reduces discrimination. Simple ways to help include:

- > learn and share the facts about mental health and illness
- > get to know people with personal experiences of mental illness
- > speak up in protest when friends, family, colleagues or the media display false beliefs and negative stereotypes
- > offer the same support to people when they are physically or mentally unwell
- > don't label or judge people with a mental illness, treat them with respect and dignity as you would anyone else
- > don't discriminate when it comes to participation, housing and employment
- > talk openly of your own experience of mental illness. The more hidden mental illness remains, the more people continue to believe that it is shameful and needs to be concealed.

More information

Visit the [Mental Health Commission \(external site\)](#) for more information on mental health issues and mental illness.

Where to get help

- > See your doctor
- > Visit a GP after hours

- > Visit *healthdirect* (external site) or call 1800 022 222
- > Mental Health Emergency Response Line (MHERL)
Metro: 1300 55 788
Peel: 1800 676 822
- > RuralLink
Rural and remote areas: 1800 552 002

Remember

- > Three out of 4 people with a mental illness report that they have experienced stigma.
- > Negative attitudes create prejudice which leads to negative actions and discrimination.
- > Families are also affected by stigma, leading to a lack of support.
- > We all have a role in creating a mentally healthy community that supports recovery and social inclusion and reduces discrimination.

Acknowledgements
Mental Health Commission

This publication is provided for education and information purposes only. It is not a substitute for professional medical care. Information about a therapy, service, product or treatment does not imply endorsement and is not intended to replace advice from your healthcare professional. Readers should note that over time currency and completeness of the information may change. All users should seek advice from a qualified healthcare professional for a diagnosis and answers to their medical questions.

Related sites

- > [Mental Health Commission \(external site\)](#)
- > [Head to Health \(external site\)](#)

(Appendix ORD:12.1D)

From: Dr. Paul King - Integro Health <paul.king@integrohealth.com.au>
Sent: Thursday, 29 August 2019 5:32 PM
To: Suzanne Occhipinti
Subject: FW: URGENT ATTN sp FW: 52 Eaton Dr - Response to Objection
Attachments: Integro Health Services.docx

From: Dr. Paul King - Integro Health
Sent: Thursday, 29 August 2019 5:30 PM
To: Suzanne.Occhipinti@dardanup.wa.gov.au
Subject: RE: URGENT ATTN sp FW: 52 Eaton Dr - Response to Objection

Dear Suzanne,

Thank you for your assistance so far.

The application we have made refers to a 'mental health medical clinic'. Although the primary activity of the clinic will be psychological therapy and counselling services, I cannot officially call myself a Psychologist and therefore cannot describe the clinic as a psychology clinic.

The main service provider will be myself, a GP psychotherapist. As a GP, I also provide mental health assessments, medication management and a limited scope of general practice medicine.

I have not applied for approval for a General Practice Clinic because I do not provide standard General Practice. For example, I do not provide procedural medicine, immunisations, or obstetrics- and the clinic will not be equipped for these services. We are specifically geared to providing mental health and wellbeing services.

The types of activities we provide are listed on our website <https://integrohealth.com.au/services/>. I have included an attachment outlining these. I also plan in the future to have either a social worker, counsellor or psychologist share my room and provide further counselling services, such as family, children and couples counselling.

I encourage councilors and concerned parties to visit our website to learn more about Integro Health and our vision for a healthier community.

Kind regards,

Dr Paul King



(Appendix ORD:12.1D)

INTEGROHEALTH

Feel well. Think well. Live well.

Integro Health provides services in:

Mental health

This includes diagnosis and management of stress, anxiety, depression, grief, anger, obsessive compulsive disorder, trauma, abuse, sleep disorders and bipolar disorder.

General health

This includes diagnosis and management of fibromyalgia, chronic fatigue and chronic headaches.

Wellbeing Checkups

This includes screening for health problems, preventative health education and measures to keep patients living well.

Focussed Psychological Strategies

Focussed Psychological Strategies (FPS) are non-medication mental health strategies including a broad range of techniques and therapies, such as:

- Mental health education
- Cognitive-behavioural therapy
- Relaxation strategies
- Problem solving skills
- Anger management
- Social skills training
- Stress management skills
- Parent management training

FPS is effective for many mental and physical health problems such as depression, anxiety, stress, relationship conflict, chronic pain, eating disorders, bipolar disorder, fibromyalgia, chronic fatigue and more.

APPENDIX IV - ADDITIONAL USE ZONES (Cont'd)

Clause 3.15.1

NO	STREET	PARTICULARS OF LAND	ADDITIONAL USE PERMITTED	CONDITIONS
19	Easton Drive and Hough Place <i>AMD 188 GG 6/5/16</i>	Lot 1, Lots 226 to 230 and 271 to 276 Eaton Drive and Lots 231 to 232, 248 to 249 and 277 to 278 Hough Place	Consulting Rooms Medical Centre Office	<p>(a) Development shall comply with the provisions of Town Planning Scheme No. 3, including any Local Development Plan required or prepared by the local government.</p> <p>An additional use for Lot 273 will not be supported until alternative access arrangements can be demonstrated to the satisfaction of the Shire of Dardanup given direct access from this lot to Eaton Drive cannot be supported on traffic management and safety grounds.</p> <p>(b) Additional Use subject to development approval in accordance with Clauses 7.1 and 7.2 of Town Planning Scheme No. 3, as a 'D' use, and conditions imposed by Council at the time of development approval.</p> <p>(c) All car parking associated with the Additional Use shall be located within the development site.</p> <p>(d) All car parking associated with the Additional Use shall be designed and located to ensure vehicles can exit the development site in forward gear.</p> <p>(e) In considering proposals the local government may impose conditions requiring shared crossovers and vehicular access to lots and may require access easements to secure vehicular access rights.</p>



Our Ref: BGU/0122
Your Ref:



24/07/2019

Andre Schönfeldt
CEO
Shire of Dardanup
PO Box 7016
EATON WA 6232

Dear Andre

RE: SHARED COMMUNITY EMERGENCY SERVICES MANAGER (CESM)

Please excuse the delayed response.

I have made extensive enquiries on behalf of Shire of Capel and Shire of Dardanup with respects to funding availability for a shared CESM arrangement.

I have recently received advice from Assistant Commissioner Graham Swift that State Government have not allocated any additional funds for the current CESM program and there are no additional opportunities currently available for any Local Government and DFES shared CESM positions.

The Shire of Dardanup remain a high priority for the South West region in securing a future CESM position. Please remain assured that any indication that a position may be available will instigate a discussion with both shires to discuss acquisition.

Thank you for your enquiry.

Regards

ANDREW WRIGHT
A/SUPERINTENDENT



Monthly Financial Report

For the Period

1 July 2019 to 31 July 2019

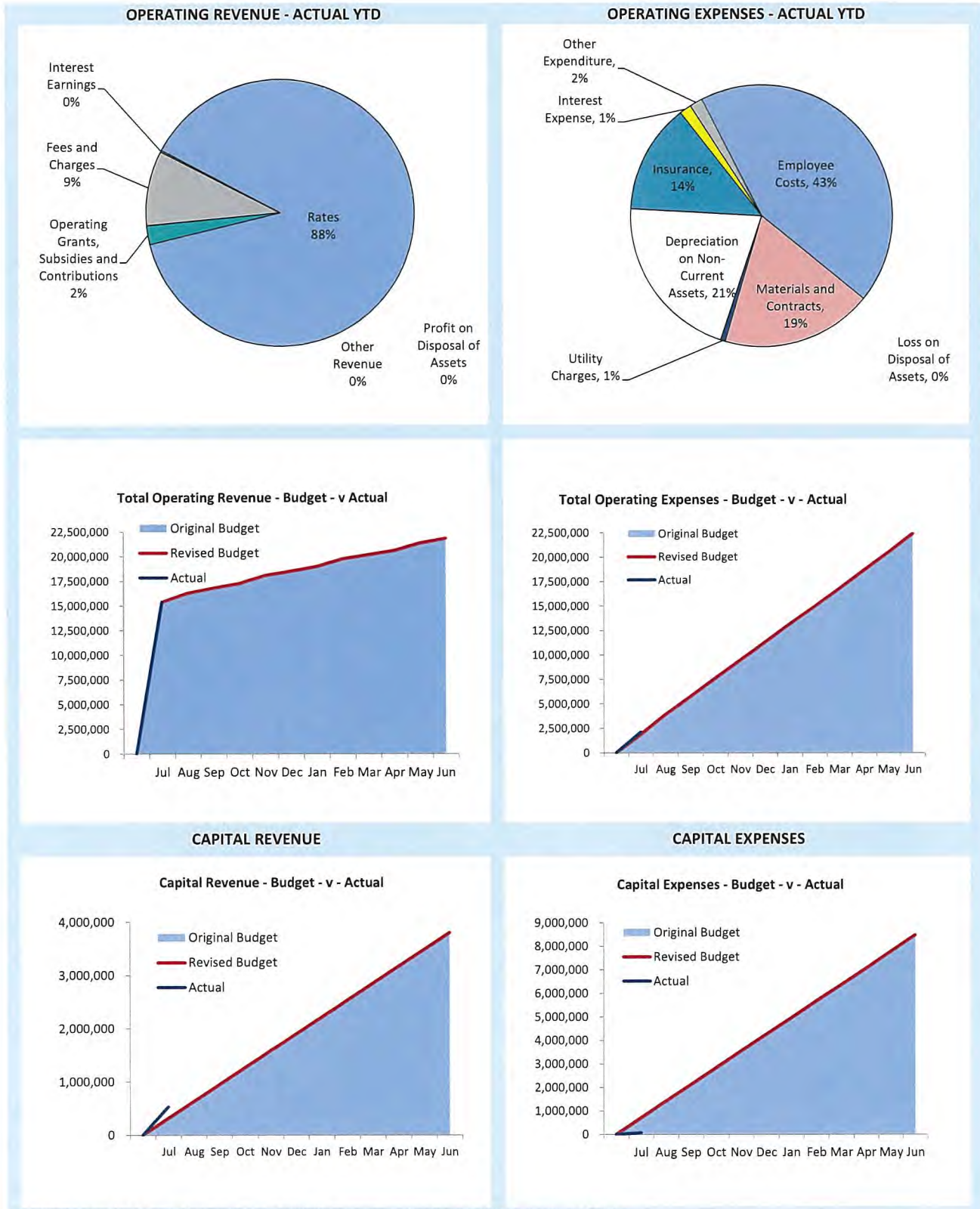
TABLE OF CONTENTS

	Page
Information Summary Graphs	2
Statement of Financial Activity by Program	3
Net Current Assets	5
Statement of Comprehensive Income by Nature and Type	6
Note 1 Statement of Objective	7
Note 2 Explanation of Material Variances in the Statement of Financial Activity	8
Note 3 Trust Fund	10
Note 4 Reserve Accounts	11
Note 5 Statement of Investments	12
Note 6 Accounts Receivable - Rates and Sundry Debtors	14
Note 7 Salaries and Wages	14
Note 8 Rating Information	15
Note 9 Information on Borrowings	16
Note 10 Budget Amendments	17



Monthly Financial Report
For the Period Ended 31 July 2019

SUMMARY GRAPHS



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

**Statement of Financial Activity by Program
For the Period Ended 31 July 2019
(Covering 1 Month or 8.3% of the Year)**

Sch	2019/20	2019/20	2019/20	2019/20	Variance Y-T-D	Variance Y-T-D	2019/20	2018/19	
	Adopted Budget \$	Revised Budget \$	Y-T-D Revised Budget \$	Y-T-D Actual \$	Actual to Revised Budget \$	Actual to Revised Budget %	Forecast \$	Last Year Actual \$	
OPERATING ACTIVITIES									
Revenue									
General Purpose Funding	3	15,474,534	15,474,534	13,336,459	13,326,005	(10,454)	(0.1%)	15,474,534	14,851,581
Governance	4	1,550	1,550	127	4,193	4,066	3201.3%	1,550	29
Law, Order, Public Safety	5	410,591	410,591	31,159	179,115	147,956	474.8% ▲	410,591	440,114
Health	7	20,150	20,150	1,678	11,356	9,678	576.7%	20,150	19,177
Education and Welfare	8	3,500	3,500	291	0	(291)	(100.0%)	3,500	13,384
Community Amenities	10	1,504,690	1,504,690	1,360,614	1,342,863	(17,751)	(1.3%)	1,504,690	1,398,292
Recreation and Culture	11	2,834,702	2,834,702	532,814	358,737	(174,077)	(32.7%) ▼	2,834,702	1,811,692
Transport	12	178,301	178,301	2,540	126,133	123,593	4865.9% ▲	178,301	148,385
Economic Services	13	101,580	101,580	8,360	17,377	9,017	107.9%	101,580	86,272
Other Property and Services	14	1,303,007	1,303,007	108,579	37,989	(70,590)	(65.0%) ▼	1,303,007	223,638
Total Operating Revenue		21,832,605	21,832,605	15,382,621	15,403,767	21,146	0.1%	21,832,605	18,992,565
Operating Expenses									
General Purpose Funding	3	(409,569)	(409,569)	(40,095)	(42,527)	(2,432)	(6.1%)	(409,569)	(337,558)
Governance	4	(1,282,266)	(1,282,266)	(132,209)	(131,356)	853	0.6%	(1,282,266)	(1,026,392)
Law, Order, Public Safety	5	(1,661,176)	(1,661,176)	(138,416)	(206,068)	(67,652)	(48.9%) ▼	(1,661,176)	(1,476,207)
Health	7	(564,913)	(564,913)	(45,688)	(66,303)	(20,615)	(45.1%)	(564,913)	(510,333)
Education and Welfare	8	(826,305)	(826,305)	(67,802)	(76,199)	(8,397)	(12.4%)	(826,305)	(754,404)
Community Amenities	10	(2,832,799)	(2,832,799)	(164,744)	(133,468)	31,276	19.0%	(2,832,799)	(2,094,990)
Recreation & Culture	11	(8,160,605)	(8,160,605)	(793,370)	(737,612)	55,758	7.0%	(8,160,605)	(7,381,670)
Transport	12	(5,802,313)	(5,802,313)	(492,105)	(515,802)	(23,697)	(4.8%)	(5,802,313)	(5,674,567)
Economic Services	13	(601,073)	(601,072)	(49,527)	(75,400)	(25,873)	(52.2%)	(601,072)	(524,067)
Other Property and Services	14	(263,823)	(263,824)	(75,342)	(122,803)	(47,461)	(63.0%)	(263,824)	(601,608)
Total Operating Expenditure		(22,404,841)	(22,404,841)	(1,999,298)	(2,107,538)	(108,240)	(5.4%)	(22,404,842)	(20,381,796)
Net Operating Activities		(572,236)	(572,236)	13,383,323	13,296,229	(87,094)	0.7%	(572,237)	(1,389,231)

(continued next page)



Statement of Financial Activity by Program
For the Period Ended 31 July 2019
(Covering 1 Month or 8.3% of the Year)

	2019/20	2019/20	2019/20	2019/20	Variance Y-T-D	Variance Y-T-D	2019/20	2018/19	
	Adopted	Revised	Y-T-D	Y-T-D	Actual to	Actual to	Forecast	Last Year	
	Budget	Budget	Revised	Actual	Revised	Revised		Actual	
	\$	\$	\$	\$	\$	%	\$	\$	
Net Operating Activities (from previous page)	(572,236)	(572,236)	13,383,323	13,296,229	(87,094)	(0.7%)	(572,237)	(1,389,231)	
ADJUSTMENTS OF NON CASH ITEMS									
(Profit)/Loss on Asset Disposals	(1,165,000)	(1,165,000)	(97,083)	0	97,083	100.0% ▲	(1,165,000)	293,079	
Accruals	0	0	0	0	0	0.0%	0	(198,986)	
Donated Assets Adjustments	0	0	0	0	0	0.0%	0	0	
Contra Repayment of Prefunded Infrastructure	0	0	0	0	0	0.0%	0	0	
Depreciation on Assets	5,242,750	5,242,750	436,891	436,896	5	0.0%	5,242,750	4,932,314	
Adjusted Net Operating Activities	A	3,505,514	3,505,514	13,723,131	9,994	0.1%	3,505,513	3,637,176	
INVESTING ACTIVITIES									
Revenue									
Non-operating grants, subsidies and contributions	3,804,088	3,804,088	317,003	529,600	212,597	67.1% ▲	3,804,088	1,874,654	
Proceeds from Disposal of Assets	1,323,924	1,323,924	110,325	0	(110,325)	(100.0%) ▼	1,323,924	268,038	
Total Capital Revenue	5,128,012	5,128,012	427,328	529,600	102,272	23.9%	5,128,012	2,142,692	
Expenditure									
Land & Buildings	(1,148,280)	(1,156,251)	(95,682)	(17,768)	77,914	81.4% ▲	(1,156,250)	(400,830)	
Infrastructure Assets - Road / Bridges / Paths	(5,405,567)	(5,421,767)	(450,427)	(44,463)	405,964	90.1% ▲	(5,421,768)	(3,734,252)	
Infrastructure Assets - Parks & Gardens	(854,154)	(854,154)	(71,174)	0	71,174	100.0% ▲	(854,154)	(68,198)	
Vehicles	(546,108)	(546,108)	(45,508)	0	45,508	100.0%	(546,108)	(415,474)	
Plant & Equipment	(26,000)	(26,000)	(2,166)	0	2,166	100.0%	(26,000)	(24,726)	
Furniture & Fittings	(475,478)	(475,478)	(39,620)	(996)	38,624	97.5%	(475,478)	(33,131)	
Total Capital Expenditure	(8,455,587)	(8,479,758)	(704,577)	(63,227)	641,350	91.0%	(8,479,758)	(4,676,611)	
Net Capital Activities	B	(3,327,575)	(3,351,746)	466,373	743,622	268.2%	(3,351,746)	(2,533,919)	
FINANCING ACTIVITIES									
Revenue									
Proceeds from New Loans	750,000	750,000	62,500	0	(62,500)	100.0% ▼	750,000	0	
Self Supporting Loans - Principal Recoups	0	0	0	0	0	0.0%	0	32,936	
Transfers from Reserves	6,036,256	6,070,427	505,861	0	(505,861)	(100.0%) ▼	6,070,427	3,969,700	
Total Financing Revenue	6,786,256	6,820,427	568,361	0	(568,361)	100.0%	6,820,427	4,002,636	
Expenditure									
Repayment of Loans	(279,748)	(279,748)	(23,309)	(47,503)	(24,194)	(103.8%)	(279,747)	(362,288)	
Transfers to Reserves	(6,853,402)	(6,853,402)	(571,101)	(39,351)	531,750	93.1% ▲	(6,853,401)	(4,638,721)	
Total Financing Expenditure	(7,133,150)	(7,133,150)	(594,410)	(86,854)	507,556	85.4%	(7,133,148)	(5,001,009)	
Net Financing Activities	C	(346,894)	(312,723)	(26,049)	(60,805)	(233.4%)	(312,721)	(998,372)	
FUNDING SOURCES									
Surplus/(Deficit) July 1 B/Fwd	D	301,183	301,183	301,183	408,341	107,158	35.6% ▲	408,341	303,456
CLOSING FUNDS (A+B+C+D)		132,227	142,227	13,721,016	14,520,985	799,969	(5.8%)	249,387	408,341

KEY INFORMATION

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

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

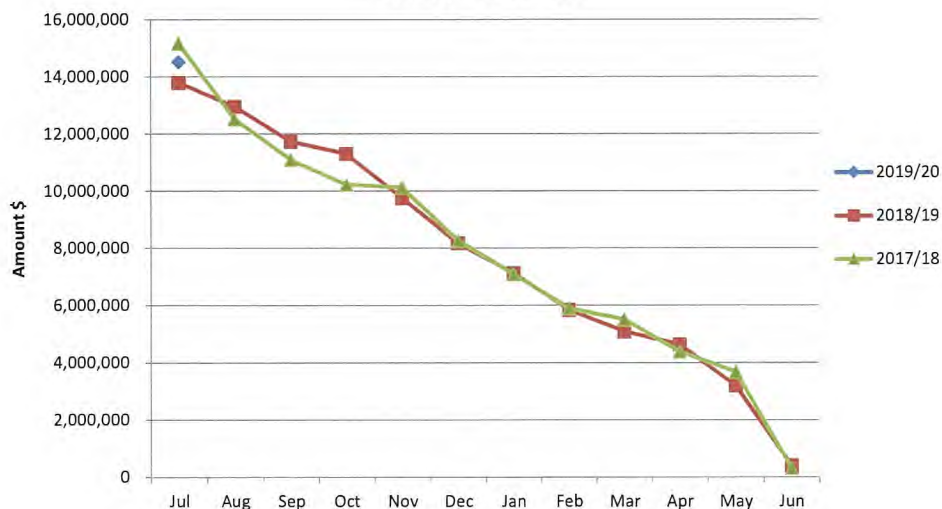
This statement to be read in conjunction with the accompanying Financial Statements and Notes



**Statement of Financial Activity by Program
For the Period Ended 31 July 2019
NET CURRENT ASSETS**

Note	Year to Date Actual 31-Jul-2019 \$	This Time Last Year 31-Jul-2018 \$	Last Year Closing 30 June 2019 \$
Represented By:			
CURRENT ASSETS			
Cash and Cash Equivalents	16,646,473	15,919,336	18,616,090
Rates Debtors Outstanding	15,206,541	14,585,460	312,089
Pensioner Rates Rebate	11,079	22,400	19,786
Sundry Debtors	1,026,358	118,305	200,555
Self Supporting Loan Asset	0	32,936	0
Accrued Revenue	75,299	59,710	151,597
Prepaid Expenses	0	0	22,734
Goods & Services Tax / BAS Refund	141,012	227,841	127,208
Other Receivables	0	1,932	0
Inventories - Materials	5,047	2,166	5,047
Inventories- Trading Stock - Recreation Centre	8,430	11,857	8,430
Current Assets	33,120,238	30,981,943	19,463,535
LESS CURRENT LIABILITIES			
Payables:			
Sundry Creditors	(85,133)	(44,390)	(735,312)
Other Payables	(699,481)	(660,847)	(5,069)
Prepaid Revenue - Rates / PPL	(53,062)	0	(562,248)
Accrued Interest on Debentures	(37,523)	(42,740)	(37,523)
Accrued Salaries & Wages	0	0	(25,165)
Other Accrued Expenses	0	0	(5,174)
Borrowings - Debentures	(232,245)	(316,618)	(279,748)
Provisions:			
Staff Leave Provisions	(1,272,698)	(1,190,807)	(1,272,698)
Current Liabilities	(2,380,142)	(2,255,402)	(2,922,938)
Net Current Assets	30,740,096	28,726,541	16,540,598
Less: Restricted Assets / Reserve Funds	4 (16,451,356)	(15,003,854)	(16,412,005)
Less: Self Supporting Loan Income	0	(32,936)	0
Add: Current - Borrowings	232,245	316,618	279,748
CLOSING FUNDS / NET CURRENT ASSETS (per previous page)	14,520,985	14,006,369	408,341

Liquidity Over The Year



Statement of Comprehensive Income by Nature or Type
For the Period Ended 31 July 2019
(Covering 1 Month or 8.3% of the Year)

	2019/20	2019/20	2019/20	2019/20	Variance Y-T-D	Variance Y-T-D	2019/20	2018/19
	Adopted	Revised	Y-T-D	Y-T-D	Actual to	Actual to	Forecast	Last Year
	Budget	Budget	Revised	Actual	Revised	Revised		Actual
	\$	\$	\$	\$	\$	%	\$	\$
Revenue								
Rates	13,742,181	13,742,181	13,632,870	13,621,094	(11,776)	0.1%	13,724,897	13,074,516
Grants, Subsidies & Contributions	3,233,207	3,233,207	212,730	352,350	139,620	(65.6%)	3,233,207	2,202,843
Profit on Asset Disposals	1,165,000	1,165,000	97,083	0	(97,083)	0.0%	1,165,000	0
Fees and Charges	3,156,021	3,156,021	1,404,930	1,401,319	(3,611)	0.3%	3,156,021	3,106,099
Interest Earnings	507,656	507,656	34,925	29,003	(5,922)	17.0%	507,656	581,250
Other Revenue	27,540	27,540	0	0	0	0.0%	27,540	27,855
	<u>21,831,605</u>	<u>21,831,605</u>	<u>15,382,538</u>	<u>15,403,767</u>	<u>21,229</u>	<u>(0.1%)</u>	<u>21,814,321</u>	<u>18,992,563</u>
Expenses								
Employee Costs	(11,153,410)	(11,153,410)	(917,293)	(914,720)	2,573	0.3%	(11,153,410)	(9,819,873)
Materials and Contracts	(4,665,708)	(4,665,708)	(422,208)	(393,479)	28,729	6.8%	(4,665,708)	(4,064,346)
Utility Charges	(561,970)	(561,970)	(46,800)	(12,106)	34,694	74.1%	(561,970)	(551,434)
Depreciation on Non-current Assets	(5,242,750)	(5,242,750)	(436,891)	(436,896)	(5)	(0.0%)	(5,242,750)	(4,932,314)
Loss on Asset Disposals	0	1,165,000	97,083	0	(97,083)	0.0%	1,165,000	(293,079)
Interest Expense	(113,943)	(113,943)	(30,361)	(30,682)	(321)	(1.1%)	(113,943)	(127,293)
Insurance	(282,982)	(282,982)	(87,662)	(285,565)	(197,903)	(225.8%)	(282,982)	(253,207)
Other	(381,978)	(376,978)	(57,854)	(34,090)	23,764	41.1%	(364,694)	(340,248)
	<u>(22,402,742)</u>	<u>(21,232,742)</u>	<u>(1,901,986)</u>	<u>(2,107,538)</u>	<u>(205,552)</u>	<u>(10.8%)</u>	<u>(21,220,458)</u>	<u>(20,381,794)</u>
Operational Surplus / (Deficit)	(571,137)	598,863	13,480,552	13,296,229	(184,323)	1.4%	593,863	(1,389,231)
Grants & Contributions for the Development of Assets	3,654,807	3,804,088	317,003	529,600	212,597	(67.1%)	3,804,088	1,874,654
	<u>3,654,807</u>	<u>3,804,088</u>	<u>317,003</u>	<u>529,600</u>	<u>212,597</u>	<u>(67.1%)</u>	<u>3,804,088</u>	<u>1,874,654</u>
NET RESULT	3,083,670	4,402,951	13,797,555	13,825,829	28,274	(0.2%)	4,397,951	485,423
Other Comprehensive Income								
Changes on Revaluation of Non-Current Assets	0	0	0	0	0	0.0%	0	0
TOTAL COMPREHENSIVE INCOME	<u>3,083,670</u>	<u>4,402,951</u>	<u>13,797,555</u>	<u>13,825,829</u>	<u>28,274</u>	<u>-0.2%</u>	<u>4,397,951</u>	<u>485,423</u>



**Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019**

1. STATEMENT OF OBJECTIVE

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

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GENERAL PURPOSE FUNDING

Rates, general purpose government grants and interest revenue.

GOVERNANCE

Administration and operation of facilities and services to members of Council;
Other costs that relate to the tasks of assisting elected members and ratepayers on matters which do not concern specific Council services.

LAW, ORDER, PUBLIC SAFETY

Supervision of various local-laws, fire prevention, emergency services and animal control.

HEALTH

Food quality and pest control, immunisation services and operation of infant health clinic.

EDUCATION AND WELFARE

Operation of senior citizens' centre, provision of assistance to pre-school facilities, playgroups and other voluntary services.
Provision of youth counselling services.

HOUSING

Aged person housing.

COMMUNITY AMENITIES

Rubbish collection services, operation of refuse site, administration of the town planning scheme and maintenance of cemeteries.

RECREATION AND CULTURE

Provision and maintenance of halls, recreation centres, public reserves and library services.

TRANSPORT

Construction and maintenance of streets, roads, bridges; street lighting, depot maintenance.

ECONOMIC SERVICES

The regulation and provision of tourism, area promotion, building control, noxious weeds and vermin control.

OTHER PROPERTY & SERVICES

Private works operations, plant repairs and operations costs.



**Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019**

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

The material variances adopted by the Shire of Dardanup for the 2019/20 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.

	Sch	2019/20 Y-T-D Revised Budget \$	2019/20 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							
General Purpose Funding	3	13,336,459	13,326,005	(10,454)	(0.1%)		
Governance	4	127	4,193	4,066	3201.3%		
Law, Order, Public Safety	5	31,159	179,115	147,956	474.8%	▲ Timing	DFES grant for bushfire risk planning program received in advance.
Health	7	1,678	11,356	9,678	576.7%		
Education and Welfare	8	291	0	(291)	(100.0%)		
Community Amenities	10	1,360,614	1,342,863	(17,751)	(1.3%)		
Recreation and Culture	11	532,814	358,737	(174,077)	(32.7%)	▼ Timing	Funds not yet received: \$91,000 Library management system licensing reimbursements, \$83,000 contribution to reserves infrastructure to be received later in the year.
Transport	12	2,540	126,133	123,593	4865.9%	▲ Timing	Early receipt of Main Roads Direct Grant.
Economic Services	13	8,360	17,377	9,017	107.9%		
Other Property and Services	14	108,579	37,989	(70,590)	(65.0%)	▼ Timing	Profit on disposal of land - sale to occur later in the year.
Total Operating Revenue		15,382,621	15,403,767	21,146	0.1%		
Operating Expenses							
General Purpose Funding	3	(40,095)	(42,527)	(2,432)	(6.1%)		
Governance	4	(132,209)	(131,356)	853	0.6%		
Law, Order, Public Safety	5	(138,416)	(206,068)	(67,652)	(48.9%)	▼ Timing	\$34,000 bushfire brigade expenses
Health	7	(45,688)	(66,303)	(20,615)	(45.1%)		
Education and Welfare	8	(67,802)	(76,199)	(8,397)	(12.4%)		
Community Amenities	10	(164,744)	(133,468)	31,276	19.0%		
Recreation & Culture	11	(793,370)	(737,612)	55,758	7.0%		
Transport	12	(492,105)	(515,802)	(23,697)	(4.8%)		
Economic Services	13	(49,527)	(75,400)	(25,873)	(52.2%)		
Other Property and Services	14	(75,342)	(122,803)	(47,461)	(63.0%)		
Total Operating Expenditure		(1,999,298)	(2,107,538)	(108,240)	5.4%		
Net Operating Activities		13,383,323	13,296,229	(87,094)	(0.7%)		
ADJUSTMENTS OF NON CASH ITEMS							
(Profit)/Loss on Asset Disposals		(97,083)	0	97,083	100.0%	▲ Timing	Asset sales have not yet occurred.
Accruals		0	0	0	0.0%		
Depreciation on Assets		436,891	436,896	5	0.0%		
Adjusted Net Operating Activities		13,723,131	13,733,125	9,994	0.1%		

(continued next page)



**Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019**

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

	2019/20 Y-T-D Revised Budget \$	2019/20 Y-T-D Actual \$	Variance to Y-T-D Revised Budget \$	Variance to Y-T-D Revised Budget %	Timing / Permanent	Material Variance - Explanation
Adjusted Net Operating Activities (from previous period)	13,723,131	13,733,125	9,994	0.1%		
CAPITAL ACTIVITIES						
Revenue						
Non-operating grants, subsidies and contributions	317,003	529,600	212,597	67.1%		
Proceeds from Disposal of Assets	110,325	0	(110,325)	(100.0%)	▼ Timing	Asset sales have not yet occurred.
Total Capital Revenue	427,328	529,600	102,272	23.9%		
Expenditure						
Land & Buildings	(95,682)	(17,768)	77,914	81.4%	▲ Timing	Most building projects not yet commenced construction.
Infrastructure Assets - Road / Bridges / Paths	(450,427)	(44,463)	405,964	90.1%	▲ Timing	Road renewal and upgrade projects to be carried out in drier months.
Infrastructure Assets - Parks & Gardens	(71,174)	0	71,174	100.0%	▲ Timing	No projects have commenced at the reporting date.
Vehicles	(45,508)	0	45,508	100.0%		
Plant & Equipment	(2,166)	0	2,166	100.0%		
Furniture & Fittings	(39,620)	(996)	38,624	97.5%		
Total Capital Expenditure	(704,577)	(63,227)	641,350	(91.0%)		
Net Capital Activities	(277,249)	466,373	743,622	(268.2%)		
FINANCING ACTIVITIES						
Revenue						
Proceeds from New Loans	62,500	0	(62,500)	100.0%	▼ Timing	Loan to be taken out later in the year
Self Supporting Loans - Principal Reimbursement	0	0	0	0.0%		
Transfers from Reserves	505,861	0	(505,861)	(100.0%)	▼ Timing	Most Reserve transfers to occur at completion of specific projects or at end of the year.
Total Financing Revenue	568,361	0	(568,361)	(100.0%)		
Expenditure						
Repayment of Loans	(23,309)	(47,503)	(24,194)	(103.8%)		
Donated Assets	0	0	0	0.0%		
Advance to community groups	0	0	0	0.0%		
Contra Repayment of Prefunded Infrastructure	0	0	0	0.0%		
Prefunded Infrastructure	0	0	0	0.0%		
Transfers to Reserves	(571,101)	(39,351)	531,750	93.1%	▲ Timing	Most transfers to Reserves will occur at year end.
Total Financing Expenditure	(594,410)	(86,854)	507,556	(85.4%)		
Net Financing Activities	(26,049)	(86,854)	(60,805)	233.4%		
FUNDING SOURCES						
Surplus/(Deficit) July 1 B/Fwd	301,183	408,341	107,158	35.6%	▲ Permanent	Higher surplus 2018/19 than anticipated at the time of budget preparation
CLOSING FUNDS (A+B+C+D)	13,721,016	14,520,985	799,969	5.8%		



Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019

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
	\$	\$	\$	\$	\$	\$
Retention Bonds	353,443.58			6,088.98	0.00	347,354.60
Nomination Deposits	0.00				0.00	0.00
Key Bond	232.68	40.00		80.00	0.00	192.68
Kerb Bond	75,041.91				0.00	75,041.91
Extractive Industries Bond	153,159.08				0.00	153,159.08
Unclaimed Monies	1,683.92				0.00	1,683.92
Bunbury Wellington Group of Councils	37,131.81			1,689.50	0.00	35,442.31
Tourism WA for Ferguson Valley Project	301,800.73				0.00	301,800.73
Cristal	5,030.01				0.00	5,030.01
Hire Bonds	2,280.00	650.00		1,300.00	0.00	1,630.00
Public Open Space	876,819.00				0.00	876,819.00
Specified Projects - Various	197,863.99				0.00	197,863.99
Accrued Interest	0.00		181.12		0.00	181.12
Plus: Outstanding Creditors	0.00			(6,088.98)	0.00	6,088.98
Less: Outstanding Debtors	0.00				0.00	0.00
TOTAL	2,004,486.71	690.00	181.12	3,069.50	0.00	2,002,288.33



Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019

4. CASH BACKED RESERVES

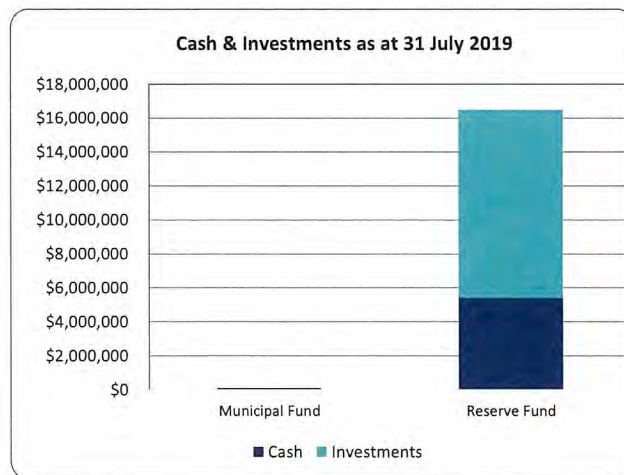
NAME	BALANCE 1 JULY	RECEIPTS	INTEREST	PAYMENTS	ADJUSTMENTS (TRANSFERS)	CLOSING BALANCE
	\$	\$	\$	\$	\$	\$
Un-Restricted						
Executive & Compliance Vehicles Reserve	364,152.78	0.00	0.00	0.00	0.00	364,152.78
Plant & Engineering Equipment Reserve	837,737.92	0.00	0.00	0.00	0.00	837,737.92
Eaton Recreation Centre - Equipment Reserve	365,346.45	0.00	0.00	0.00	0.00	365,346.45
Building Maintenance Reserve	1,620,574.64	0.00	0.00	0.00	0.00	1,620,574.64
Employee Relief Reserve	226,994.98	0.00	0.00	0.00	0.00	226,994.98
Employee Leave Entitlements Reserve	5,000.00	0.00	0.00	0.00	0.00	5,000.00
Refuse Site Environmental Works Reserve	82,960.37	0.00	0.00	0.00	0.00	82,960.37
Information Technology Reserve	406,982.52	0.00	0.00	0.00	0.00	406,982.52
Roadwork Construction & Major Maintenance Reserve	415,041.53	0.00	0.00	0.00	0.00	415,041.53
Meat Inspection Reserve	5,218.96	0.00	0.00	0.00	0.00	5,218.96
Accrued Salaries Reserve	379,359.78	0.00	0.00	0.00	0.00	379,359.78
Tourism Reserve	6,377.35	0.00	0.00	0.00	0.00	6,377.35
Recycling Education Reserve	82,334.11	0.00	0.00	0.00	0.00	82,334.11
Road Safety Programs Reserve	8,356.69	5,764.00	0.00	0.00	0.00	14,120.69
Council Land Development Reserve	20,838.59	0.00	0.00	0.00	0.00	20,838.59
Carried Forward Projects Reserve	2,968,519.73	0.00	0.00	0.00	0.00	2,968,519.73
Election Expenses Reserve	23,487.06	0.00	0.00	0.00	0.00	23,487.06
Town Planning Consultancy Reserve	91,740.47	0.00	0.00	0.00	0.00	91,740.47
Parks & Reserves Upgrades Reserve	549,702.69	0.00	0.00	0.00	0.00	549,702.69
Strategic Planning Studies Reserve	218,946.93	0.00	0.00	0.00	0.00	218,946.93
Pathways Reserve	164,161.78	0.00	0.00	0.00	0.00	164,161.78
Asset / Rates Revaluation Reserve	292,877.18	0.00	0.00	0.00	0.00	292,877.18
Refuse & Recycling Bin Replacement Reserve	54,075.81	0.00	0.00	0.00	0.00	54,075.81
Sale of Land Reserve	2,303,942.18	0.00	0.00	0.00	0.00	2,303,942.18
Emergency Services Reserve	10,306.48	0.00	0.00	0.00	0.00	10,306.48
Small Plant & Equipment Reserve	15,261.45	0.00	0.00	0.00	0.00	15,261.45
Storm Water Reserve	101,082.19	0.00	0.00	0.00	0.00	101,082.19
	11,621,380.62	5,764.00	0.00	0.00	0.00	11,627,144.62
Restricted						
Contribution to Works Reserve	601,543.28	1,938.69	0.00	0.00	0.00	603,481.97
Eaton Drive - Access Construction Reserve	153,212.42	0.00	0.00	0.00	0.00	153,212.42
Eaton Drive - Scheme Construction Reserve	904,633.29	0.00	0.00	0.00	0.00	904,633.29
Fire Control Reserve	1,108.89	0.00	0.00	0.00	0.00	1,108.89
Collie River (Eaton Drive) Bridge Construction Reserve	1,548,013.31	0.00	0.00	0.00	0.00	1,548,013.31
Unspent Grants Reserve	1,394,079.17	0.00	0.00	0.00	0.00	1,394,079.17
Swimming Pool Inspection Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Unspent Specified Area Rate - Bulk Waste Collection Reserve	79,770.43	0.00	0.00	0.00	0.00	79,770.43
Unspent Specified Area Rate - Eaton Landscaping Reserve	67,486.00	0.00	0.00	0.00	0.00	67,486.00
Wanju Developer Contribution Plan Unspent Loan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
Dardanup Developer Contribution Scheme - Dardanup Community Centre Reserve	7,317.22	0.00	0.00	0.00	0.00	7,317.22
Dardanup Developer Contribution Scheme - Community Centre Design Reserve	1,126.10	0.00	0.00	0.00	0.00	1,126.10
Dardanup Developer Contribution Scheme - Dardanup Public Library Reserve	4,356.65	0.00	0.00	0.00	0.00	4,356.65
Dardanup Developer Contribution Scheme - Wells Park Hard Courts Reserve	4,089.36	0.00	0.00	0.00	0.00	4,089.36
Dardanup Developer Contribution Scheme - Wells Park Clubroom Reserve	9,725.94	0.00	0.00	0.00	0.00	9,725.94
Dardanup Developer Contribution Scheme - Wells Park Clubrooms Design Reserve	1,282.14	0.00	0.00	0.00	0.00	1,282.14
Dardanup Developer Contribution Scheme - Wells Park Car Park Reserve	12,880.03	0.00	0.00	0.00	0.00	12,880.03
Dardanup Expansion Developer Contribution Plan Reserve	0.00	0.00	0.00	0.00	0.00	0.00
	4,790,624.23	1,938.69	0.00	0.00	0.00	4,792,562.92
Interest	0.00	0.00	33,572.14	0.00	0.00	33,572.14
Less: Outstanding Debtors	0.00	(1,924.00)	0.00	0.00	0.00	(1,924.00)
TOTAL	16,412,004.85	5,778.69	33,572.14	0.00	0.00	16,451,355.68



Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019

5. STATEMENT OF INVESTMENTS

BANK	TYPE	AMOUNT	RATE	DAYS	FROM	MATURING	ESTIMATED INTEREST	INTEREST CREDITED
MUNICIPAL FUND								
Westpac / CBA	Municipal Fund Account - Reconciled	\$ 122,612.05	0.40%			N/A	\$40.87	\$1,387.49
		<u>\$ 122,612.05</u>					<u>\$40.87</u>	<u>\$1,387.49</u>
TRUST FUND								
Westpac	Trust Fund Account - Reconciled	\$ 2,002,288.33				N/A	\$0.00	\$181.12
		<u>\$ 2,002,288.33</u>					<u>\$0.00</u>	<u>\$181.12</u>
RESERVE FUND								
Westpac	Reserve Account - Reconciled	\$ 5,401,126.13				N/A	\$0.00	\$300.91
Westpac	Coupon Select Deposit (Tailored Deposit)	\$ 5,000,000.00	2.94%	1098	22-Aug-17	24-Aug-20	\$442,208.22	\$0.00
Members Equity	Term Deposit	\$ 1,100,000.00	2.65%	730	19-Sep-17	19-Sep-19	\$58,300.00	\$0.00
AMP	Term Deposit	\$ 2,400,000.00	2.20%	188	25-Jul-19	29-Jan-20	\$27,195.62	\$33,271.23
NAB	Term Deposit	\$ 1,500,000.00	2.70%	180	13-Feb-19	12-Aug-19	\$19,972.60	\$0.00
AMP	Term Deposit	\$ 1,100,000.00	2.25%	92	25-Jun-19	25-Sep-19	\$6,238.36	\$0.00
		<u>\$ 16,501,126.13</u>					<u>\$553,914.79</u>	<u>\$33,572.14</u>
Total Interest Received								<u><u>\$35,140.75</u></u>





Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019

5. STATEMENT OF INVESTMENTS (continued)

Total Funds Invested

Total Funds Invested as at Reporting Date -

Municipal Fund Investment Portfolio	\$ -
Trust Fund Investment Portfolio	\$ -
Reserve Fund Investment Portfolio	\$ 11,100,000.00
	<u>\$ 11,100,000.00</u>

Investment Policy - Portfolio Risk Exposure

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

Portfolio - Terms of Maturity

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

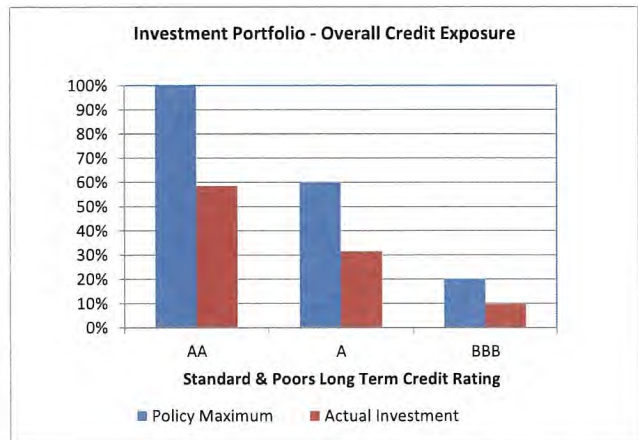
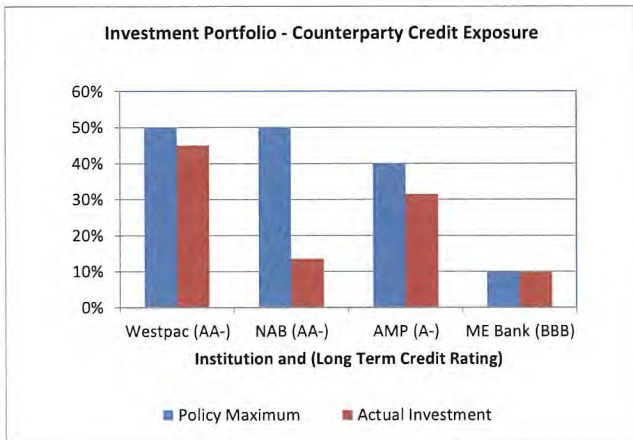
Counterparty Credit Exposure

Exposure to an individual Authorised Deposit Taking Institution 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 compliance with the policy framework.





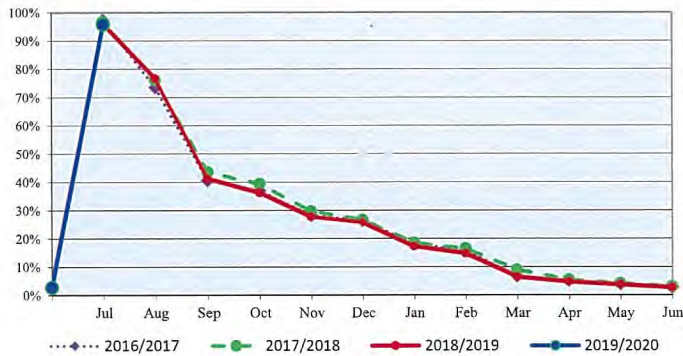
Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019

6. Accounts Receivable as at 31 July 2019

Rates and Charges Outstanding

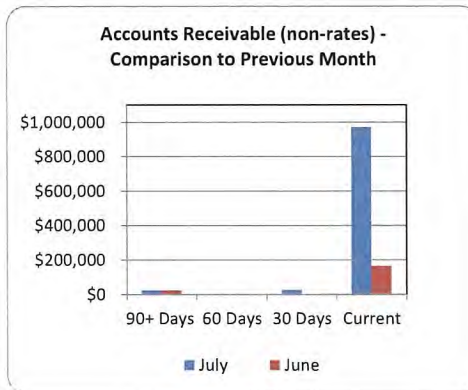
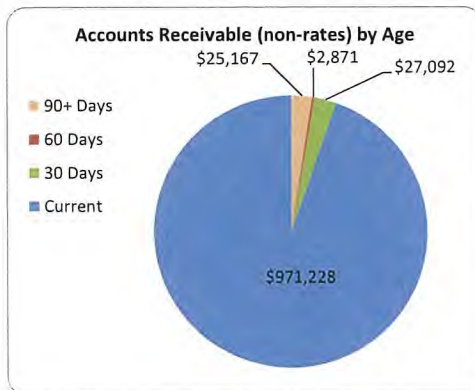
2019/20 annual rates were raised on 17 July 2019 and are due for payment by 12 September 2019. As at the reporting date, total outstanding rates and charges (including pensioner deferred rates) is \$15,314,901. This equates to 95.72% of rates and charges collectable and is at a similar ratio to recent years. It is the objective of management to achieve less than 4% of rates and charges outstanding by 30 June.

Outstanding Rates & Charges as % of Rates & Charges Collectable



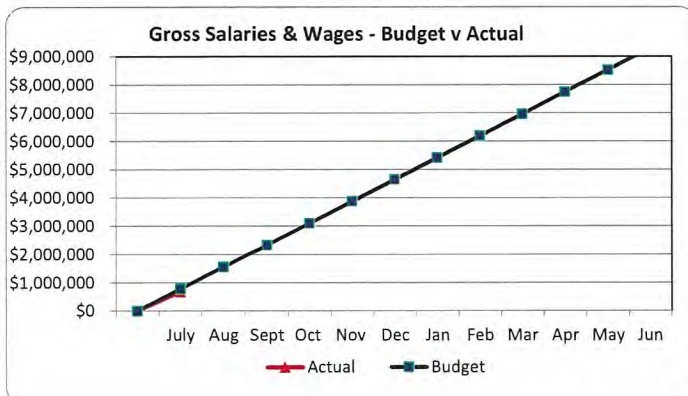
Sundry Debtors Outstanding (non-rates)

As at the reporting date, the total outstanding Sundry Debtors amount to \$1,026,358. The significant invoices raised in July were for government grants and contributions from Main Roads WA for Regional Road Group 2019/20 projects and Dep't of Fire and Emergency Services for 2019/20 Bushfire Risk Management Program. All were subsequently paid in August.



7. Salaries and Wages to 31 July 2019

At the reporting date, total salaries and wages expenditure is \$694,662 (7.5% of the annual budget of \$9,294,886 for the 2019/20 financial year).





Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019

8 RATING INFORMATION

RATE TYPE	Rate in	Number of properties	Rateable value	2019/20 Budgeted rate revenue	2019/20 Budgeted interim rates	2019/20 Budgeted back rates	2019/20 Budgeted total revenue	2019/20 Actual total revenue	2018/19 Actual total revenue	2018/19 Budget total revenue
	\$		\$	\$	\$	\$	\$	\$	\$	\$
Differential general rate or general rate										
Gross rental valuations										
General Rates - GRV: Residential	0.100662	3,085	55,836,980	5,620,662	0	0	5,620,662	5,620,662	5,309,324	5,309,324
General Rates - GRV: Commercial	0.100662	54	13,605,420	1,369,549	0	0	1,369,549	1,369,549	1,315,359	1,315,359
General Rates - GRV: Industrial	0.100662	65	7,529,898	757,975	0	0	757,975	757,975	727,562	727,562
General Rates - GRV: Small Holding	0.100662	360	8,010,860	806,389	0	0	806,389	806,389	761,329	761,329
General Rates - GRV: Interim and Back Rates	0.100662	0	0	0	124,249	0	124,249	(1,772)	85,991	230,000
Unimproved valuations										
General Rates - UV: Broad Acre Rural	0.006259	488	273,051,000	1,709,026	0	0	1,709,026	1,709,026	1,644,349	1,644,349
General Rates - UV: Mining	0.006259	0	0	0	0	0	0	0	0	0
General Rates - UV: Interim and Back Rates	0.006259	0	0	0	0	0	0	0	0	0
Sub-Totals		4,052	358,034,158	10,263,601	124,249	0	10,387,850	10,261,829	9,843,914	9,987,923
Minimum										
Minimum payment										
\$										
Gross rental valuations										
General Rates - GRV: Residential	1,547.50	1,662	21,419,776	2,571,945	0	0	2,571,945	2,571,945	2,484,960	2,484,960
General Rates - GRV: Commercial	1,547.50	7	61,400	10,833	0	0	10,833	10,833	10,416	10,416
General Rates - GRV: Industrial	1,547.50	52	629,150	80,470	0	0	80,470	80,470	77,376	77,376
General Rates - GRV: Small Holding	1,547.50	72	607,980	111,420	0	0	111,420	111,420	104,160	104,160
General Rates - GRV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Unimproved valuations										
General Rates - UV: Broad Acre Rural	1,547.50	135	20,540,600	208,913	0	0	208,913	208,913	191,952	191,952
General Rates - UV: Mining	1,547.50	20	372,699	30,950	0	0	30,950	30,950	29,759	29,759
General Rates - UV: Interim and Back Rates	1,547.50	0	0	0	0	0	0	0	0	0
Sub-Totals		1,948	43,631,605	3,014,531	0	0	3,014,531	3,014,531	2,898,623	2,898,623
		6,000	401,665,763	13,278,132	124,249	0	13,402,381	13,276,360	12,742,537	12,886,546
Discounts/concessions							(5,000)	(13)	(19,775)	(5,000)
Total amount raised from general rates							13,397,381	13,276,347	12,722,762	12,881,546
Specified area rates							344,800	344,748	351,801	349,178
Total rates							13,742,181	13,621,095	13,074,563	13,230,724



**Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019**

9. INFORMATION ON BORROWINGS

Debenture Repayments

Particulars	Loan No.	Principal	New		Principal		Interest		Principal	
		Opening Balance 01 July 2019	Loans 2019/20		Repayments 2019/20		Repayments 2019/20		Outstanding 30 June 2020	
		\$	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$
Community Amenities										
Wanju/Waterloo Industrial Park Developer Contribution Plans	New	0	0	750,000	0	0	0	0	0	750,000
Recreation and Culture										
Eaton Recreation Centre	59	363,773	0	0	0	83,083	0	22,423	363,773	280,690
Eaton Recreation Centre Extensions	63	21,440	0	0	0	21,440	0	1,146	21,440	(0)
Fitness Equipment	68	21,070	0	0	0	21,070	0	413	21,070	(0)
Glen Huon Oval Club Rooms	69	1,005,108	0	0	19,630	39,638	19,298	45,072	985,478	965,470
Transport										
Depot Land	66	559,417	0	0	27,873	56,313	11,384	25,841	531,544	503,104
Economic Services										
Gravel Pit Land - Panizza Road	61	113,015	0	0	0	22,466	0	7,381	113,015	90,550
Other Property and Services										
Administration Building Extensions	65	159,042	0	0	0	35,739	0	11,667	159,042	123,303
		2,242,865	0	750,000	47,503	279,748	30,682	113,943	2,195,362	2,713,117

All debenture repayments were financed by general purpose revenue.



**Notes to the Statement of Financial Activity
For the Period Ended 31 July 2019**

10 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		Opening Surplus				132,227
	Permanent Changes						
	Opening surplus adjustment				107,158		239,385
J12596	2019/20 Upgrade of Gravel Pit East Road	26/06/19 - 178-19	Capital Expense			(16,200)	223,185
1241002	Transfer from Reserve - Road Construction Reserve	26/06/19 - 178-19	Capital Revenue		16,200		239,385
J11712	Ferguson Hall	17/07/19 - 235-19	Capital Expense			(7,971)	231,414
	Transfer from Reserve - Carried Forward Projects						
1241010	Reserve	17/07/19 - 235-19			7,971		239,385
J11640	Depiazzi Park	17/7/19 - 228-19	Capital Expense			(10,000)	229,385
	Transfer from Reserve - Parks & Reserves Upgrades						
1143001	Reserve	17/7/19 - 228-19	Capital Revenue		10,000		239,385
					141,329	(34,171)	



MINUTES

OCCUPATIONAL SAFETY & HEALTH COMMITTEE MEETING

Held

11 September 2019

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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~ Large Print
~ Electronic Format [disk or emailed]
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TABLE OF CONTENTS

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	1
2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED	2
2.1	Attendance.....	2
2.2	Apologies.....	2
3.	PETITIONS/DEPUTATIONS/PRESENTATIONS	2
4.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	2
4.1	Occupational Safety & Health Committee Meeting Held 10 June 2019	2
5.	ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED.....	3
6.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	3
7.	DECLARATION OF INTEREST	3
8.	REPORTS OF OFFICERS AND COMMITTEES	3
8.1	Title: Workplace Inspections – OSH Representatives	3
8.2	Title: OSH Dashboard and OSH Hazard Reporting	4
8.3	Title: OSH Incident/Accident Quarterly Report	5
8.4	Title: Updates / Internal OSHMS Compliance Audit 2019.....	6
8.5	Title: Tier 3 AS 4801 OSH Audit Assessment Report – LGIS – Silver Diligence Award	8
8.6	Title: Skin Screening for Skin Cancer	10
9.	ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	11
10.	NEW BUSINESS OF AN URGENT NATURE.....	11
11.	MATTERS BEHIND CLOSED DOORS	11
12.	CLOSURE OF MEETING.....	11

Occupational Safety & Health Committee

- Cr. M T Bennett – Elected Member [Chairperson]
- Cr. J Lee – Elected Member [Deputy Chairperson]
- Chief Executive Officer – André Schönfeldt
- Manager Governance & HR – Cathy Lee
- Senior OSH Coordinator – Anton Manning
- Governance Officer/OSH – Samantha King

- Eaton Library Representative – Helen Ammon
- Eaton Administration Representative – Kathleen Hoult
- Eaton Administration Representative – Andrea McDougall
- Parks & Gardens Representative – Darren Hare
- Dardanup Outside Works Representative – Adam Herbert
- Eaton Recreation Centre Representative – Wills Pomare

COUNCIL ROLE

Advocacy	When Council advocates on its own behalf or on behalf of its community to another level of government / body /agency.
Executive/Strategic	The substantial direction setting and oversight role of the Council eg. Adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.
Legislative	Includes adopting local laws, town planning schemes and policies.
Review	When Council reviews decisions made by Officers.
Quasi-Judicial	<p>When Council determines an application/matter that directly affects a person's rights and interests. The Judicial character arises from the obligations to abide by the principles of natural justice.</p> <p>Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg: under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</p>

DISCLAIMER

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

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

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

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP OCCUPATIONAL SAFETY & HEALTH COMMITTEE MEETING HELD ON WEDNESDAY 11 SEPTEMBER 2019, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 11.00am.

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

Chairperson Cr. M T Bennett, to declare the meeting open, welcome those in attendance and refer to the Acknowledgement of Country, Emergency Procedures and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

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

Affirmation of Civic Duty and Responsibility

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

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

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

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

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr. Michael Bennett	-	Shire President
Mr Phil Anastasakis	-	Acting Chief Executive Officer [11.06am]
Ms Cathy Lee	-	Manager Governance & HR
Mr Anton Manning	-	Senior OSH Coordinator
Mr Adam Herbert	-	Dardanup Outside Works Representative
Mr Darren Hare	-	Parks & Gardens Representative
Mrs Helen Ammon	-	Eaton Library Representative [11.06am]
Ms Wills Pomare	-	Eaton Recreation Centre Representative
Mrs Kathleen Hoult	-	Eaton Administration Representative
Mrs Andrea McDougall	-	Eaton Administration Representative
Mrs Samantha King	-	Governance Officer/OSH Officer
Mrs Rhianna Scheffner	-	Senior Governance Officer

Observer

Mrs Donna Bullen	-	HR Coordinator
Mr John Kowal	-	Manager Recreation Services [11.06am]

2.2 Apologies

Mr André Schönfeldt	-	Chief Executive Officer
Cr James Lee	-	Elected Member

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

None.

4. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Occupational Safety & Health Committee Meeting Held 10 June 2019**OFFICER RECOMMENDED RESOLUTION &
OSH COMMITTEE RESOLUTION**

OSH 11-19 MOVED - MR D HARE SECONDED - MS W POMARE

THAT the Minutes of the Occupational Safety & Health Committee Meeting held on 10 June 2019 are confirmed as true and correct subject to no corrections.

CARRIED

5. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED
--

None.

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

None.

7. DECLARATION OF INTEREST

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

Discussion:

Chairperson, Cr. M T Bennett asked those present if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

8. REPORTS OF OFFICERS AND COMMITTEES
--

8.1 Title: *Workplace Inspections – OSH Representatives*

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

Background

Each Safety and Health Representative is to undertake Workplace Inspections on a minimum of a quarterly basis. Most areas have formal inspections undertaken on a monthly basis.

Legal Implications - None.

Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications - None.

(Appendix ORD:12.9)

Risk Assessment - Low.

Officer Comment

Hazards or actions that have been identified as a result of the Workplace Inspections are listed (Confidential Appendix OSH: 8.1) for the Committee's information. Full copies of the OSH Representative's Workplace Inspection Reports are stored in Tardis (Safety and Emergency OSH Inspections) and are available upon request.

**OFFICER RECOMMENDED RESOLUTION
& OSH COMMITTEE RESOLUTION**

OSH 12-19 MOVED - Mrs A McDougall SECONDED - Mrs K Hoult

THAT the Occupational Safety and Health Committee receive the list of Hazards and Actions (Confidential Appendix OSH: 8.1) as a result of OSH Representative Workplace Inspections.

CARRIED

8.2 Title: OSH Dashboard and OSH Hazard Reporting

Reporting Department: Executive – HR/OSH
Reporting Officer: Mrs Samantha King – Governance Officer/OSH
Legislation: Occupational Safety and Health Act 1984

Background

The OSH Dashboard is a one page overview/snapshot of what has been happening across the organisation regarding OSH activities.

The OSH Hazard Report is a spreadsheet of hazards that have been identified by staff and actioned for the quarter.

Legal Implications - None.

Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications - None.

Risk Assessment - Low.

(Appendix ORD:12.9)Officer Comment

See attached OSH Dashboard for June – August (Confidential OSH: 8.2A). This shows a one page overview/snapshot of what has been happening across the organisation regarding OSH activities.

See attached Workplace OSH Hazard Report for June – August (Confidential Appendix OSH: 8.2B). This list shows all hazards identified via staff using Hazard Card, Toolbox Hazard Advice, Loss Prevention Inspection [LPI] Checklists and general reporting. These are in addition to the Workplace Inspections undertaken by the OSH Representatives.

OFFICER RECOMMENDED RESOLUTION & OSH COMMITTEE RESOLUTION

OSH 13-19 MOVED - Mrs A McDougall SECONDED - Mrs K Hoult

THAT the Occupational Safety and Health Committee receive the OSH Dashboard (Appendix OSH: 8.2A) and Workplace OSH Hazard Report (Confidential Appendix OSH: 8.2B) for June to August 2019.

CARRIED

8.3 Title: OSH Incident/Accident Quarterly Report

Reporting Department: Executive – HR/OSH
Reporting Officer: Mrs Samantha King – Governance Officer/OSH
Legislation: Occupational Safety and Health Act 1984

Background

The quarterly report is presented at each OSH meeting to keep the Committee updated on the incidents and/or accidents that have occurred since the last reporting round.

Legal Implications - None.

Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.

Precedents - None.

Budget Implications - None.

Risk Assessment - Low.

Officer Comment

See attached (Confidential Appendix OSH: 8.3) for the OSH Incident Report.

(Appendix ORD:12.9)**OFFICER RECOMMENDED RESOLUTION &
OSH COMMITTEE RESOLUTION**

OSH 14-19 MOVED - Mrs K Hoult SECONDED - Ms W Pomare

THAT the Occupational Safety and Health Committee receive the Confidential OSH Accident/Incident Report (Confidential Appendix OSH: 8.3) for the period ending August 2019.

CARRIED

8.4 Title: Updates / Internal OSHMS Compliance Audit 2019

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

Background

The previous OSH compliance audit (utilising AS/NZ Standard 4801:2001), was undertaken on 23 and 24 of October 2017 by NSCO Consulting. Recommendation seven of the audit document details implementing an internal audit schedule. Clause 4.5.4 of AS/NZS4801:2001:2001 states:

The organization shall establish, implement and maintain an audit program and procedures for periodic OHSMS audits to be carried out by a competent person.

Legal Implications - None.Strategic Community Plan

Strategy 1.1.3 - Maintain best practice governance systems and practices. (Service Priority: Moderate)

Environment - None.Precedents - None.Budget Implications - None.Risk Assessment - Low.Officer Comment

An internal OSH audit utilising the AS/NZ Standard 4801:2001 has been carried out and is provided to the committee (Confidential Appendix OSH: 8.4) [AS4801 Audit Tool - Internal - Sept 2019 doc](#)

The areas that have been reviewed since the last OSH Committee meeting are:

- 4.4.2 Training & Competency
- 4.4.4 Documentation
- 4.4.5 Document and Data Control
- 4.4.7 Emergency Preparedness & Response

(Appendix ORD:12.9)

- 4.5.1.1 Monitoring and Measurement
- 4.5.1.2 Health Surveillance
- 4.5.3 Records & Records Management
- 4.5.4 OSH Management System Audit
- 4.6 Management Review

Discussion:

Manager Governance & HR, Ms Cathy Lee acknowledged the hard work of Mr Anton Manning during the audit process. Cr MT Bennett also thanked Mr Manning and the positive way the Shire is moving forward with OSH.

**OFFICER RECOMMENDED RESOLUTION &
OSH COMMITTEE RESOLUTION**

OSH 15-19 MOVED – Mr D Hare SECONDED - Mr A Manning

THAT the Occupational Safety and Health Committee receive the Confidential OSH Internal OSHMS Compliance Audit 2019 (Confidential Appendix OSH: 8.4) for the period ending September 2019.

CARRIED

8.5 Title: Tier 3 AS 4801 OSH Audit Assessment Report – LGIS – Silver Diligence Award

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

Background

The Shire of Dardanup engaged LGIS to undertake an audit of the Shire of Dardanup's Occupational Safety and Health Management System (OSHMS). The audit was undertaken benchmarking the AS/NZS 4801, utilising the guidelines detailed in the standard. The Tier 3 AS4801 OSH Assessment audit process was carried out on 18 and 19 June 2019 by LGIS.

This process concurs with the requirement of the Shire of Dardanup's OSHMS annual plan to have an external auditor and a Shire officer undertake an OSH system audit. The OSH audit also complies with the requirements of AS/NZS 4801 as detailed below.

Has the organisation established, implemented and maintained an audit program and procedures for periodic OHSMS Audits – carried out by a competent person.

Determine whether the OHSMS:

- *Conforms to planned arrangements for OHS management including the requirements of this Standard;*
- *has been properly implemented and maintained; and*
- *is effective in meeting the organisation's policy as well as objectives and targets for continual OHS improvement; and*
- *provide information on the results of audits to management, and employees.*

Legal Implications -

Ensure legislative compliance to the WA OSH Act 1984 .

Strategic Community Plan - None.

Environment - None.

Precedents -

OSH Audit - Work Safe Plan Three Steps to Safety. The verification activity was undertaken by LGIS in November 2015.

OSH Audit – AS/NZS4801:2001 OSH compliance evaluation of OSHMS audit undertaken by: NSCO Consulting on 23 and 24 October 2017.

Budget Implications - None.

Budget – Whole of Life Cost - None.

Council Policy Compliance -

Shire of Dardanup CP027 Occupational Safety and Health Policy.

(Appendix ORD:12.9)

Risk Assessment - Low

Officer Comment -

The objective of the OSH audit was to provide independent assurance to the management of the Shire of Dardanup, regarding the arrangements that are in place to support the Shire of Dardanup OSH Framework. The audits aim was to validate that the framework of the OSH system is robust and is effective in the workplace.

The audit report was compiled via consultation and interviews with all levels of Shire of Dardanup staff. The audit focused on the information contained within the Shire of Dardanup OSHMS and validation that the Shire of Dardanup has towards its responsibilities and commitment to safety. The response was one that clearly indicated that Shire of Dardanup is proactive in its commitment to ensuring safe systems of work are the focus of how work is done for the company.

An audit assessment report is provided under separate confidential cover (Confidential Appendix 8.5).

Discussion:

The committee discussed the process of OSH checks upon employment by the Shire.

A new process is to be implemented which allows for an increase in checks to be completed by HR.

Disposal of asbestos was discussed, Mr Anton Manning informed the Committee that refuse site staff are trained in how to identify asbestos and it is rejected at the gate.

Ms Cathy Lee congratulated the Committee and OSH Coordinator, Mr Manning for his work as a score of 81% is an excellent achievement. Shire President, Cr. M T Bennett agreed that this was a superb outcome.

**OFFICER RECOMMENDED RESOLUTION &
OSH COMMITTEE RESOLUTION**

OSH 16-19 MOVED – Mrs H Ammon SECONDED – Mr A Herbert

THAT the Occupational Safety & Health Committee request that Council acknowledge the Shire of Dardanup achievement of a 'Tier 3 Silver Diligence in Safety Certificate Award' for attaining the score of 81% compliance in its LGIS' 3 Steps to Safety Program Audit.

CARRIED

(Appendix ORD:12.9)**8.6** Title: Skin Screening for Skin Cancer

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

Background -

Skin cancer screening has previously been provided by the Shire of Dardanup in partnership with LGIS in 2015, 2017 and 2018.

Legal Implications - None.

Strategic Community Plan - None.

Environment - None.

Precedents -

Skin checks screening for skin cancer are regularly provided to staff by the Shire of Dardanup.

Budget Implications -

The cost of the screening was partially covered by the allotted Health and Wellbeing funding of \$4,950 from LGIS. The cost for 93 Shire employees to be screened by SMG Health was \$8,580.

Budget – Whole of Life Cost - None.

Council Policy Compliance - None.

Risk Assessment - Low.

Officer Comment

There were 93 Shire employees that were provided a skin screen. There were 8 employees referred to their GP for follow up and 12 employees had urgent referrals to their GP for immediate follow up.

Further detail of the findings and analysis by SMG Health, are provided in the Confidential LGIS Shire of Dardanup report (Confidential Appendix OSH: 8.6).

Discussion:

Cr Bennett commented that this excellent result and is glad the shire is assisting staff to stay healthy. 12 employees have now been helped that may not have been without the checks.

OFFICER RECOMMENDED RESOLUTION & OSH COMMITTEE RESOLUTION

OSH 17-19 MOVED - Mrs A McDougall SECONDED - Mrs K Hoult

THAT the Occupational Safety & Health Committee notes the outcomes of the skin screen programme.

CARRIED

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

None.

10. NEW BUSINESS OF AN URGENT NATURE

None

11. MATTERS BEHIND CLOSED DOORS

None.

12. CLOSURE OF MEETING

The next meeting of the Occupational Safety & Health Committee is to be advised following the Council elections in October.

There being no further business the Chairperson declared the meeting closed at 11.13am.